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Turn Off Automatic Teams Meeting Links in Outlook

This document explains how to turn off the automatic Teams Meeting default setting in Outlook, for Windows and Mac client (desktop) applications.

For assistance or training using these procedures, contact Sarah Taggart, IT Development Coordinator at 785-628-4999.

A default feature in Outlook automatically adds a **Microsoft Teams** meeting link to scheduled meetings. This occurs even if a Zoom meeting is also added. View the section below for your system, for the steps to turn this feature off.

<u>Turn Off the Addition of Microsoft Teams Meeting (Windows)</u> <u>Turn Off the Addition of Microsoft Teams Meeting (Mac)</u>

Turn Off the Addition of Microsoft Teams Meeting (Windows)

- 1. Open your **Outlook** client.
- 2. From the Outlook menu tool bar, click **File**; then in the bottom left area of the window, click **Options**.
- 3. In the *Outlook Options* window, click **Calendar**.



Add online meeting to all meetings

4. Under *Calendar Options*, <u>uncheck</u> Add online meeting to all meetings.

NOTE: If you do not see a check box in front of *Add online meeting to all meetings*, click **Add Meeting Provider**, uncheck **Add online meeting to all meetings**, and then click **OK**.

5. Click OK to close the Outlook Options window.

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Office Account

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Options

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Turn Off the Addition of Microsoft Teams Meeting (Mac)

- 1. Open your **Outlook** client.
- 2. From the Outlook menu tool bar, click **Outlook**, and then select **Preferences**.
- 3. In the Outlook Preferences window, click Calendar.
- 4. In the *Calendar* window, under *Calendar options*, click **Configure**.



	Calendar
Show All	
Work schedule	
Work day starts: 🛛 9:00 AM 😒	
Work day ends: 5:00 PM ᅌ	
Work week: S M T W	TFS
First day of week: Sunday	
Calendar options	1.06
Default reminder: 15 minutes	
Show week numbers	
Add online meeting to all events:	Configure

5. In the new window, <u>uncheck</u> *Add online meeting to all meetings*, and then click **Save**.

