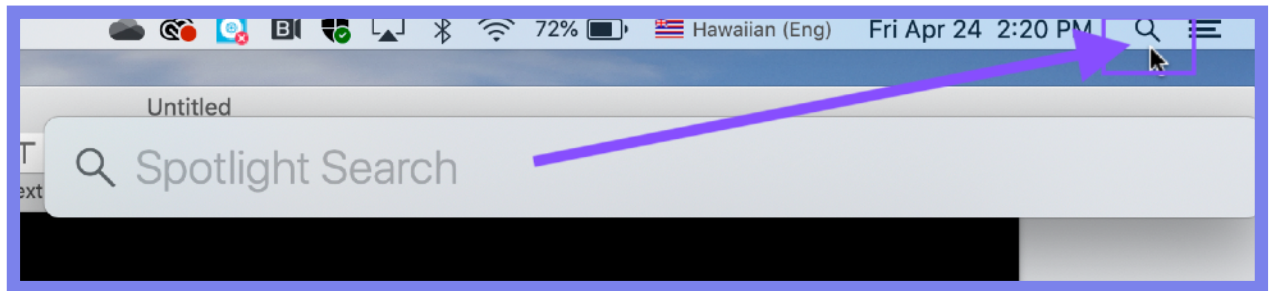# Add any Picture as a Background in TEAMS Meeting For Mac

Option 1

/Users/**insertusernamehere**/Library/Application Support/Microsoft/Teams/Backgrounds

- Copy link above
- Open Spotlight Search (magnifying glass in the top right hand corner)
- Paste link in the Spotlight Search bar
- Replace highlighted text with your ks username (the one you use for email, do not include @ksbe.edu)
- Open backgrounds folder
- Open upload folder
- Copy images that you want to use in teams and put in the upload folder

Option 2

1) Open Finder

2) Select "Go" in the menu above
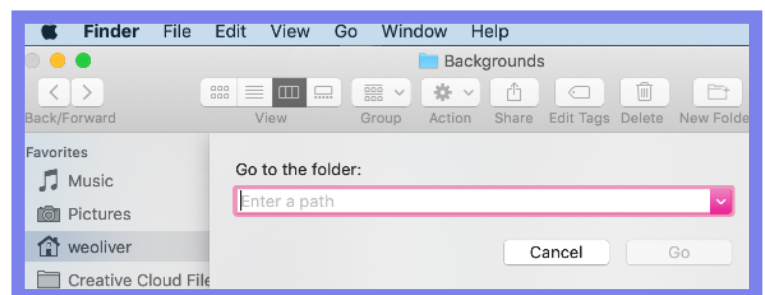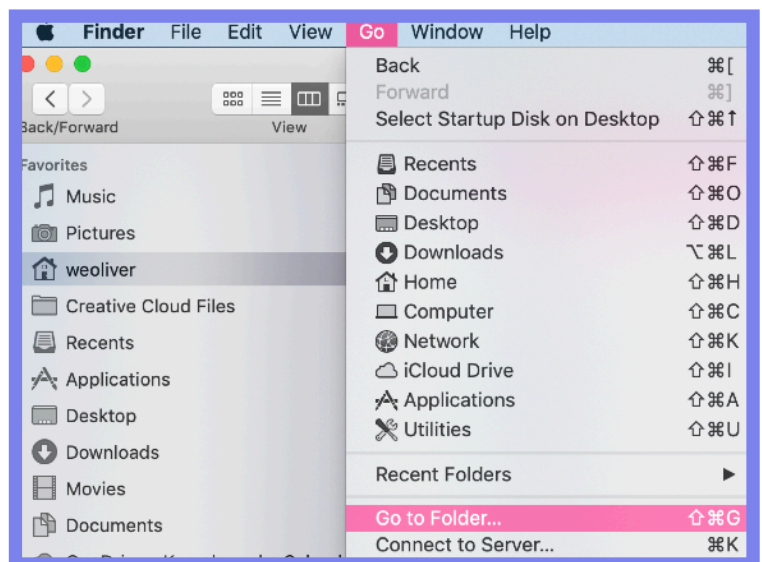
3) Select "Go to Folder"

4) Paste the following:

~/Library/Application Support/ Microsoft/Teams/Backgrounds/

5) Select Go

6) Open "Uploads" folder

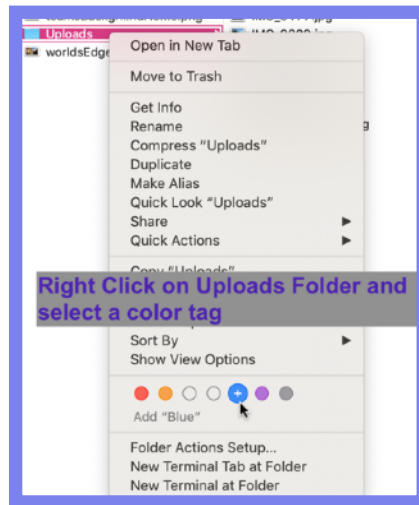7) Drag a picture (Landscape is best) into the "Uploads" folder

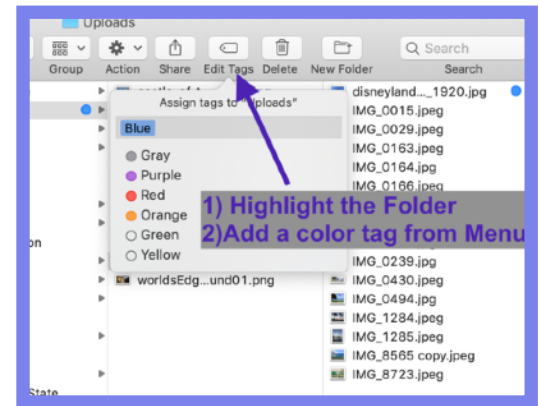# Add any Picture as a Background in TEAMS Meeting For Mac

Add a Color Tag to the "Uploads" Folder for Easy Access

To Add a Color Tag to This Folder for Easy Access
1) Right Click on "Uploads" folder and select a color tag *OR*
2) Highlight the Folder then add a color tag from Finder menu

OR

Here is video tutorial that shows you another way to make your Backgrounds "Uploads" folder easier to access:
https://web.microsoftstream.com/video/5a001cb1-3922-4e35-8417-553425478b58?st=53