

Avoid sending both Zoom and Teams links in your meeting invites ^[1]

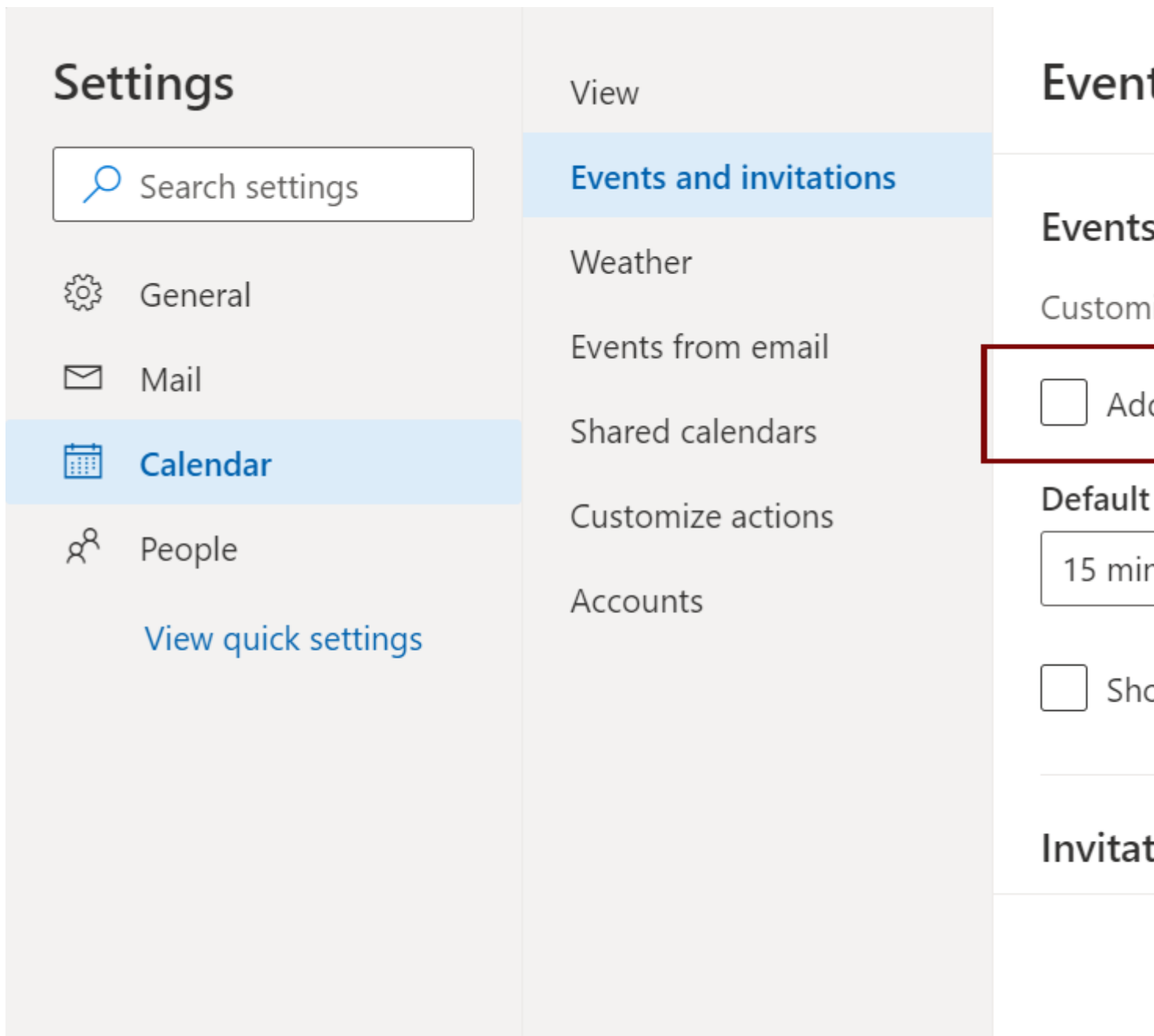


February 15, 2022 by [UIS Communications](#) ^[2]

Have you ever received a meeting invitation with both a Zoom link and a Teams link? This can lead to confusion with some attendees waiting for a meeting to begin on the wrong platform.

Usually, this error is caused by a default setting on the web-browser based version of Outlook, also known as Outlook Web App (OWA). To prevent Outlook from automatically adding a Teams link to your meeting invitations, follow these steps:

1. Open a web browser and navigate to outlook.office.com/mail/ ^[3]
2. Open **Settings > Calendar**
3. Under **Events and Invitations**, confirm that the first box, “Add online meeting to all meetings” is not checked. Uncheck the box if it is selected.
4. Click **Save**.



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

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

Outlook Options

General

Mail

Calendar

Groups

People

Tasks

Search

Language

Ease of Access


Advanced

Customize Ribbon


Quick Access Toolbar

Add-ins

Trust Center

 Change the settings for calendars, meetings, and tasks.

Work time



Work hours:

Start time:

8:30 AM

End time:

5:00 PM

Work week:

☐ Sun

☒ Mon

☒ Tue



☒ Wed

First day of week:

Sunday

First week of year:

Starts on Jan 1

 ☐ Add online meeting to all meetings 

Default duration for new appointments and meetings:

☐ Shorten appointments and meetings:

None

Less than one hour:

5 minutes

One hour or longer:

10 minutes

☒ Default reminders:

15 minutes

☒ Allow attendees to propose new times for meetings

Use this response when proposing a new meeting time:

Make
is not

[Zoom](#) ^[4], [Teams](#) ^[5], [Outlook Calendar](#) ^[6]

Display Title:

Avoid sending both Zoom and Teams links in your meeting invites

Send email when Published:

Yes

Source URL:<https://www.cu.edu/blog/tech-tips/avoid-sending-both-zoom-and-teams-links-your-meeting-invites>

Links

[1] <https://www.cu.edu/blog/tech-tips/avoid-sending-both-zoom-and-teams-links-your-meeting-invites>

[2] <https://www.cu.edu/blog/tech-tips/author/65709> [3] <http://outlook.office.com/mail/>

[4] <https://www.cu.edu/blog/tech-tips/tag/zoom> [5] <https://www.cu.edu/blog/tech-tips/tag/teams>

[6] <https://www.cu.edu/blog/tech-tips/tag/outlook-calendar>