

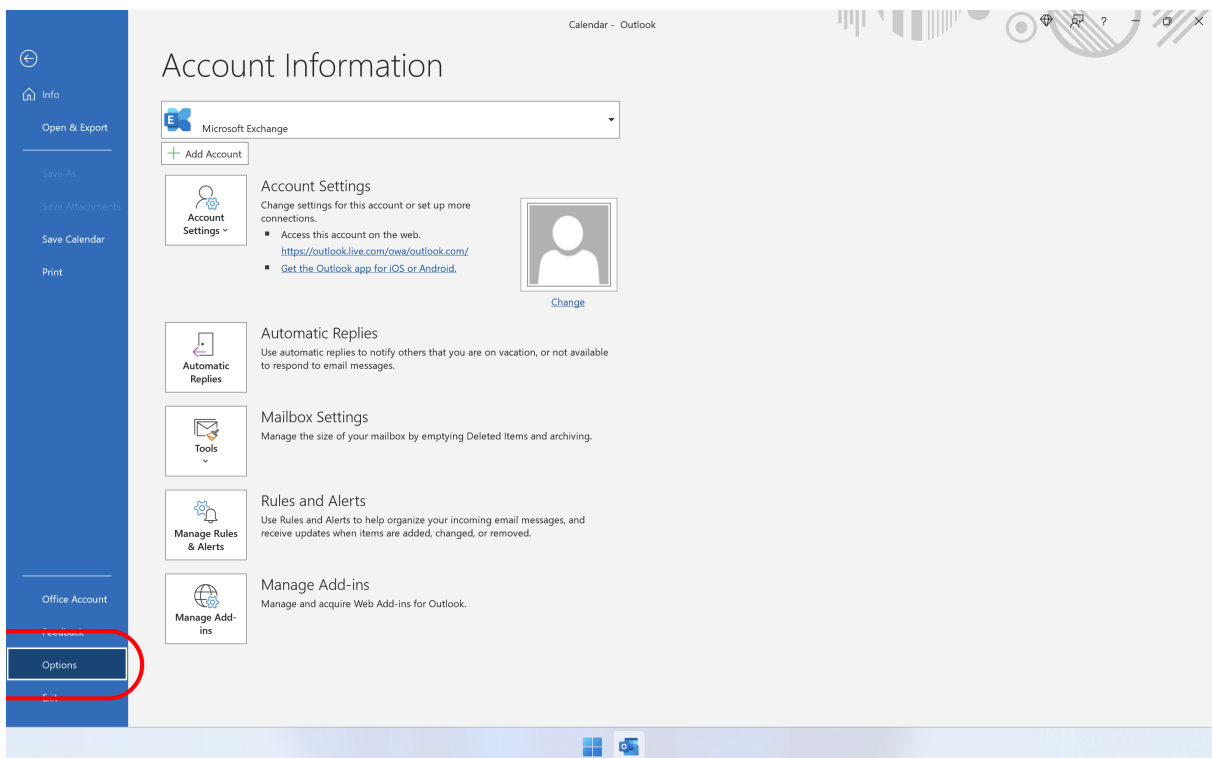
# Remove Automatic Teams Meeting Links

Last Modified on 01/20/2023 3:27 pm EST

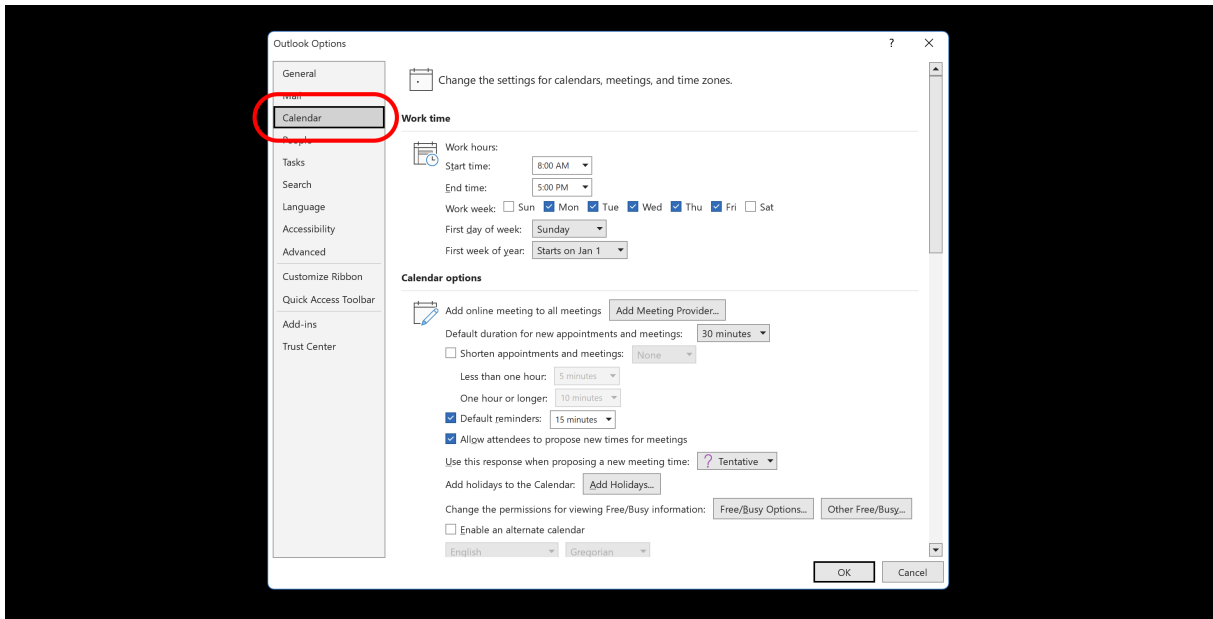
By default, Outlook automatically adds a Microsoft Teams meeting link to meetings with another person. This occurs even if an 8x8, RingCentral or Zoom meeting is also added. To turn this feature off, follow these steps.

