

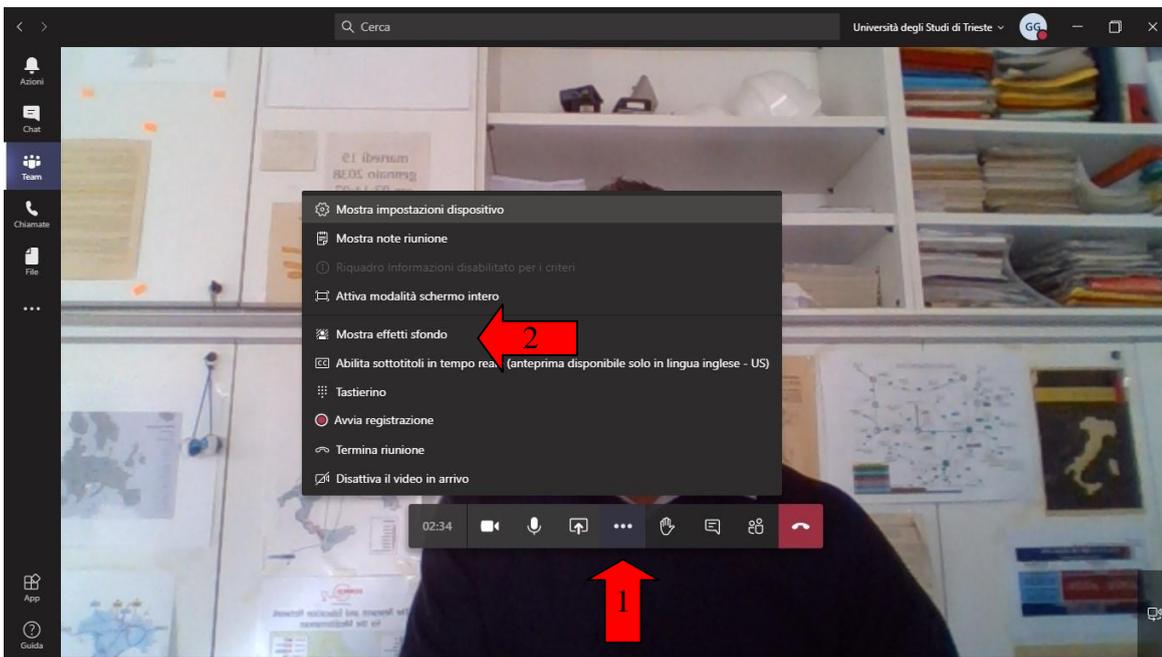


How to use the institutional background with Microsoft TEAMS

Download the file with the institutional background from the webpage <https://www.units.it/intra/immagine-coordinata> (pagina)

Launch MS-TEAMS programme and start a TEAMS meeting.

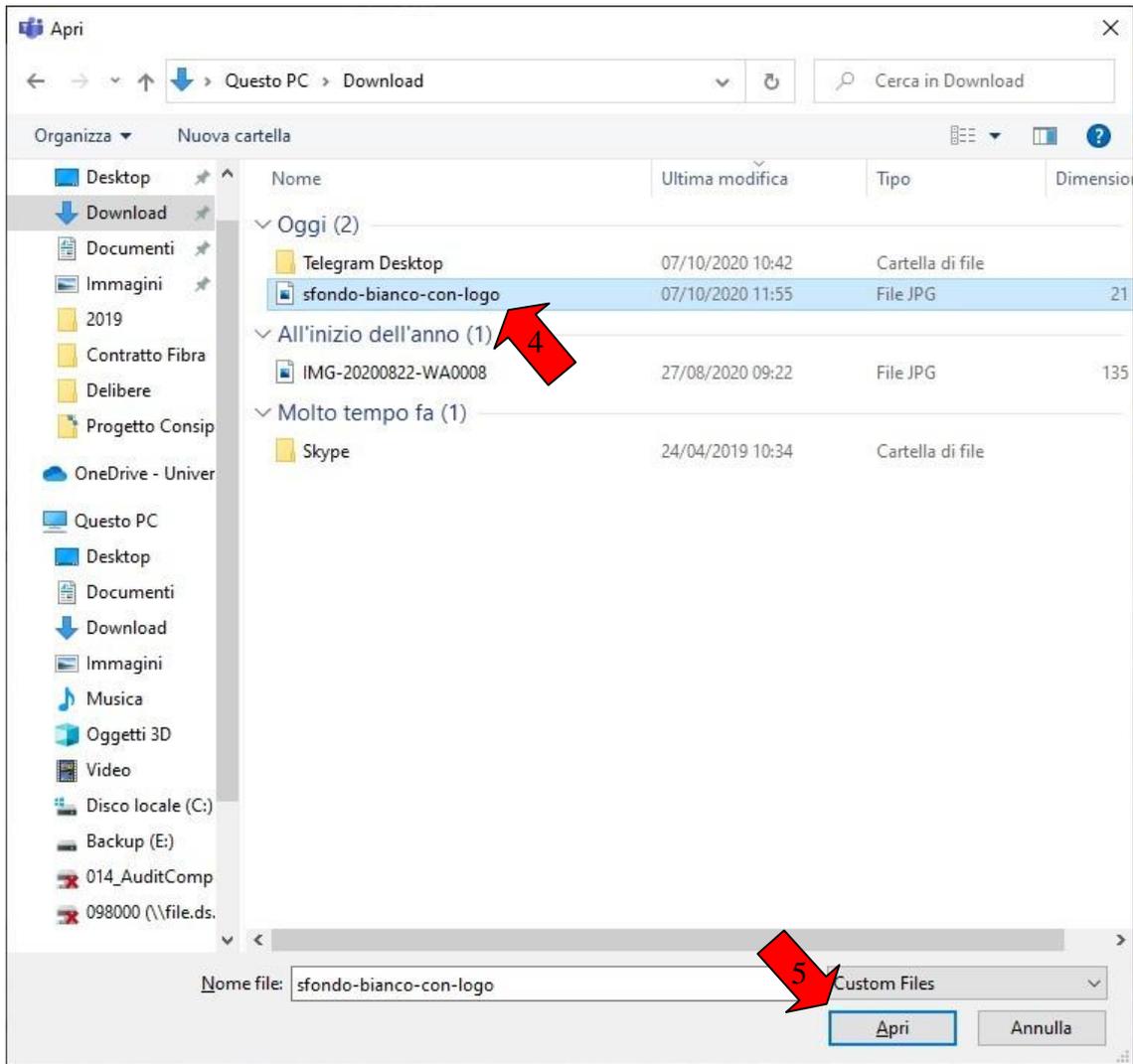
Move the overlapping mouse inside the window of the programme and click on the three dots symbol ('Altre opzioni' - Other options) in the middle of the overlapping bar.



