

## Contents

Overview .....	1
Outlook Desktop on Windows .....	2
Outlook Desktop on Mac .....	5
Outlook on the Web.....	7

## Overview

The following document details how to configure Outlook to include or not include an online Teams meeting for every meeting created in Outlook on the web and the Outlook desktop client for Windows and Mac.

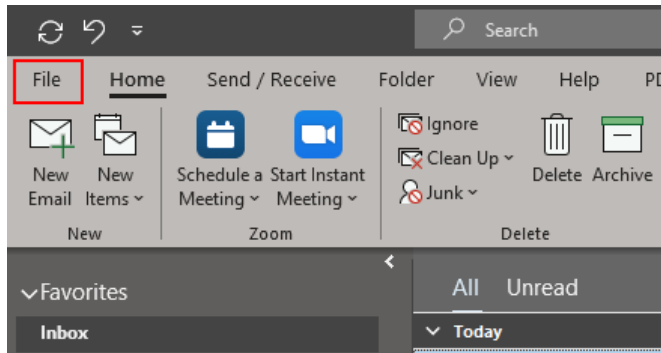
As we are in an environment that uses both Microsoft Teams and Zoom for online meetings, it is recommended to turn OFF this option for the ability to control what type of meeting you would like to create. You can also turn ON this option if you want all your meetings to be online Teams meetings by default.

# Outlook - Change Add Online Meeting to all Meetings Option (Client Side)

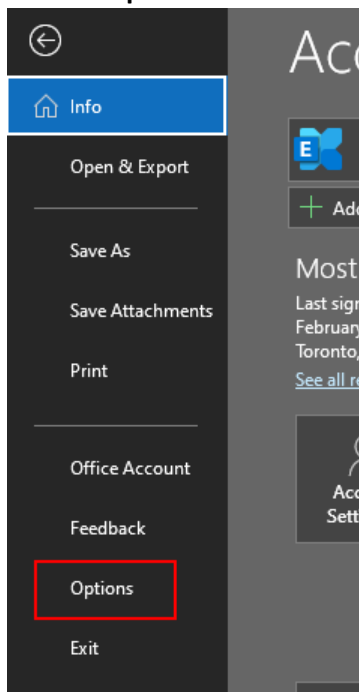
## Outlook Desktop on Windows

The following instructions refer to the Outlook desktop client on Windows where users are logged in with their Microsoft 365 account.

