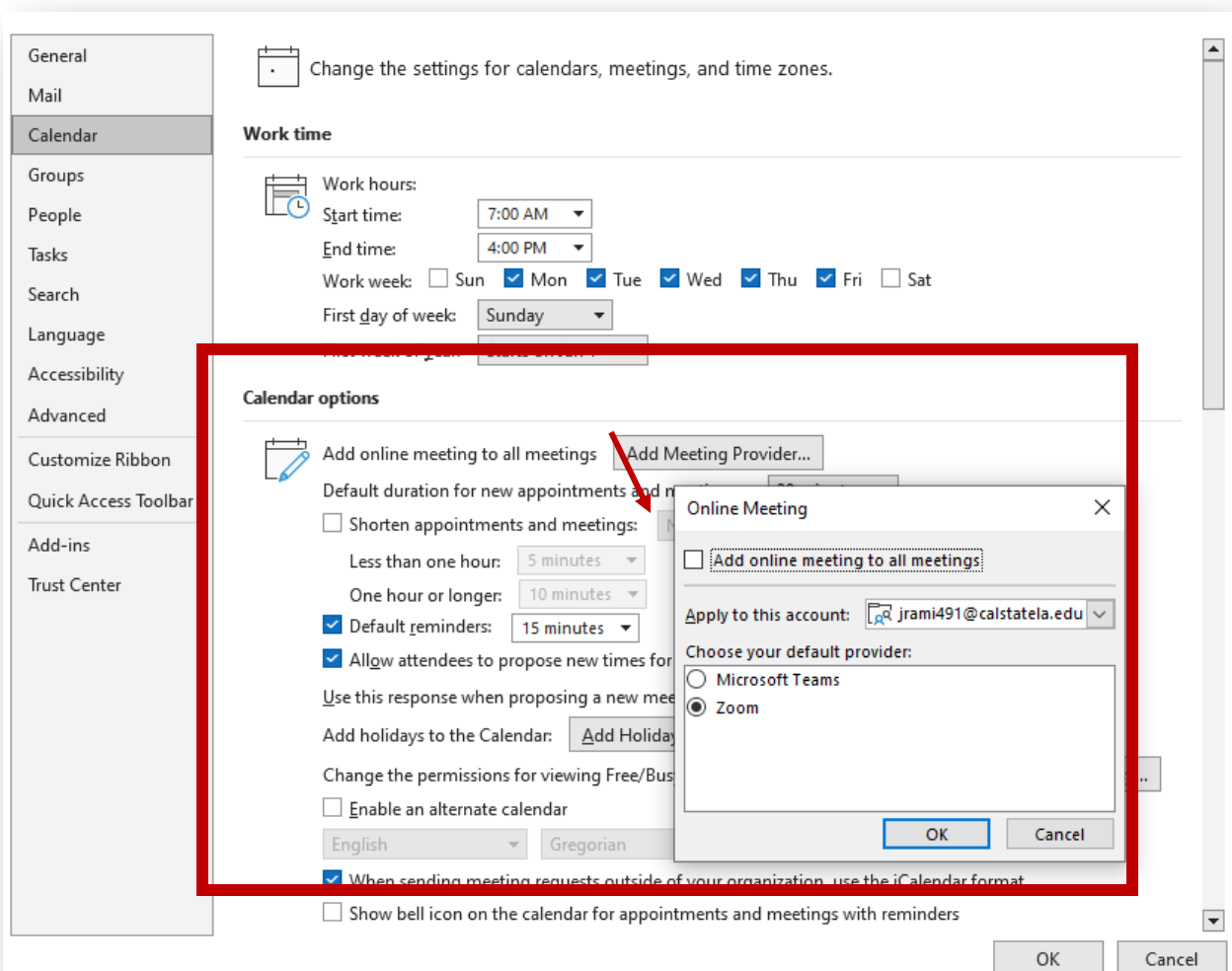# Avoid sending both Zoom and Teams links in your meeting invites

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.

Avoid sending both Zoom and Teams links in your meeting invites

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 mymail.calstatela.edu
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.