

A step by step guide on how to add a TU Dublin backdrop to your video call on Teams

1. Once you have selected your backdrop click on it - it will open in another window – and you will then need to save it to a folder making sure you remember where you saved it.
2. When you click on **join** a video call on Teams – a preview screen appears which allows you to **Choose your Audio and Video settings for Teams background**.
3. Click on the **third icon** below this preview screen – the first is for **video settings**, and the second is for **audio settings** – this will open the **background settings** screen.
4. On this **background settings** screen click on **+ Add new** and this will allow you to add the backdrop that you have already saved by **opening your folder** and **clicking on your chosen backdrop** and **clicking on open**.
5. Don't worry if the TU Dublin logo appears in reverse on your screen it will look correct for everyone else on the call – so once you're happy with your backdrop just click on **join** to start your call!

TIPS

- Once you have added a video backdrop to your Teams profile it will automatically appear whenever you join a video call.
- If you want to change your backdrop at any stage just follow the same instructions i.e. **click** on the **third icon** on the **preview screen** to open the **background settings screen** and either **select a backdrop from those below** or **click on + Add new** to add a new backdrop.
- If you are trying to find a backdrop that you have previously saved you will need to scroll to the end of the backdrops provided to find your saved ones.
- There's a variety of colours of backdrops to choose from so you're spoilt for choice!