1. Click on **File** on the Ribbon.

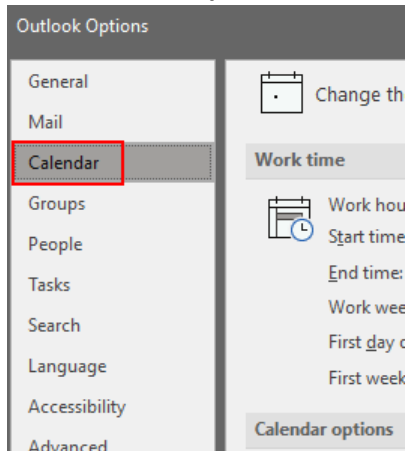


2. Click on **Options**.

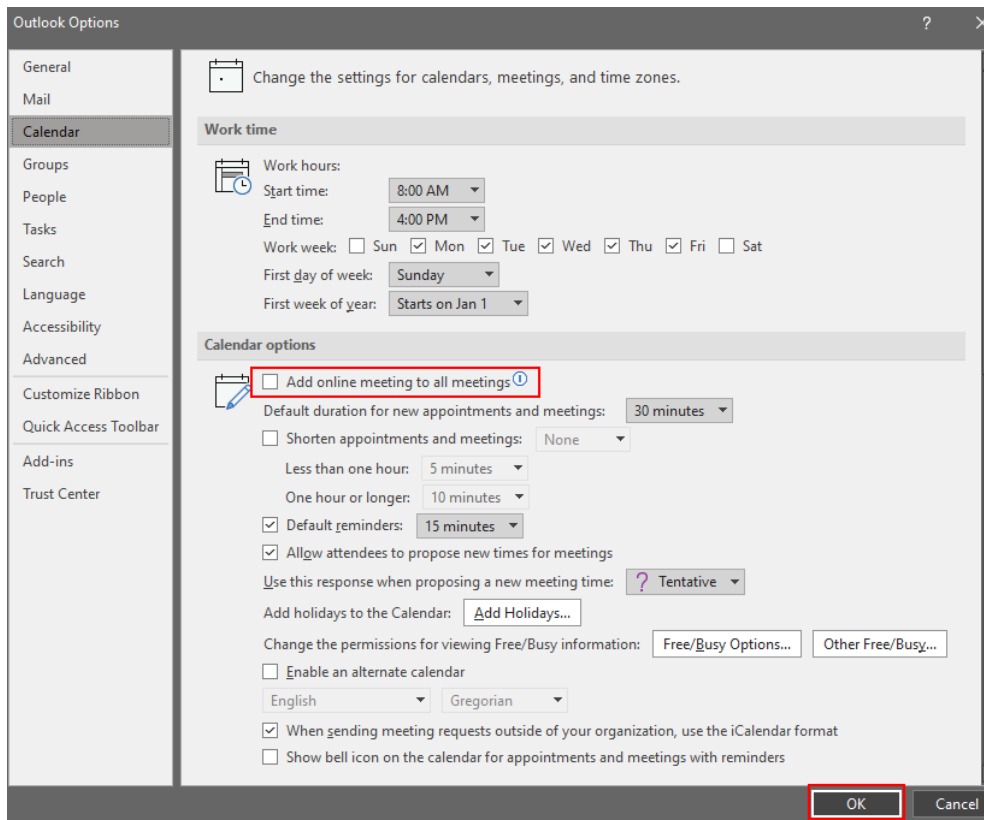


# Outlook - Change Add Online Meeting to all Meetings Option (Client Side)

3. In the **Outlook Options** window, click on **Calendar**.



4. Under **Calendar Options**, turn off the option **Add online meeting to all meetings**, and then click **OK**.



5. Close the Outlook Windows desktop client and then reopen it to sync up the settings with Outlook on the web.

## Outlook - Change Add Online Meeting to all Meetings Option (Client Side)

**NOTE:**

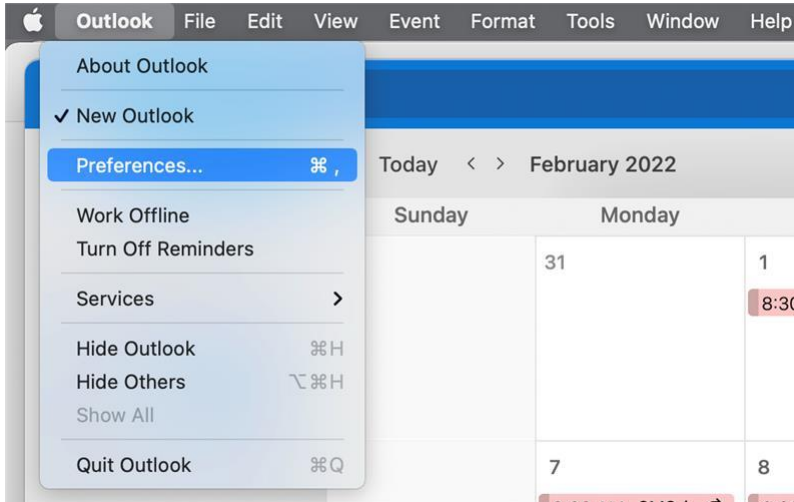
**If you are using Outlook desktop on Windows, by default, the desktop client saves most its settings in the cloud, so changing the option to "Add online meeting to all meetings" will also update this same option for the web client.**

