Avoid sending both Zoom and Teams links in your meeting invites

To prevent Outlook from automatically adding a Teams link to your meeting invitations, follow these steps:

- 1. Open Outlook.
- 2. Go to File > Options > Calendar
- 3. Under Calendar Options, confirm that the first box, "Add online meetings to all meetings," under Add Meeting Provider is not checked. If it is, uncheck the box.
- 4. Click Ok at the bottom of the page.

General Mail	Change the settings for calendars, meetings, and time zones.
Calendar	Work time
Calendar Groups People Tasks Search Language Accessibility Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	Work time Work work hours: Start time: 7:00 AM • End time: 4:00 PM • Work week: Sun Mon Tue Wed Thu Fri Sat First day of week: Sunday • Calendar options Calendar options Add online meeting to all meetings Add Meeting Provider Default duration for new appointments of n Default duration for new appointments of n Shorten appointments and meetings: Less than one hour: Sminutes One hour or longer: 10 minutes Microsoft Teams Add holidays to the Calendar: Add Holida Change the permissions for viewing Free/Bus Enable an alternate calendar
	English Gregorian Gregorian
	When sending meeting requests outside of your organization use the iCalendar format
	Show bell icon on the calendar for appointments and meetings with reminders
	OK Cancel

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It's best to also confirm that the same setting is not checked in your web version of Outlook:

- 1. Open a web browser and navigate to <u>mymail.calstatela.edu</u>
- 2. Open Settings > Calendar
- 3. Under Events and Invitations, confirm that the first box, "Add online meetings to all meetings" is not checked. Uncheck the box if it is selected.
- 4. Click Save.

Settings	View	Events and invitations ×
 ✓ Search settings ✓ General ✓ Mail ✓ Calendar R^A People View quick settings 	Events and invitations Weather Events from email Shared calendars Customize actions Accounts	Events you create Customize settings for events you create. Add online meeting to all meetings Default reminder 15 minutes before Shorten duration for all events Invitations from other people Save