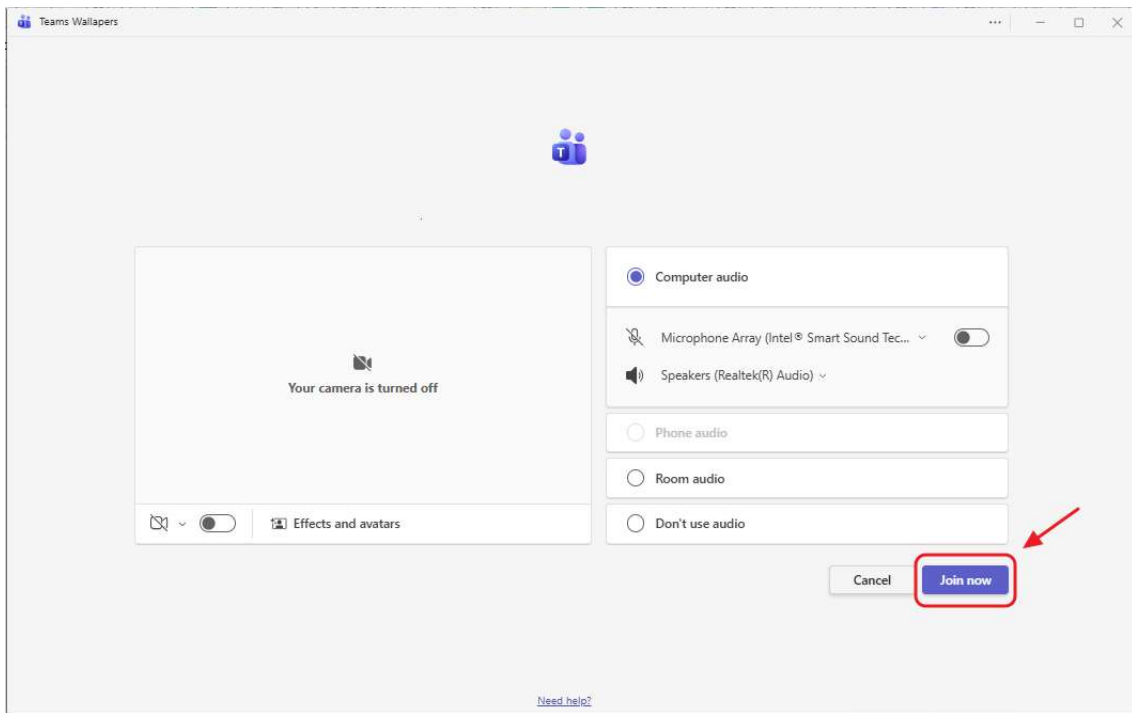

	<b>SoftTech Engineers Ltd.</b>	Document No: 1.30
		Date of Issue: 10/30/2025
	<b>IT HELPDESK – SOP</b> 1.30_Change your background in Microsoft Teams meetings	Revision No: 00
		Date of Revision: 00/00/0000
		Page No: Page 1 of 1

Approvals	Title	Signature/Date
Prepared By: -	IT HELPDESK	10/30/2025
Reviewed By: -	IT Manager	10/30/2025
Approved By: -	VP	10/30/2025

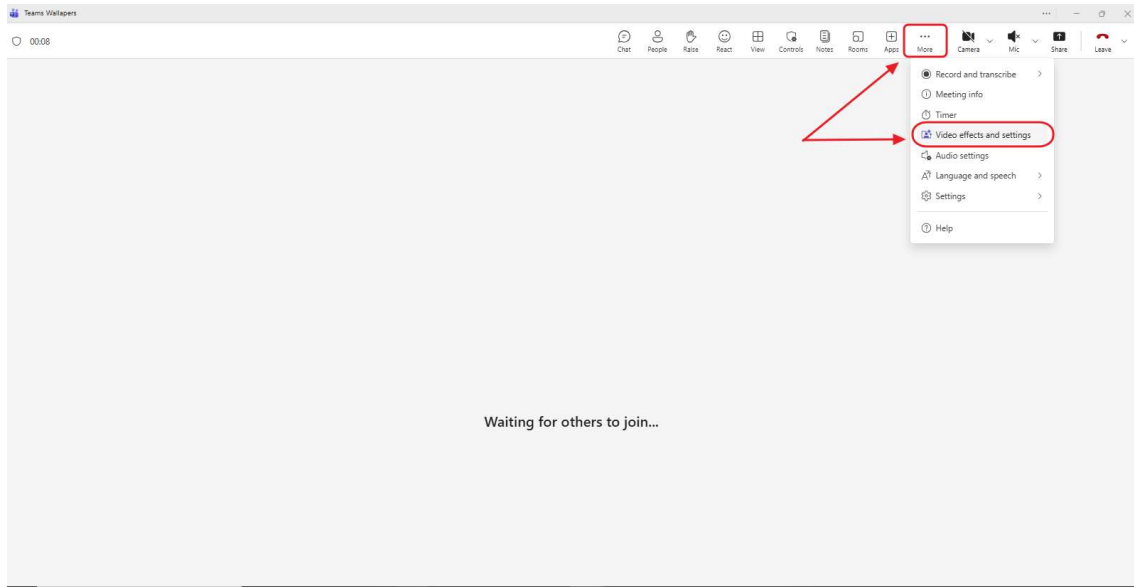
According to the SOP, you can perform the following steps, step by step, to complete the process.

**Step 1: For Laptop/Desktop** Please Go to your Teams calendar. Select a meeting and select click Join as per below image.



