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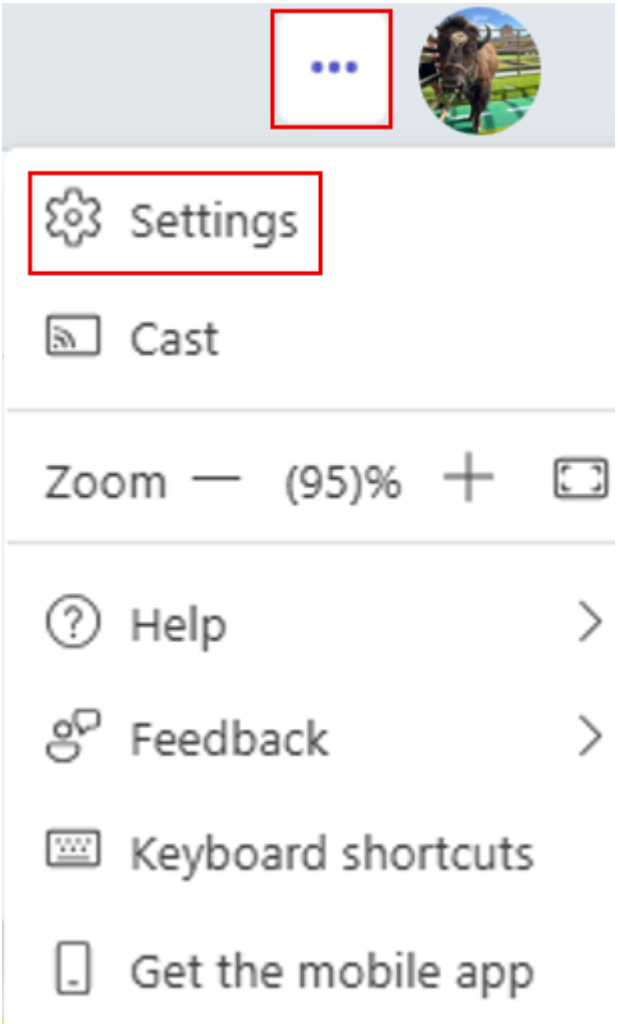
Prevent duplicate meeting notifications and updates from Teams [1]

July 14, 2025 by ES and UIS Communications [2]

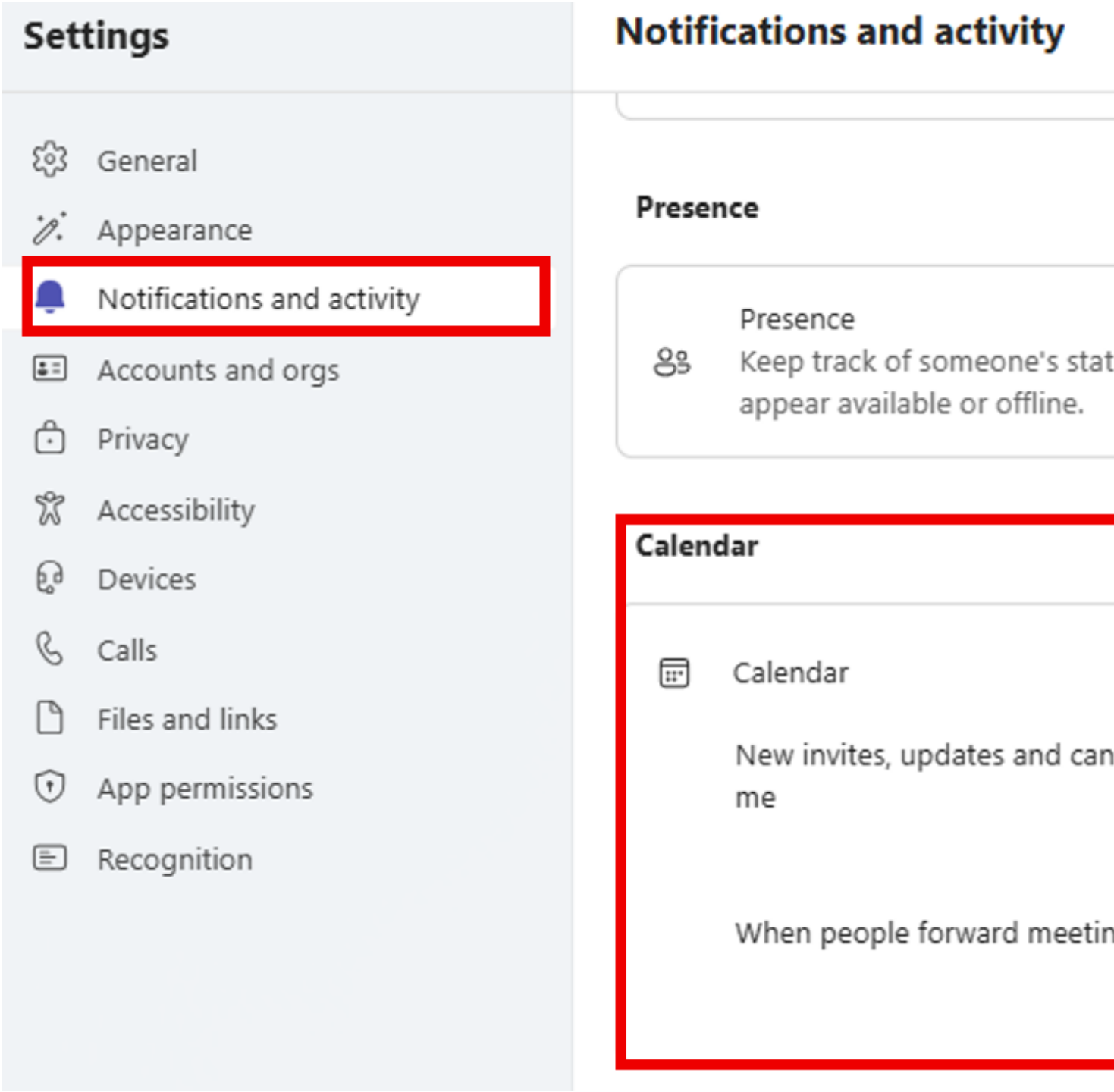
Meeting notifications, such as invites, time changes or agenda updates, may send alerts in both Outlook and Teams. Follow these steps to prevent duplicate alerts by disabling them in Teams.

