HealthPartners
PartenaireSanté

Guidelines for Utilizing the Microsoft Teams "HealthPartners" Background Image

To enhance HealthPartners' presence during virtual presentations, we kindly request all volunteers to use the "Microsoft Teams - HealthPartners Background Image." This distinct image helps participants recognize our affiliation and ensures our visibility stands out, especially with two recipients in the GCWCC. Your cooperation in this small endeavor is highly appreciated and contributes to our collective impact.

To change the background photo on Microsoft Teams using the file "Microsoft Teams - HealthPartners Background Image," follow these steps:

1. **Download the Background Image:** Start by downloading the "Microsoft Teams - HealthPartners Background Image" file to a location on your computer. Make sure you remember where you saved it.

2. **Open Microsoft Teams:** Launch the Microsoft Teams application on your computer. Sign in if you haven't already.

3. **Access Your Profile:** Click on your profile picture or initials in the top right corner of the Teams interface. A drop-down menu will appear.

4. **Select "Settings":** From the drop-down menu, select "Settings." This will open the Teams settings panel.

5. **Navigate to "Background Effects":** In the settings panel, you should see a list of options on the left side. Click on "Background effects." This is where you can customize your background.

6. **Choose a Background Image:** In the "Background effects" section, you'll see a preview of your current background (which might be your camera feed). Look for the option to "Add new" or "Add image." Click on this option to browse for the downloaded background image file.

7. **Upload the Image:** A file dialog box will appear. Navigate to the location where you saved the "Microsoft Teams - HealthPartners Background Image" file, and select it. Once selected, click "Open" or "Upload" to upload the image to Teams.

8. **Preview and Apply:** The image you uploaded will now appear in the preview area. You can see how it will look as your background. If you're satisfied, click the "Apply" button to set it as your background.

9. **Adjust and Fine-Tune (Optional):** After applying the background image, you might have options to adjust the blur or focus level, depending on the version of Teams you're using. These options allow you to make your video feed blend seamlessly with the background image.

10. **Start or Join a Meeting:** You're all set! When you start or join a video meeting in Microsoft Teams, your new background image will be displayed instead of your actual surroundings.

Please note that the steps and options might vary slightly based on the version of Microsoft Teams you're using. These instructions are based on a general guideline, and the exact interface might differ. Make sure you have the latest version of Teams installed to access all the features and options.

Contact Information
For inquiries, kindly reach out to the appropriate lead based on your geographical location.

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