

Guidelines for Using the HealthPartners Virtual Background Image

To help boost HealthPartners' visibility during virtual meetings, we encourage all volunteers to use our official HealthPartners background image in Microsoft Teams. It helps people recognize who we are and sets us apart from other charities. Thank you for helping us make a strong impression!

To change the background photo on Microsoft Teams follow these steps:

1. Download the image: Save the file to your computer. Remember where you saved it!
2. Open Microsoft Teams: Launch the app and sign in if you haven't already.
3. Start or join a meeting: Background changes are now made from inside a meeting (or right before joining one).
4. Before joining:
 - On the pre-meeting screen, toggle your camera on.
 - Click the "Effects and avatars" button (usually under the video preview).
 - Click on "More video effects"
 - Click "+ Add new", then upload the background image file you downloaded.
 - Select the image, then click "Apply and join."
5. During a meeting:
 - Click the More actions (...) button in the meeting toolbar.
 - Select "video effects and settings" or "Background effects."
 - Click "+ Add new" and upload the image.
 - Choose the image, then click Apply.

Note: Steps might look a little different depending on your version of Teams. We recommend using the latest version to access all features.