Staff Guidance
Key information on Teams – use of corporate backgrounds

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Teams – use of background images

Teams is the Microsoft video conferencing software approved for use by key groups of staff across the council family.

As a corporate communication tool you should follow our council standards to make sure you are presenting yourself in a professional manner.

This means that if you choose to alter your background environment on your video call – it should **be changed to one of the three approved corporate images** or you can choose to blur the background as part of the standard Teams toolkit.

The use of Teams and appropriate background images form part of our **Acceptable Use of IT Facilities** policy. Please re-familiarise yourself with this as it outlines our key guidance on making sure that all council IT assets, software and equipment are used properly and in accordance with our core policies - to help protect our staff, our systems and our reputation.

Council standards

You now have the opportunity to download **three approved corporate backgrounds** for use on video calls. You will find these in the last section.

In addition to this you can also choose to **blur the background** using the appropriate function as part of the standard Teams background package.

If you choose not use one of our approved corporate background – please be mindful of what is visible behind you on your video call, in particular making sure that no sensitive information is on show.

How to change your background for a Teams meeting

To change your background to one of the corporate approved images, or to blur it, you should follow the steps in the next section. Please be aware that it is more professional to change your background before the meeting starts to avoid distracting others if you do this once the meeting has started.

1. Changing your background before a meeting starts

- While you're setting up your video and audio before joining a meeting, select **Background effects** .
- The button can be found just to the right of the microphone switch. Your background options will display in a panel down the right hand side.
- If you choose **Blur** you will appear nice and clear whilst everything else behind you is subtly concealed.

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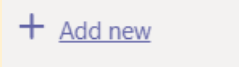**OFFICIAL**

- If you choose to replace your background with one of the corporate images provided – you need to add this as new background to select it.
- You can add one of the corporate background image to Teams by saving the image to your computer – making sure it saved as a **JPG, .PNG, or .BMP** file.
- Then choose **Add new** and select the corporate image to upload from your computer.

2. Changing your background during a meeting

If you forget to alter your background before the meeting starts you can do this immediately after you've already joined a meeting.

- Go to your meeting controls and select **More actions** `•••` > **Show background effects**.
- Select **Blur** to blur your background or choose a corporate images to replace it.
- If you haven't already uploaded a corporate image – follow these next steps.

- To upload your corporate image , select **Add new** `+ Add new` and choose your corporate image from your computer location.
- You'll be able to preview your corporate or blur background to see how it looks before you apply it.

Notes:

- If you don't see **Show background effects** as an option in the menu, the feature might not be available on your device yet.
- Be aware that by blurring or replacing your background this might not prevent sensitive information from being visible to other meeting participants.
- Be aware that your background will display in reverse on your screen, but will be the correct way round for meeting participants.

Corporate Backgrounds

The following three images are approved corporate council background images for use on Teams – they are attached to this briefing in your email for use and can also be found on Connect here.

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OPTION 1 – COUNCIL OFFICE TEAMS BACKGROUND

OPTION 2 - OFFICE TEAMS BACKGROUND WITH COAT OF ARMS

OPTION 3 – COAT OF ARMS CORPORATE BACKGROUND

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