

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

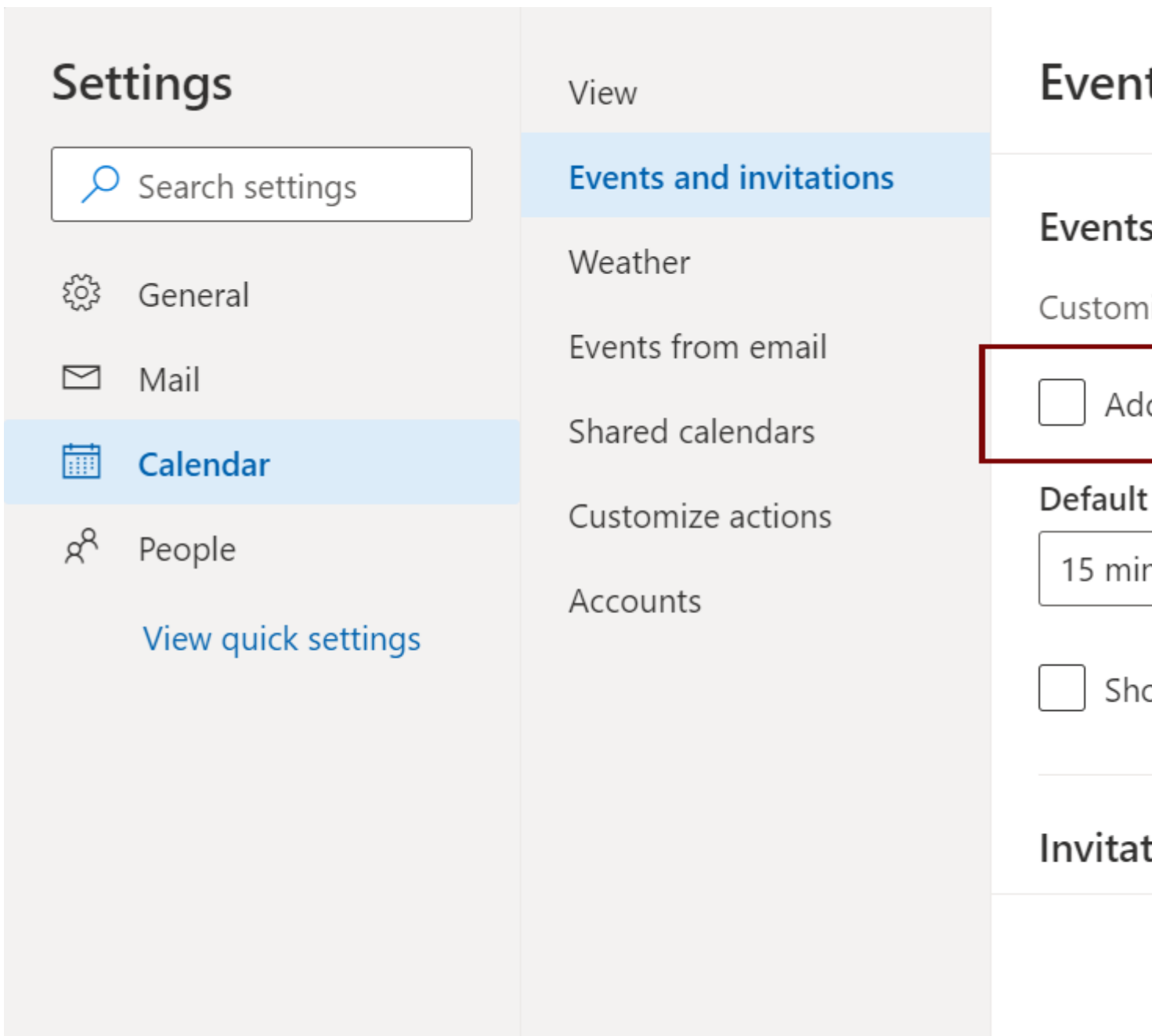


February 15, 2022 by [UIS Communications](#) ^[2]

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 ⁱ

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 meeting

Use this response when proposing a new meeting time

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

Display Title:

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Send email when Published:

Yes

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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>