Disabling meeting notifications in Teams

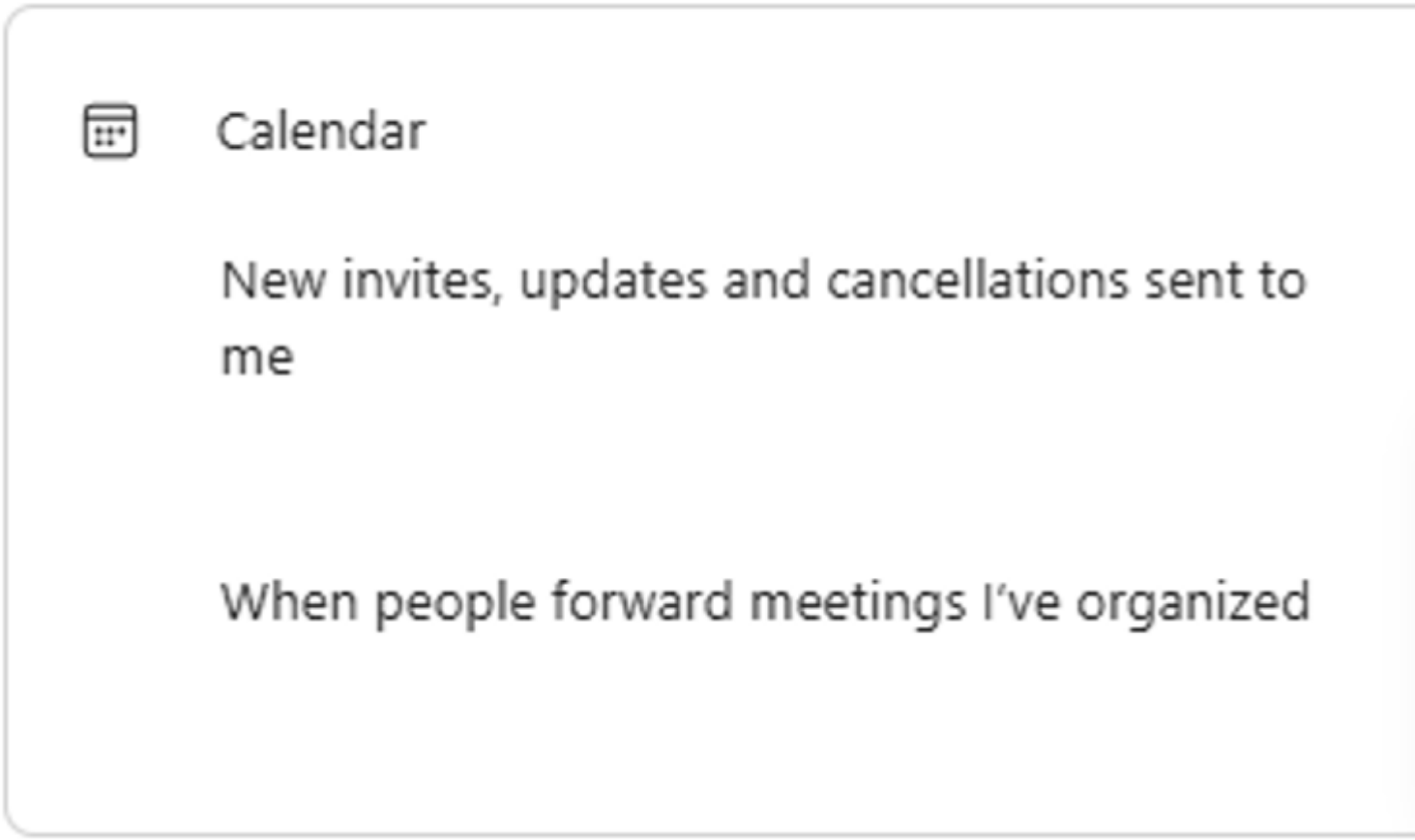
1. In the Teams desktop app, select the **three dots icon** in the upper right corner and click **Settings.**



2. Under the **Notifications & activity** tab, scroll down to the **Calendar** section.



3. Select **Off** from the **New invites, updates and cancellations sent to me** dropdown menu.



Teams [3]

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