## Preventing Teams Meetings From Being Automatically Added to Calendar Invites

If you have Teams meetings automatically added to each calendar invite that you create in Outlook, this may pose a problem if you need to schedule an in-person meeting or use a different web conferencing platform for your meeting. To prevent any issues surrounding these circumstances, the following solutions are available. Instructions for each option are shown for the Outlook web app, Outlook for Mac, and Outlook for PC.

Option 1: Turn off the option in your Outlook settings that automatically adds Teams meetings to your calendar invitations.

Outlook Web App:
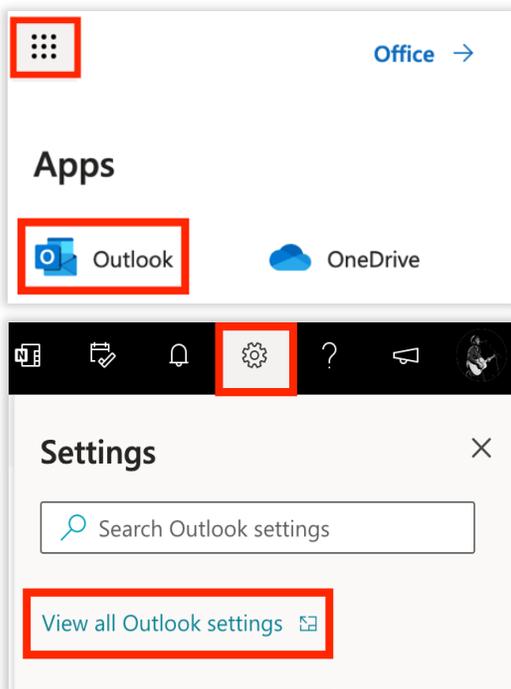
**1.** Sign in to Office 365 at https://office.com with your network credentials.
- This will be the same username and password used to access your email.

2. Once you have signed in, click on the square icon in the top left to display the available applications. Locate "Outlook" and click on the corresponding icon.

3. Once you have opened Outlook, click on the settings gear in the top right hand portion of your screen.

4. Select the option that appears that reads "View all Outlook settings." This will bring you to where you may adjust your necessary calendar settings.

5. Select "Calendar" from the menu that appears.

6. Select "Events and invitations" from within the calendar section.
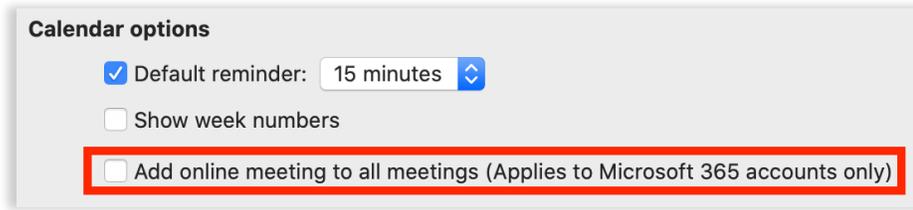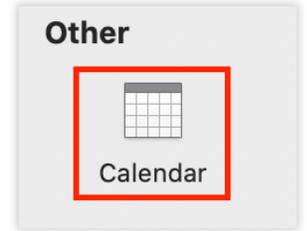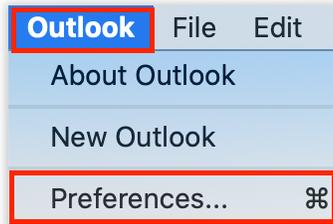
7. Uncheck the option to "Add online meeting to all meetings."

