

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 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	$\begin{bmatrix} n \\ n $		
Calendar	Cloud storage options		
Groups	\checkmark Store my Outlook settings in the cloud $\textcircled{1}$		
People	User Interface options		
Tasks	When using multiple displays:		
Search	 Optimize for best <u>appearance</u> 		
Language	 Optimize for compatibility (application restart required) 		
Accessibility	Show Mini Toolbar on selection 🕕		
Advanced	✓ Enable Live Preview ①		
Customize Ribbon	ScreenTip style: Show feature descriptions in ScreenTips	*	
Quick Access Toolbar	Personalize your copy of Microsoft Office		
	ОК	Ca	ncel

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			
Calendar options			
🗹 Default reminder: 🛛 15 minutes ᅌ			
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