Avoid sending both Zoom and Teams links in your meeting invites [1]
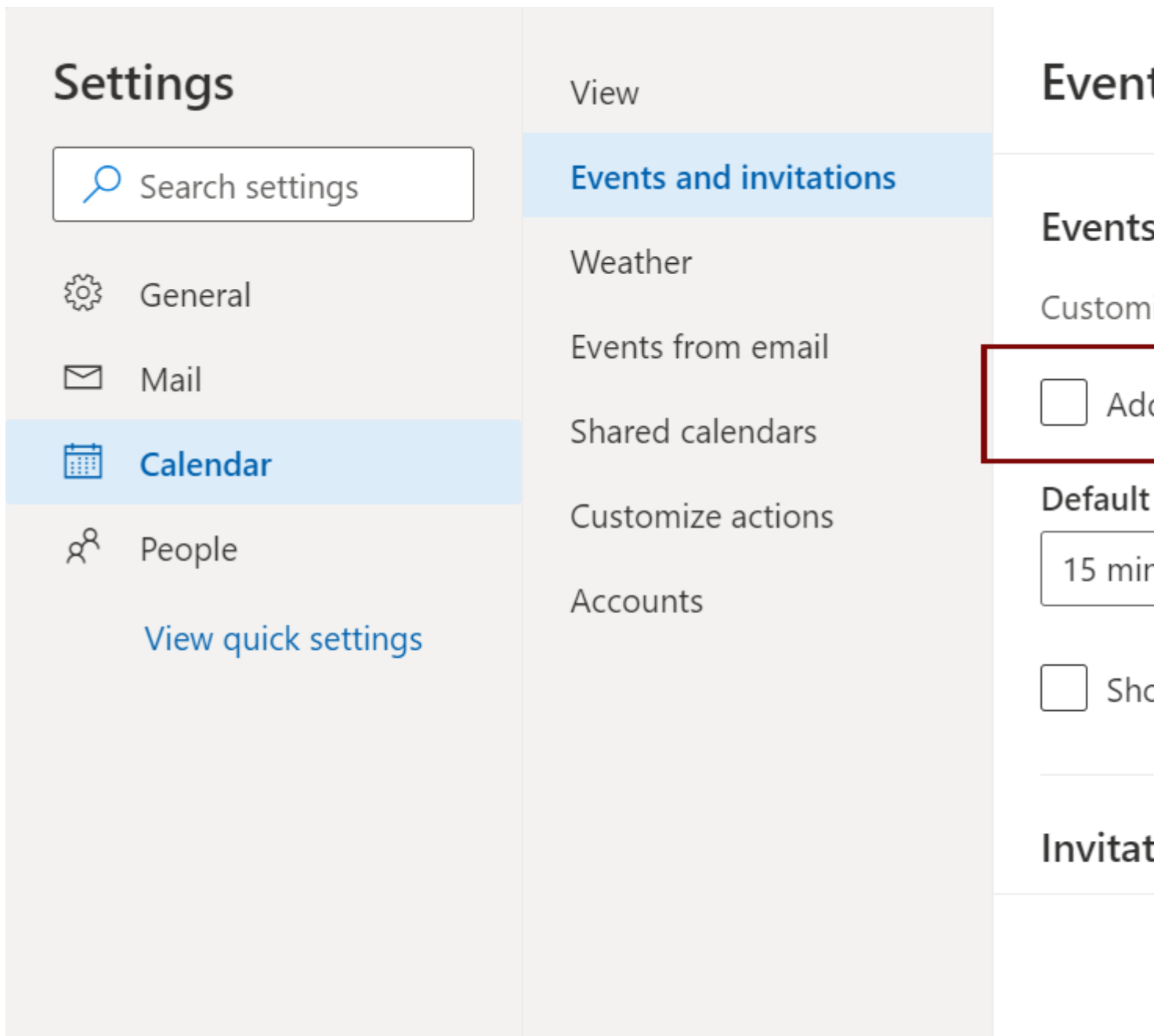
February 15, 2022 by UIS Communications [2]

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

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

Make
is not

Calendar options

☐ Add online meeting to all meetings ⓘ

Default duration for new appointments and meeting

☐ 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 meeti

Use this response when proposing a new meeting ti

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[4], meeting invites [5], Outlook email [6], [4]

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-0

Links
[1] https://www.cu.edu/blog/tech-tips/avoid-sending-both-zoom-and-teams-links-your-meeting-invites-0
[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 [5] https://www.cu.edu/blog/tech-tips/tag/meeting-invites
[6] https://www.cu.edu/blog/tech-tips/tag/outlook-email