## From the Windows Outlook client:

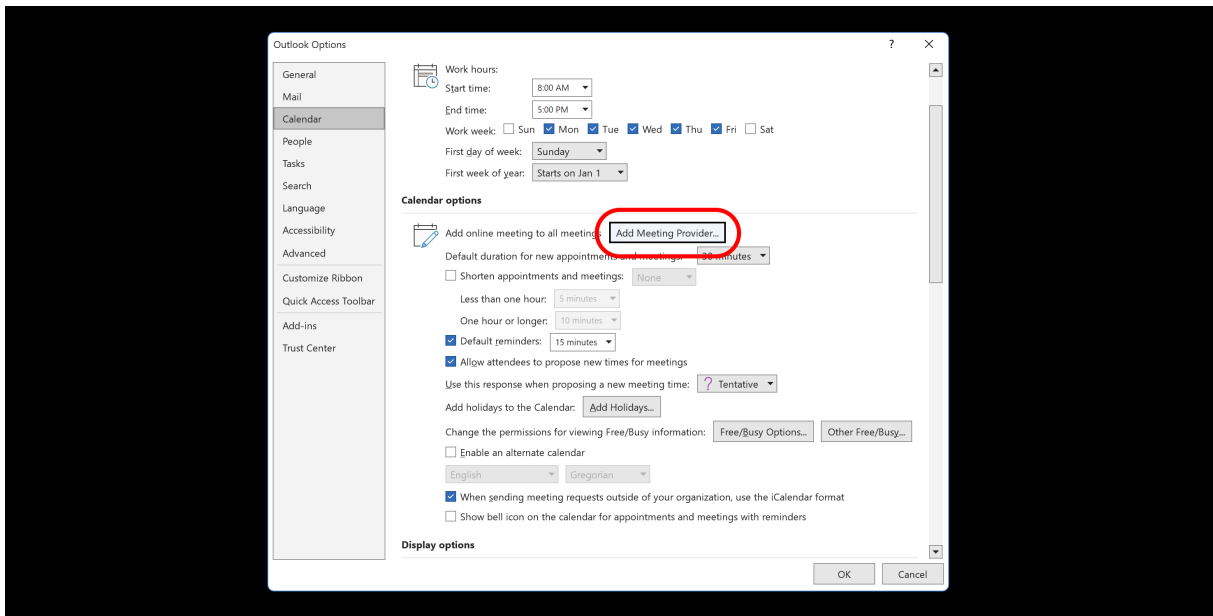
1. Click "File" in the menu tool bar. To the bottom left of the window, click **Options**.



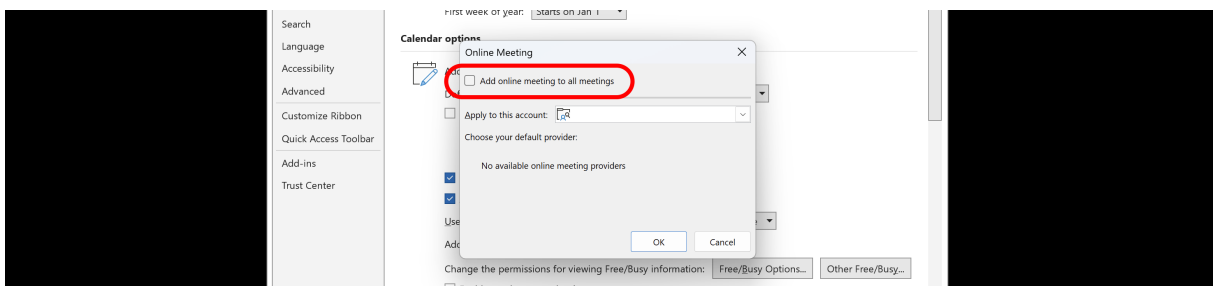
2. In the "Outlook Options" window, select **Calendar**.