8. Click "Save." This will prevent Teams meetings from being automatically added to your calendar invites going forward.
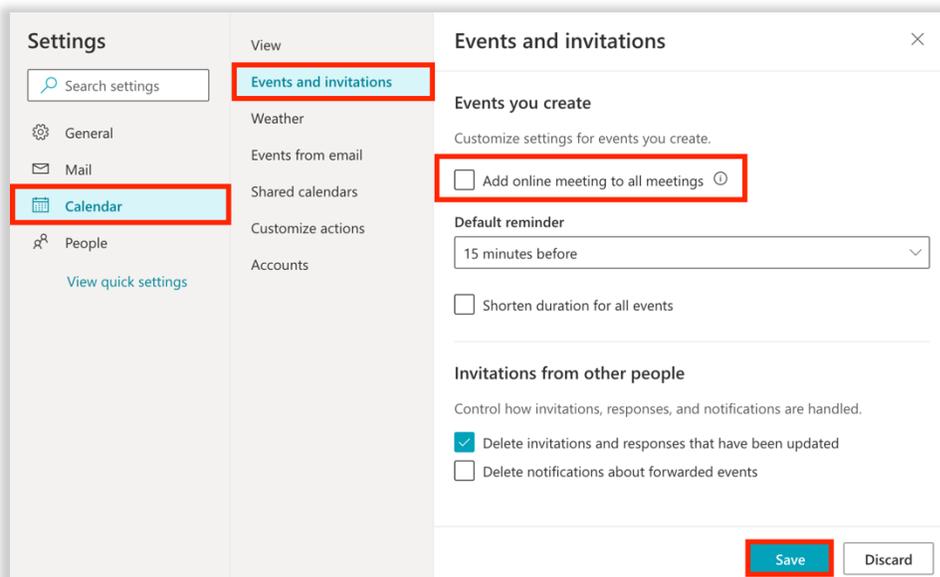
Outlook for Mac:

1. Open Outlook for Mac.

2. Click "Outlook" in the top left hand corner.

3. Select "Preferences" from the menu that appears.

4. From preferences, click on the "Calendar" option. This will take you to your calendar settings.

5. Uncheck the box that reads "Add online meeting to all meetings." This will prevent Teams meetings from being automatically added to your calendar invites going forward. No save option is necessary.
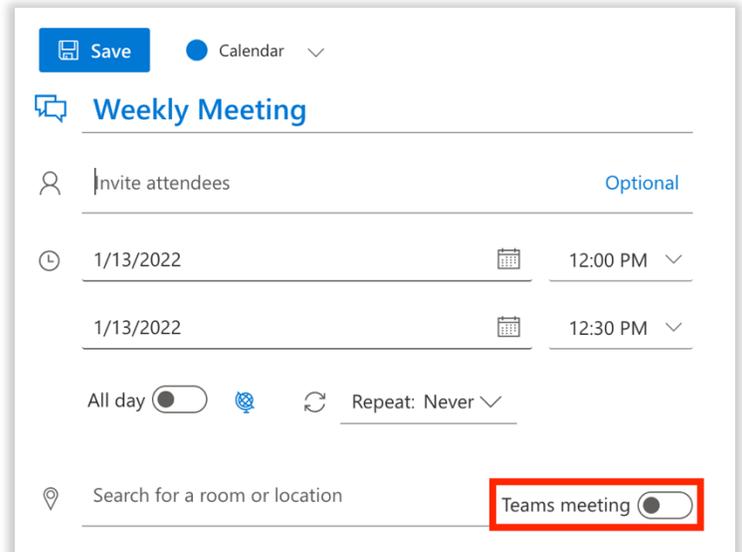

Outlook for PC:

1. Open Outlook for PC.

2. Click "File" in the top left hand corner.

3. Click "Options" at the bottom of the menu that appears to the left.

4. Outlook options will appear. Click on "Calendar" in the new menu in this area.

5. Uncheck the box that reads "Add online meeting to all meetings." This will prevent Teams meetings from being automatically added to your calendar invites going forward.

