




OIT Tech Tip

Turn Off Teams Meetings by Default

A common issue with scheduling events in Outlook Calendar is that a **Teams** online meeting is created by default. You can change this setting to create a **Zoom** link by default or turn off any online meeting by default. You can then choose whether to add an online meeting, and if so, choose **Zoom** or **Teams**.

To turn off the default online meeting option:

1. Go to the “**Settings**” icon in Outlook Calendar 
2. Select “**Events and invitations**”
3. Under “**Events you create**”, **uncheck** the box next to “**Add online meeting to all meetings**”
4. OR change the default online meeting to “**Zoom**”
5. Click the “**Save**” button to confirm your choice

