**athenahealth Branded Teams Backgrounds**

Guidance on when to utilize these backgrounds:

* Employee’s should be using one of the provided backgrounds when on a Teams call with a key external audience (customers, prospects, media, investors, etc).
* This is to ensure that when someone is representing athenahealth externally, our brand is displayed in an elevated and professional manner.

How to add backgrounds to Teams:

1. Click on the ‘More’ icon (three dots) on the meeting toolbar.
2. Select ‘Show background effects’ from the context menu.
3. In the ‘Background effects’ panel, click on ‘Add new’ to add an image from your computer.
4. Preview how your chosen background looks before applying it
   1. REMINDER: it will look backways for your view. The image will be reversed for others on the call.
5. Select ‘Apply’