On the menu select 'Mostra effetti sfondo - Show background effects' and in the vertical panel that appears on the right side select the entry '+ aggiungi nuova - add a new one' on the top.



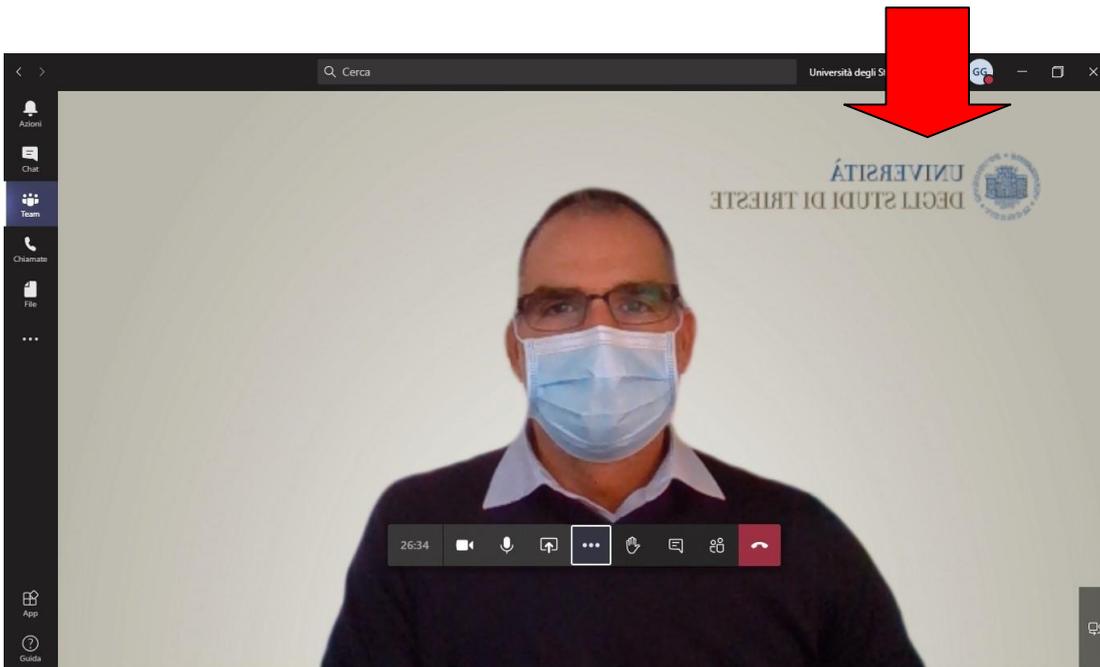
Select the file with the downloaded background and add it.



Scroll down the lateral menu and among the different backgrounds you will find the university background that you can activate by clicking on 'Applica – Apply' whenever you want.



NOTES: it is normal that in the image of ourselves the logo appears inverted. Other participants in the conversation will see it correctly.



ATTENTION: the setting remains saved in the programme also when you leave and consequently the background will appear again at each future conversation. If you use the same PC both for domestic use and for distance teaching in the classrooms of the University and if you want to film the blackboard behind you, remember to disable the institutional background:

