



TECHNOLOGY SERVICES

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.

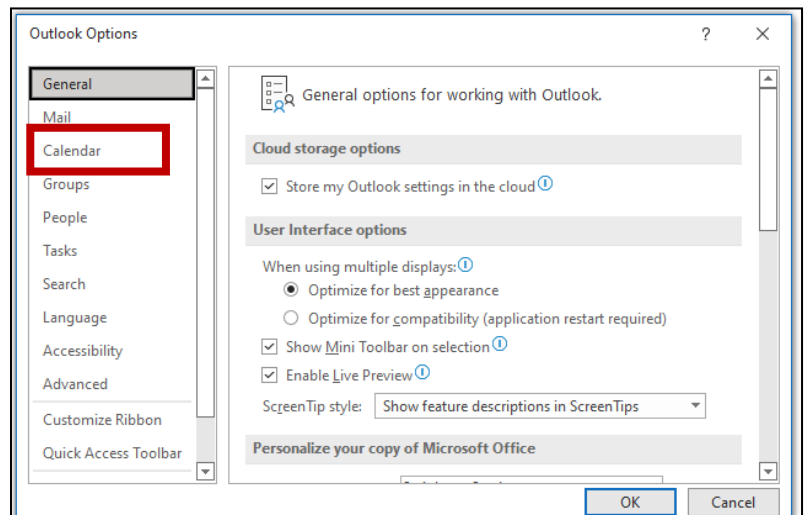
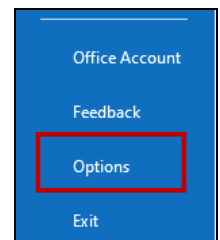
A default feature in Outlook automatically adds a **Microsoft Teams** meeting link to scheduled meetings. This occurs even if a Zoom meeting is also added. View the section below for your system, for the steps to turn this feature off.

[Turn Off the Addition of Microsoft Teams Meeting \(Windows\)](#)

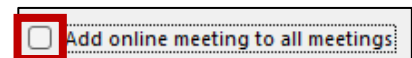
[Turn Off the Addition of Microsoft Teams Meeting \(Mac\)](#)

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**.



4. Under *Calendar Options*, uncheck **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.

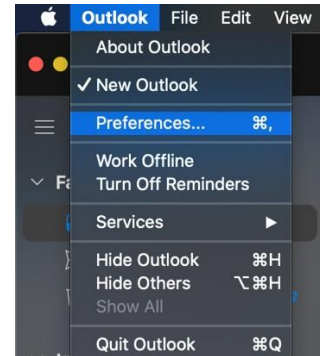


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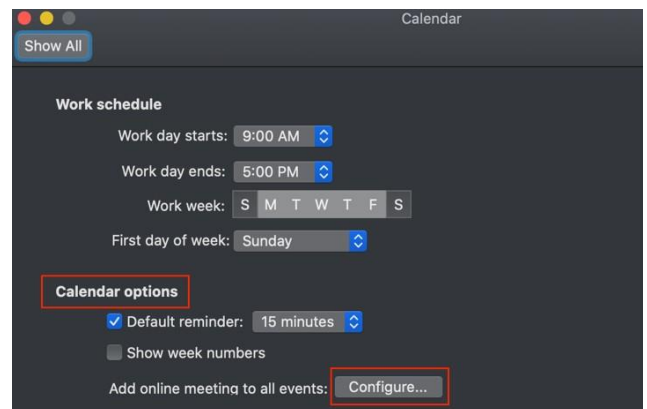
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Turn Off the Addition of Microsoft Teams Meeting (Mac)

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**.



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

