

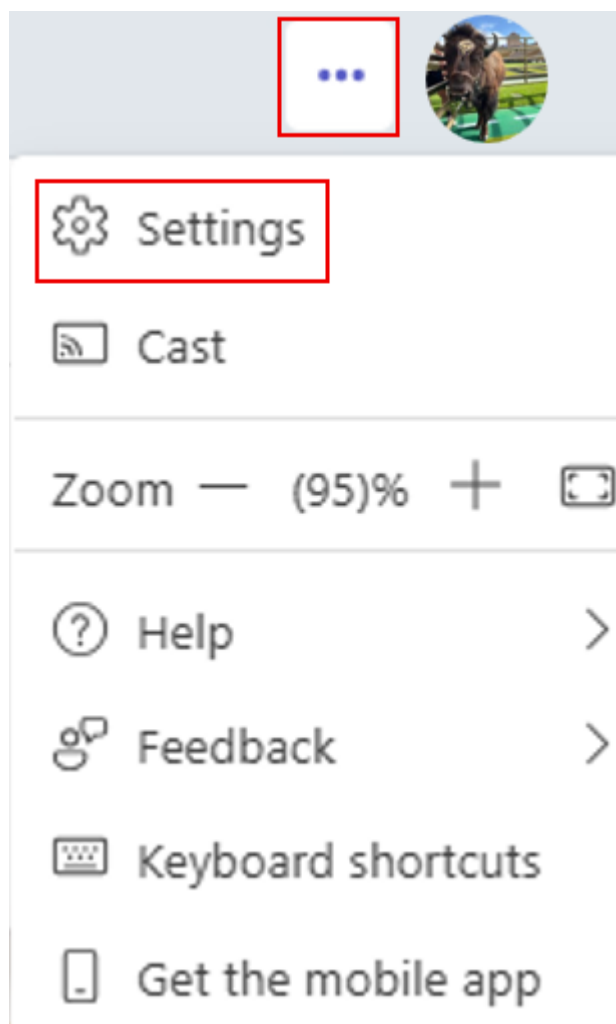
Prevent duplicate meeting notifications and updates from Teams ^[1]

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.

Settings

- General
- Appearance
- Notifications and activity**
- Accounts and orgs
- Privacy
- Accessibility
- Devices
- Calls
- Files and links
- App permissions
- Recognition

Notifications and activity

Presence

Presence

Keep track of someone's status and when they appear available or offline.

Calendar

Calendar

New invites, updates and cancellations sent to me

When people forward meeting

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

Calendar



Calendar

New invites, updates and cancellations sent to me

When people forward meetings I've organized

Teams ^[3]

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Prevent duplicate meeting notifications and updates from Teams

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[1] <https://www.cu.edu/blog/tech-tips/prevent-duplicate-meeting-notifications-and-updates-teams>

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