How-to guide for digital products

Trades and apprenticeship promotion

Add a Teams background

Before a meeting

1. Go to your Teams calendar.
2. Select a meeting and select **Join**.
3. From the pre-join screen, select **Background Filters**
4. Select **Add new** and then select the new image from your computer. Make sure it's a .JPG, .PNG, or .BMP file.
5. The text on the image will appear in reverse in your preview but it will appear correctly to others.

To turn off background effects, select **None**. Your background will persist in all your meetings and calls until you change it again.

Note: If you don't see this option in the menu, the feature might not be available on your device.

During a meeting

1. Join a Teams meeting.
2. In your meeting controls, select **Camera** > **Video effects and settings** 🖼.
3. Select **Video settings**.
   a. Select **Add new** ⬆ to upload and use an image from your computer. Make sure it's a .JPG, .PNG, or .BMP file.
4. Select **Preview** to view the background before you apply it.
5. Select **Apply**.
6. The text on the image will appear in reverse in your preview but it will appear correctly to others.

Customize your Outlook signature

1. Navigate to the **Email Signature** panel in Outlook by following the instructions below:
   a. Select **File** (top left corner)
   b. Select **Options (**near the bottom left)
   c. Select **Mail** (near the top left)
   d. Select **Signatures** (on the right)
2. Click in the text area of the **Edit signature field.**
3. Copy and paste a signature from below into the field.
4. Edit the information as necessary.
5. Click **OK** to close the window.

Alberta

Example:

Sample Name, RSE (she/her)
Job Title
Company
Tel   780-427-9264
Cell 780-454-5698
email.address@yourcompany.ca

Championing the skilled trades.
#WouldntTradeItAB

Add a frame or overlay to a photo

1. Download the frame or overlay and save it somewhere that is accessible to you. Save the photo you want to place the frame/overlay over.
2. Use a photo editing tool to place the frame/overlay on top of your photo.

    Note: Canva is a free tool that can be used to do this:

    a. Visit canva.me/photo-frame-effect.
    b. **Log in** or create a free account.
    c. Click **Uploads** from the left side of the screen.
    d. Click **Upload**.
        i. Upload **your photo.**
        ii. Upload the **overlay/frame.**
    e. **Drag your photo** from the uploads panel onto the canvas.
    f. **Drag the frame/overlay** from the uploads panel onto the canvas.
        iii. Do not place it directly on top of your photo, or it will replace the photo.
    g. Once your photo and frame are both on the canvas, reposition and resize your photo and the frame/overlay as required.
        iv. Fill the whole white canvas, or you'll have white space around the edges when you download.
    h. Click **Share** in the top right corner.
    i. Click **Download** at the bottom right of the dropdown.
    j. Click **Download** again at the bottom of the dropdown.

3. Use your new photo on social media.