6. Click "OK" to save your selection
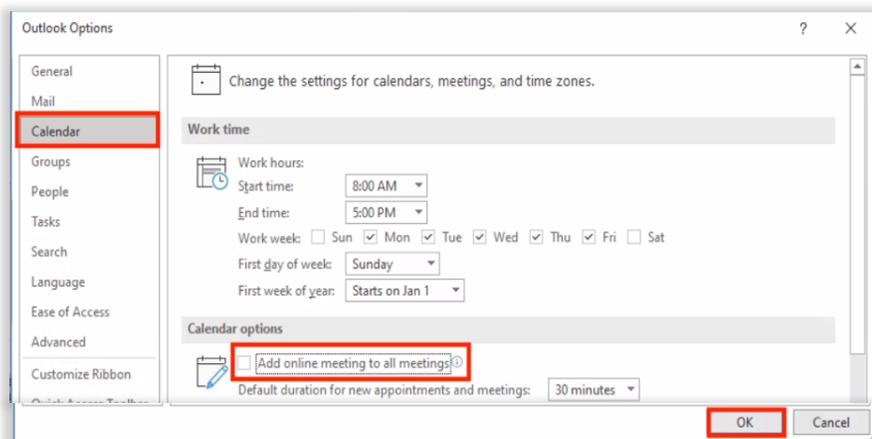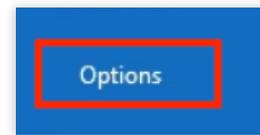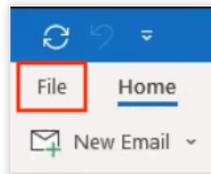
Option 2: On an individual calendar invite, remove the option to create a Teams meeting prior to sending your invite to your attendees.

Outlook Web App:

1. On your calendar invitation, locate the "Teams meeting" option.

2. Click on the toggle button here to disable the option to add a Teams meeting to your individual calendar invite.
- In the image below, the option is disabled. Use this as an example for how this option should appear to prevent a Teams meeting from being added to your invite.

3. Complete your additional invite options as usual and provide the meeting details to your attendees.

Outlook for Mac

1. If a Teams meeting has been added to a calendar invite, your invite will display text that says "Teams meeting details will be added after you send the invitation."

2. To prevent a Teams meeting from being added, click on the Microsoft Teams icon in the toolbar of your calendar invite.

3. Once you do so, the indication that the "Teams meeting details will be added after you send the invitation" will disappear. Once this is gone from your invite draft, you can be assured that the Teams meeting option has been removed. Complete your additional invite options as usual and provide the meeting details to your attendees.
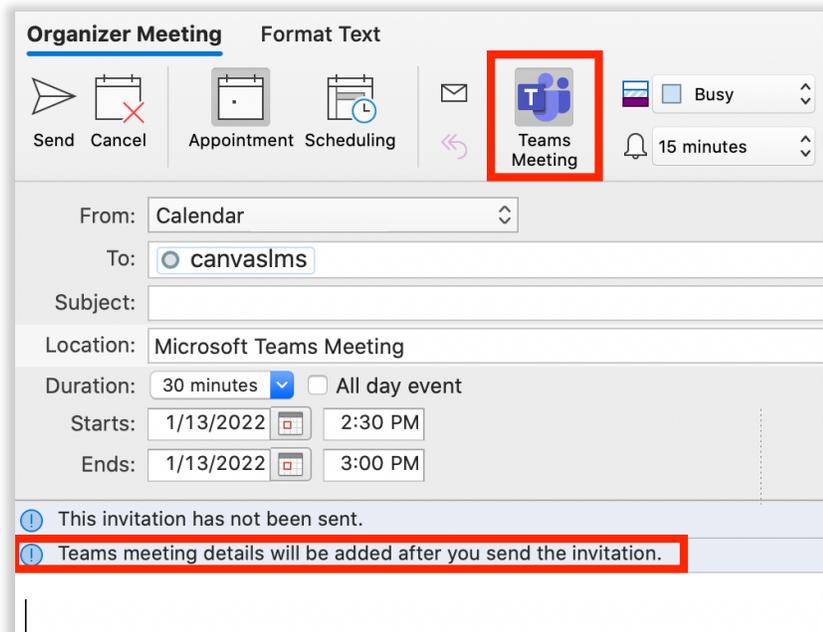
Outlook for PC

1. If a Teams meeting has been added to a calendar invite, a Microsoft Teams meeting link will display in the body of your invite.

2. To remove the Teams meeting, click on the option that says "Don't host Online" in the toolbar of your calendar invite.

3. Once you do so, this will remove the Microsoft Teams meeting from your invite. Once the Teams link is gone from your invite draft, you can be assured that the Teams meeting has been removed. Complete your additional invite options as usual and provide the meeting details to your attendees.