# Outlook - Change Add Online Meeting to all Meetings Option (Client Side)

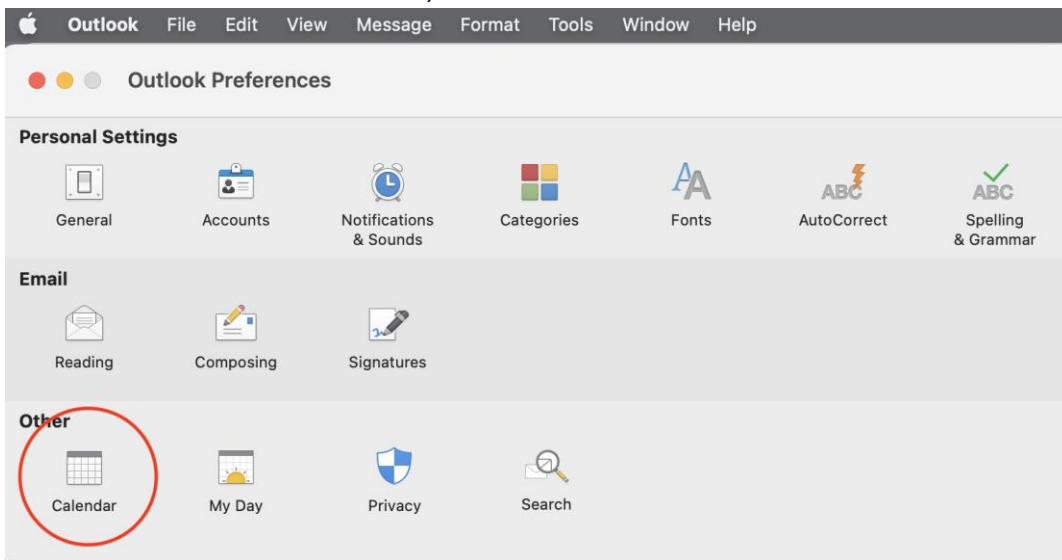
## Outlook Desktop on Mac

The following instructions refer to the Outlook desktop client on Mac where users are logged in with their Microsoft 365 account.

1. Click on the **Outlook** menu, and then click on **Preferences**.

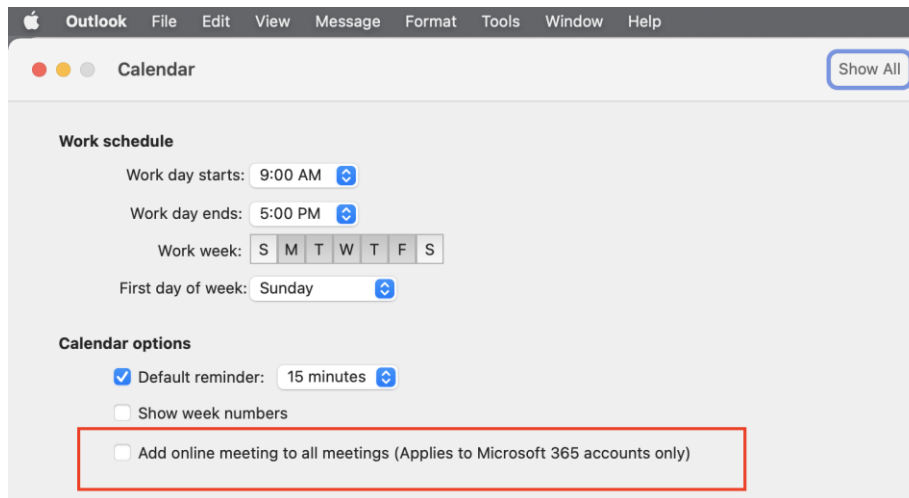


2. In the Outlook Preferences window, click on **Calendar**.



3. Under **Calendar Options**, disable the option **Add online meeting to all meetings (Applies to Microsoft 365 accounts only)**.

