Outlook

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.

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