



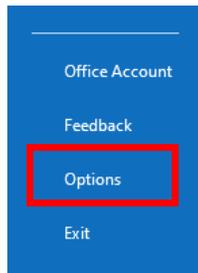
Removing Automatic Teams Meeting Links

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

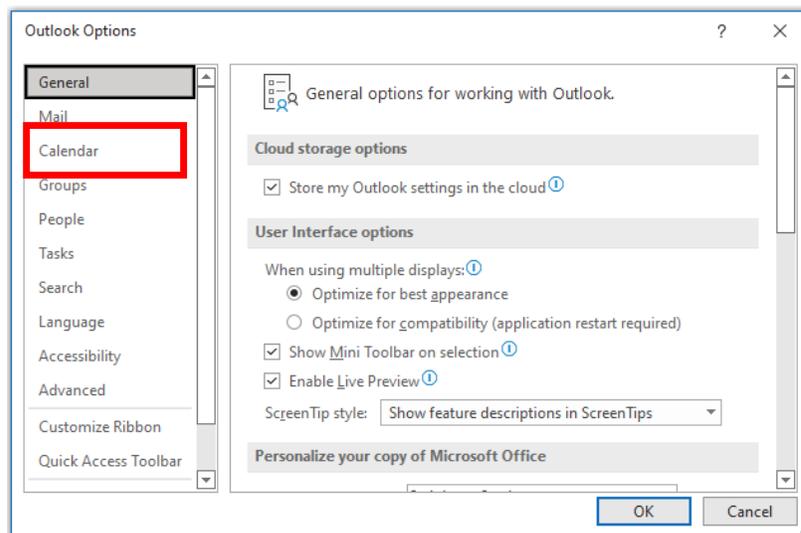
Turning Off the Addition of MS Teams Meeting

From the Outlook client:

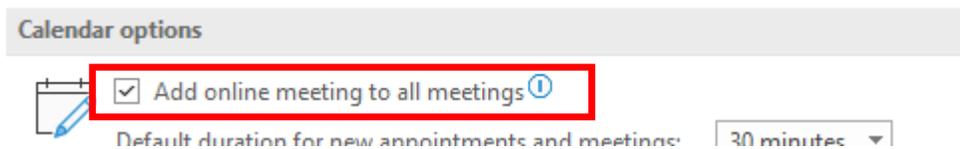
1. Click **File** in the menu tool bar.
2. To the bottom left of the window, click **Options**.



3. In the Outlook Options window, select **Calendar**.



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

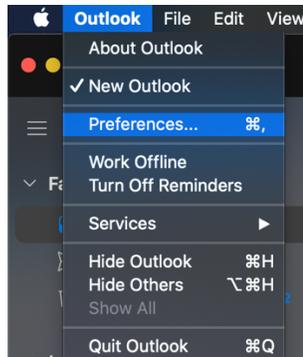


5. Click **OK**.

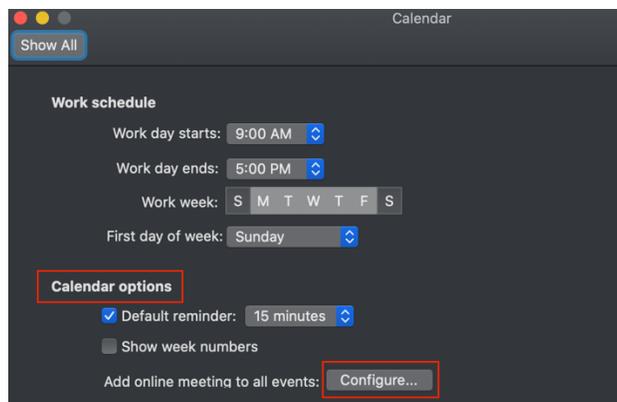
Turning Off the Addition of MS Teams Meeting for **Mac Users**

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**



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

