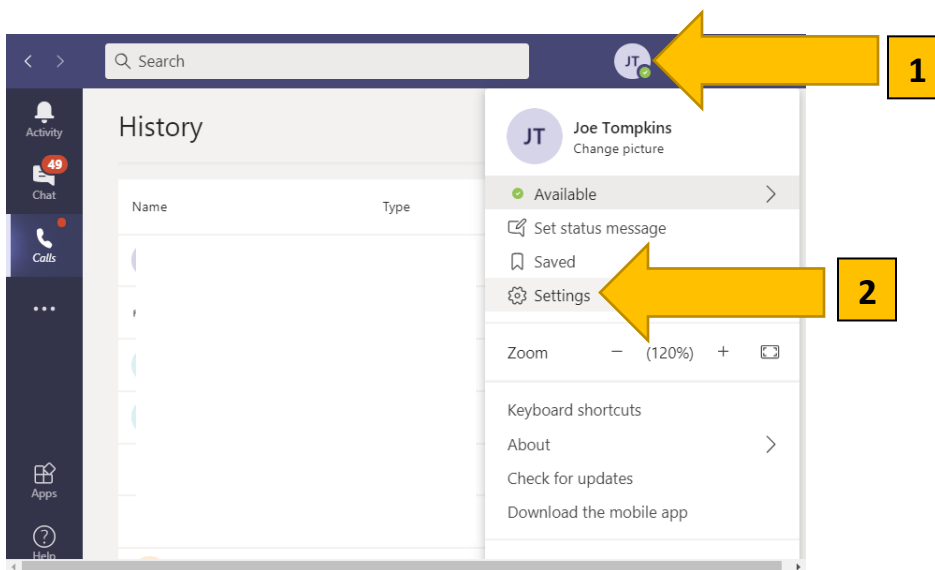


Student Quick-Help Sheet:

How to upgrade to the new Microsoft Teams Experience

In 2020, Microsoft Teams updated to include several new features to improve video conferencing, including the ability to add custom backgrounds. Follow these steps to make sure these new features are enabled.

- 1) **Make sure your computer is updated** by completely shutting it down every night and restarting it every morning. (Without doing this, no new features will ever be installed.)
- 2) **Start the Microsoft Teams App**
- 3) In the Teams App, **click your profile bubble** at the top of the screen and **select “Settings”**



- 4) **Check “Turn on New Meeting Experience” to get all the new features.**