3. Under "Calendar Options", click **Add Meeting Provider...**



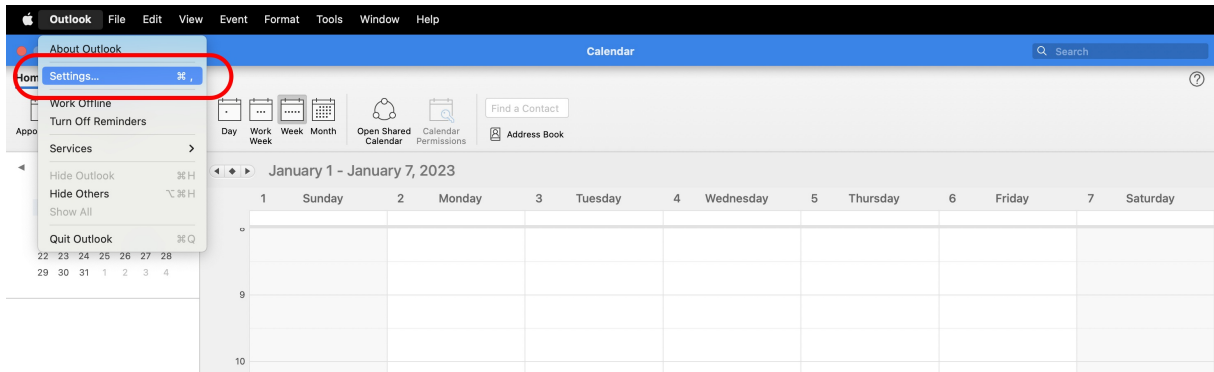
4. Uncheck "Add online meeting to all meetings".



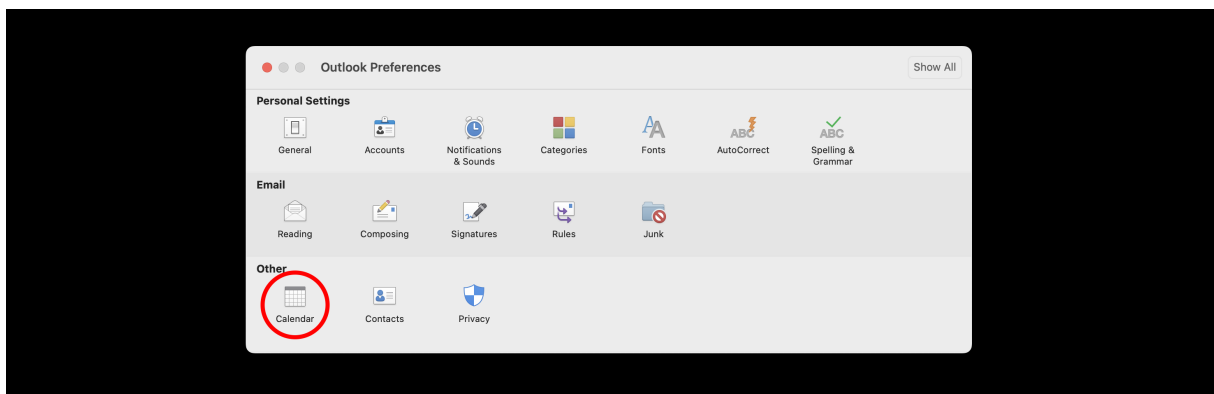
5. Click **OK**.

## From the Mac Outlook client:

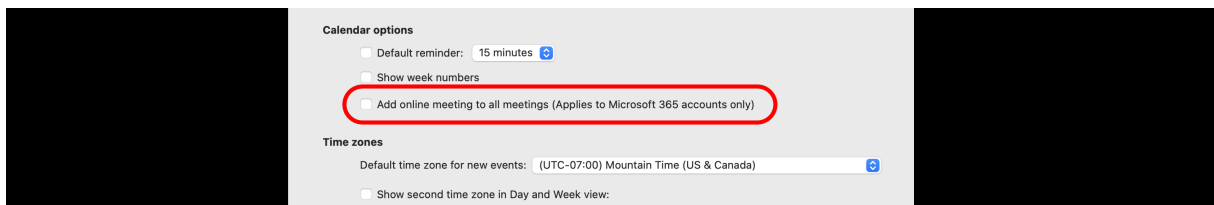
1. Click **Outlook** in the menu tool bar, then **Settings...**



2. In the "Outlook Preferences" window, click on the **Calendar** icon.



3. In the Calendar window, under "Calendar Options", uncheck the box next to "Add online meeting to all meetings".



4. Click **Save**.