## How to Turn Off Automatic MS Teams Meeting Link in MS Office Calendar Invitation

- 1. Open your Calendar in Office 365 (SurgeMail) [see Figure 1]
- 2. Click the Settings icon on the top right (gear) [see Figure 1]
- 3. Click View all Outlook settings (bottom right) [see Figure 1]
- 4. Click Events and invitations [see Figure 2]
- 5. Uncheck Add online meeting to all meetings [see Figure 2]

## Figure 1

| Tools and Applications - Backler: X   | Calendar - Baker, Frankie - Outle 🗙 🕇                           |  |  |   | v - 0 )  |
|---|---|--|--|---|--|
| 🕼 Google 🎓 Home 🛄 MyCState 📒  | Favs 📵 YouTube 😑 US coronavirus map 🕻                           | 🕽 Internet speed test 🗧 CNN 💄 Prime Movies 👩 C             | ictober InfoSec Am                               |   | Cther bookmarks   II Reading I                     |
|   | ,P Search   |  |  | Car Teams                                 | a G G G C O ? = (                                  |
| 🖻 📃 New event   | $\square$ Today $\leftrightarrow$ $\rightarrow$ December 20-24. | 2021 🗸   |  | 🗎 Work week 🗸 🖄 Sha                       | re 🗟 Print Settings                                |
| B C December 2021 ↑↓<br>S M T W T S S   | Dec 20 Mon  | <sup>د بن</sup> 21 Tue                                     | © 22 Wed 🗭                                       | 23 Thu Ca 24 Fri<br>Holiday               | Co<br>Search Outlook settings                      |
| 28 29 30 1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18   | 1.00  |  |  |   |  |
| 19         21         22         23         24         25           26         27         28         29         30         31         1           2         3         4         5         6         7         8 | 2.4M  |  |  |   | Ver al   |
| Add calendar  | 3 AM  |  |  |   | Dark mode 🛈 🕚                                      |
| ✓ My calendars  | 4.8M  |  |  |   | Desktop notifications ①                            |
| Calendar  United States holidays  | 5.4M  |  |  |   | Bold event colors ① .                              |
| <ul> <li>Birthdays</li> </ul>   | 6.334   |  |  |   | (UTC-05:00) Eastern Time (US & Can V               |
| ✓ People's calendars  |   |  |  |   | Date format  |
| O ITS Vacation  | 7 AM  |  |  |   | 9/1/2022   |
| All Group Calendars   | 8 AM<br>Check eforms  | Provost Weekly Undate- final                               | Meeting for 2UF                                  |   | Time format  |
| Groups  | 9 AM  |  | ITS Manager's Meeting<br>Microsoft Teams Meeting |   | 101 AM - 1159 PM                                   |
| Grp_Deans' Council  | 10.AM   | Uma One-on-one<br>Microsoft Teams Meeting<br>Balar, Franke | Baker, Frankie                                   | Ferrilli Call-Intranet<br>Jessica Bonelli | First day of the week View all Outlook settings 53 |
| 8 SalaryHourly Emplcov ^  |   |  |  |   | Show all   |
| । २ 🛱 💽 🗖 🐗   | š 💶 💀 📕 😗 📕   |  |  |   | 👝 40% Mostly sunny 🔿 🗺 💭 01 221 PM                 |

## Figure 2

