

Removing Automatic Teams Meeting Links

A default feature in Outlook automatically adds a Microsoft Teams meeting link to meetings that are schedules with another person. This occurs even if a Zoom or Webex meeting is also added. The following steps show how to turn this feature off.

Turning Off the Addition of MS Teams Meeting

From the Outlook client:

- 1. Click File in the menu tool bar.
- 2. To the bottom left of the window, click **Options**.



3. In the Outlook Options window, select Calendar.

| Outlook Options | | ? | × |
|---------------------------|---|------|-----|
| General A | General options for working with Outlook. | | |
| Calendar Clou | Cloud storage options | | |
| Groups | \checkmark Store my Outlook settings in the cloud $\textcircled{0}$ | | |
| People | r Interface options | | |
| Tasks | hen using multiple displays:① | | |
| Search | Optimize for best <u>appearance</u> | | |
| Language | Optimize for <u>c</u> ompatibility (application restart required) | | |
| Accessibility | Show Mini Toolbar on selection $①$ | | |
| Advanced | ✓ Enable Live Preview ① | | |
| Customize Ribbon | reenTip style: Show feature descriptions in ScreenTips | - | |
| Quick Access Toolbar Pers | sonalize your copy of Microsoft Office | | |
| | ОК | Cano | .el |

4. Under Calendar Options, remove the checkmark from "Add online meeting to all meetings"

| Calendar options | |
|--|--------------|
| Add online meeting to all meetings | |
| Default duration for new appointments and meetings | 30 minutes 💌 |

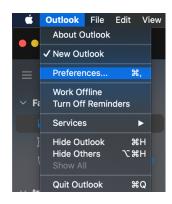
5. Click OK.



Turning Off the Addition of MS Teams Meeting for Mac Users

From the Outlook client:

1. Click **Outlook** in the menu tool bar then **Preferences**.



- 2. In the Outlook Preferences window, click Calendar
- 3. In the Calendar window, under Calendar Options, click Configure

| Calendar Show All | | | | |
|---|--|--|--|--|
| Work schedule | | | | |
| Work day starts: 9:00 AM ᅌ | | | | |
| Work day ends: 5:00 PM ᅌ | | | | |
| Work week: S M T W T F S | | | | |
| First day of week: Sunday ᅌ | | | | |
| Calendar options | | | | |
| ✓ Default reminder: 15 minutes <i></i> | | | | |
| Show week numbers | | | | |
| Add online meeting to all events: Configure | | | | |

4. In the new window, be sure to uncheck the box next to "Add online meeting to all meetings" then click Save

| Show All | Calendar | |
|----------------|--|-------------|
| Online Meeting | | |
| | Add online meeting to all meetings | |
| | Microsoft Teams Cisco Webex Scheduler Zoom | |
| | | Cancel Save |