# Outlook - Change Add Online Meeting to all Meetings Option (Client Side)



4. Changes are saved automatically. Close the Outlook Preferences window.

## NOTE:

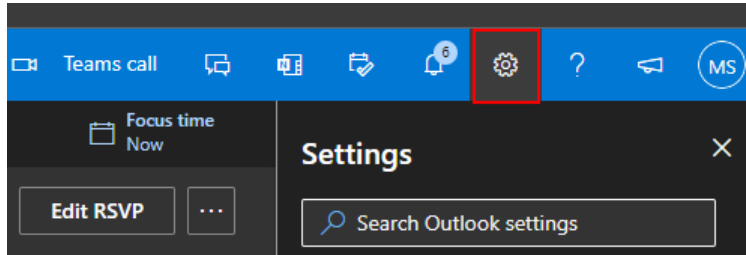
**If you change the option “Add online meeting to all meetings” on the Mac desktop client, you will also need to change the same option for Outlook on the web. Please refer to the Outlook on the Web section for instructions on changing the same option for the web client.**

# Outlook - Change Add Online Meeting to all Meetings Option (Client Side)

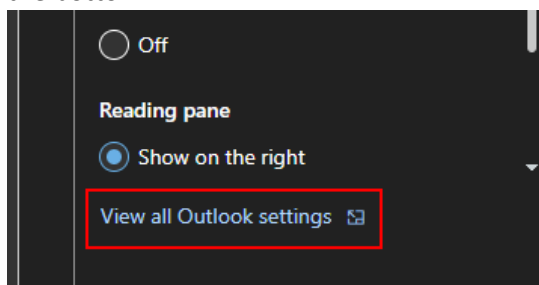
## Outlook on the Web

The following instructions refer to the Outlook web client where users are logged in with their Microsoft 365 account.

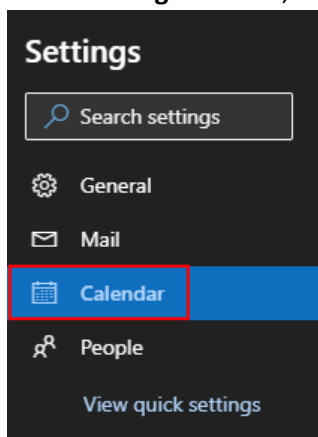
1. Near the top right corner of the Outlook on the web interface, click on the **Settings** gear icon.



