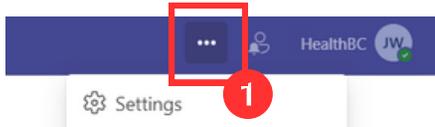


Microsoft Teams: Camera settings

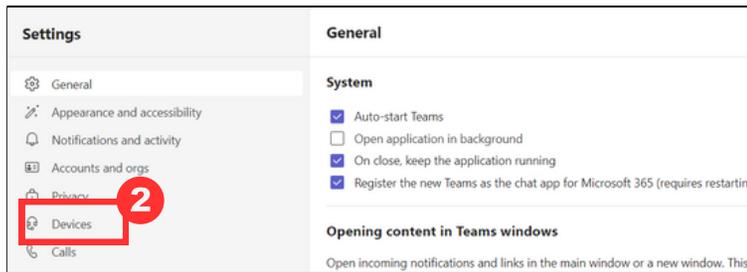
Adjust your camera settings to ensure the best experience during your Team meetings.
We recommend you do a test beforehand to avoid issues during your call.

Confirm settings

1. On your Teams application, click the **menu** located at the top right and click **settings**.



2. The settings menu will open. On the left side, click **devices**.



3. Here you can manage your devices, audio and camera settings.
Scroll down to the **Video Settings** heading.

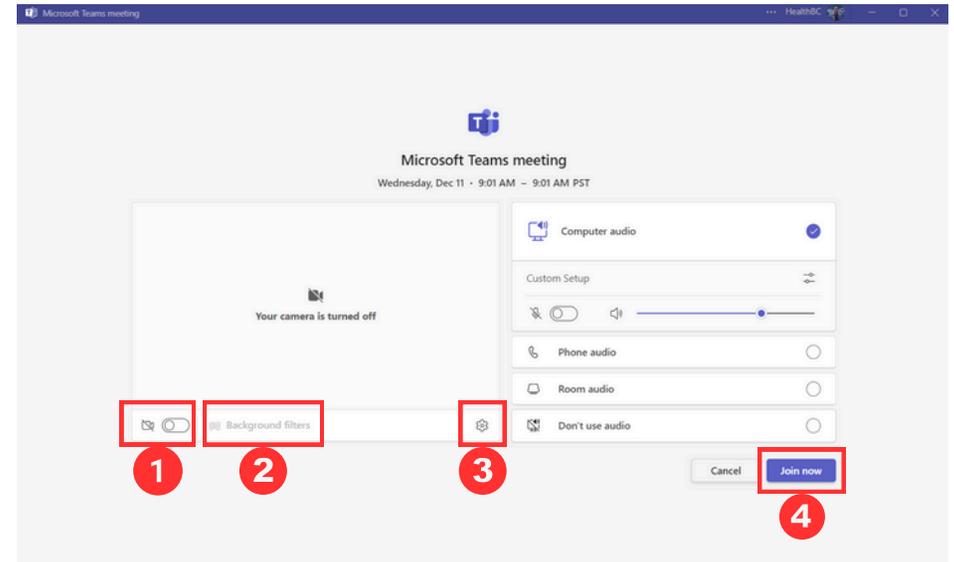


4. Select the **camera** you prefer to use from the drop down menu and check the **preview** below to ensure there is nothing blocking your view.

If you still cannot see an image, contact **Service Desk (604-675-4299)**.

Join meeting settings

When joining a meeting, you will receive a pop-up window where you can adjust your settings before entering the call:



Choose from the following video options:

1. Click the toggle next to the **camera** icon to turn your video on/off.
2. Click the **Background filters** option to choose how you want your background to be seen.
3. Click the **gear** icon to choose which webcam you want to use when working with multiple cameras.

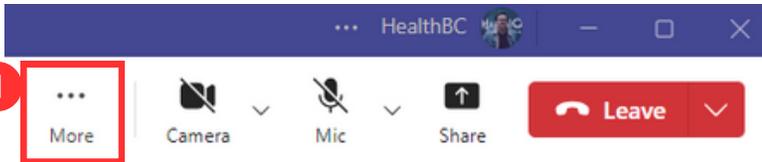
When you have selected your preferred settings click the **Join Now** button.

Microsoft Teams: Camera settings

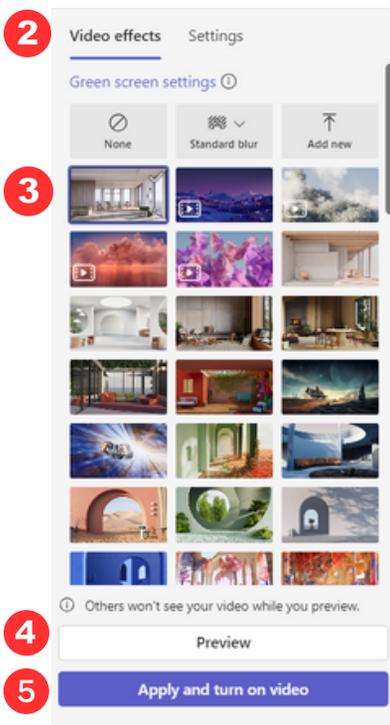
Background settings

You have the ability to blur or customize your video background during a Teams meeting.

1. At the top click **More** options from the toolbar options.



2. A drop down menu will appear. Select **Video effects and settings**.



3. The background settings pane will open on the right of your screen

Choose one of the following options to change your background settings:

- Click **Add new** to upload a background image from your computer.
- Click **Standard blur** to have your camera focus on you and blur out whatever is behind you.
- Scroll and select one of the many **preset background images**.

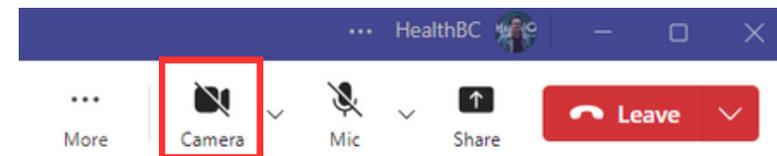
4. Click **Preview** to see how the background will appear.

5. Click **Apply** and turn on video once you have your preferred settings.

Turn camera on/off

During the meeting, you may turn your video on and off when needed. To turn your camera off:

Go to the meeting toolbar at the top and click on the **Camera** icon.



A slash through the icon indicates your camera is **off**, click the icon to toggle the camera on/off.