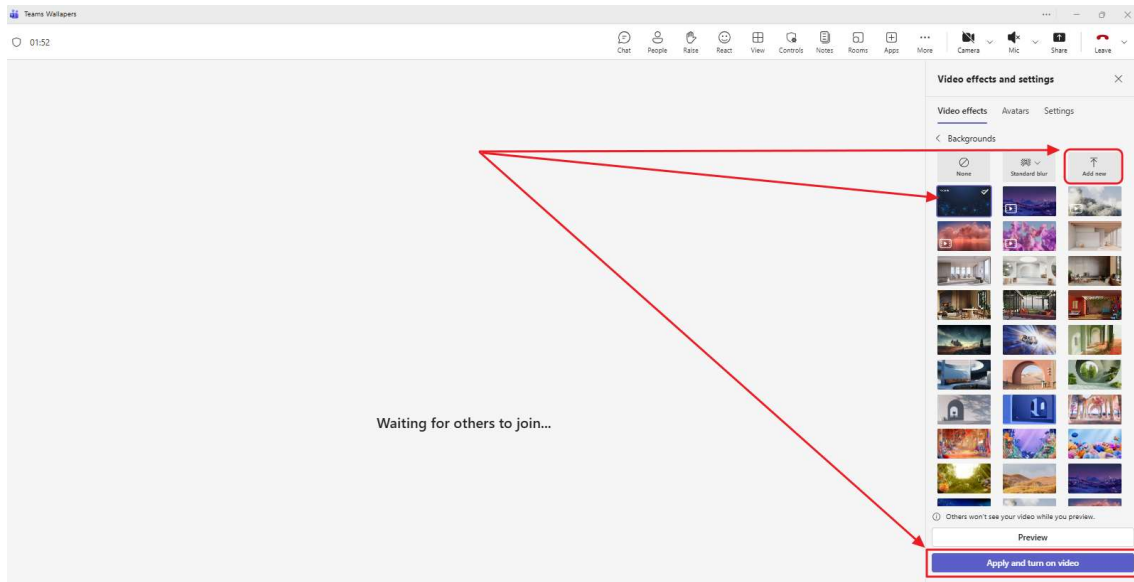
	<h2>SoftTech Engineers Ltd.</h2>	Document No: 1.30
		Date of Issue: 10/30/2025
		Revision No: 00
	<b>IT HELPDESK – SOP</b> 1.30_Change your background in Microsoft Teams meetings	Date of Revision: 00/00/0000
		Page No: Page 2 of 1


**Step 2:** Please click ‘More’ option and click ‘Video effects and settings’ as per below image.



**Step 3:** Please follow the steps below:

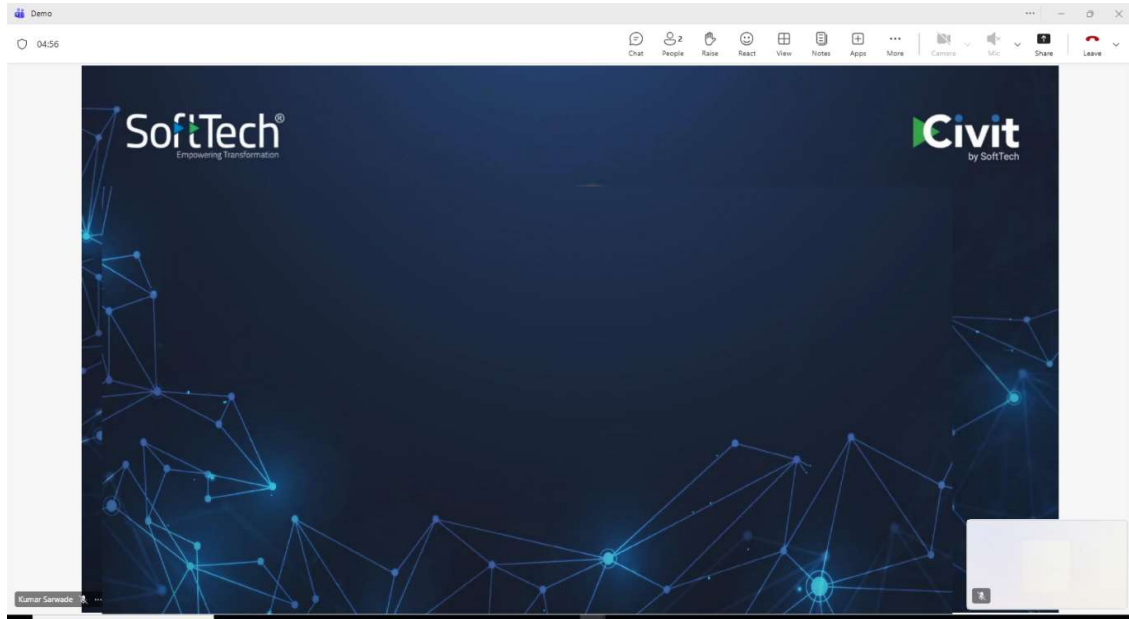
- 1) Check the first arrow option and click on ‘Add New’.
- 2) Select the desktop/laptop version file that we sent you via email (first save this file to your local drive, then select it).
- 3) Once the file is selected, it will appear as shown by the second arrow.
- 4) Now, click on ‘Apply and Turn On Video’ to check your background image.



	<b>SoftTech Engineers Ltd.</b>	Document No: 1.30
		Date of Issue: 10/30/2025
	<b>IT HELPDESK – SOP</b> 1.30_Change your background in Microsoft Teams meetings	Revision No: 00
		Date of Revision: 00/00/0000
		Page No: Page 3 of 1

**Step 4:** Please see the below final image that will be displayed with you in the meeting.

Below image is example for our ready reference.



**Step 5:** Please follow the same steps for your mobile settings and apply the changes. We have provided the mobile version file separately in the email.