2. The **Settings** pane opens on the right side of the interface. Click on **View all Outlook settings** at the bottom.

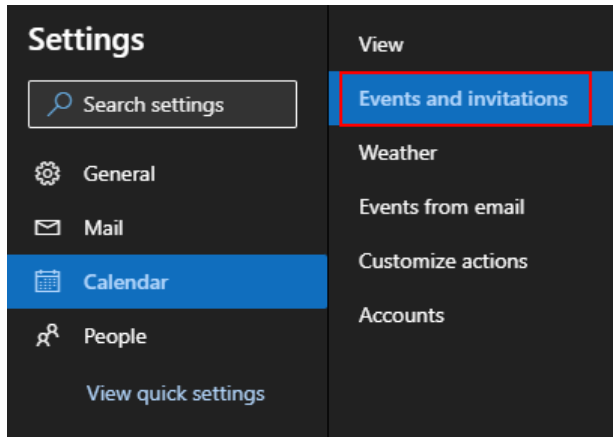


3. In the **Settings** window, click on **Calendar**.

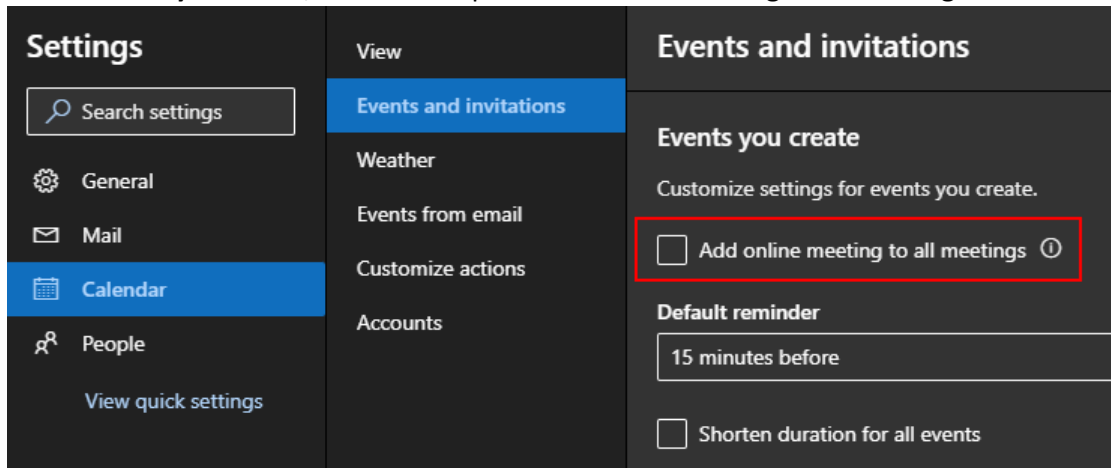


# Outlook - Change Add Online Meeting to all Meetings Option (Client Side)

4. Click on **Events and invitations**.



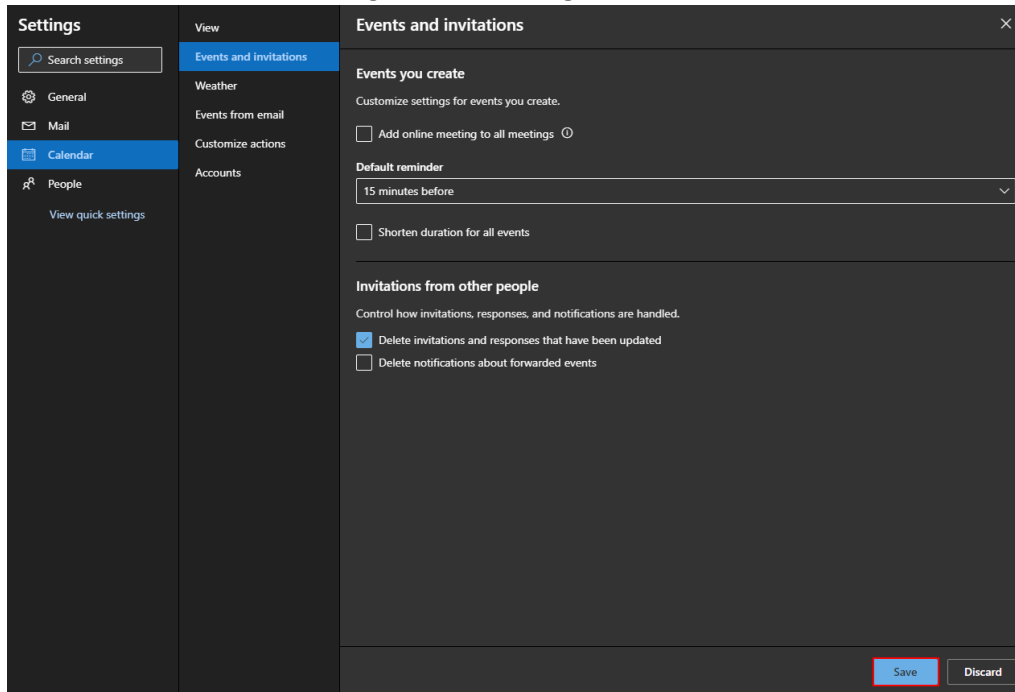
5. Under **Events you create**, disable the option **Add online meeting to all meetings**.





# Outlook - Change Add Online Meeting to all Meetings Option (Client Side)

6. Click on **Save** on the bottom right of the **Settings** window.



## NOTE:

If you change the option “Add online meeting to all meetings”, you will also need to change the same option for Outlook desktop for Windows or Mac. Please refer to the Outlook Desktop on Windows section for instructions on changing the same option if you are using the Windows desktop client and the Outlook Desktop on Mac section if you are using the Mac desktop client.