

Microsoft Teams meeting not appearing in Outlook

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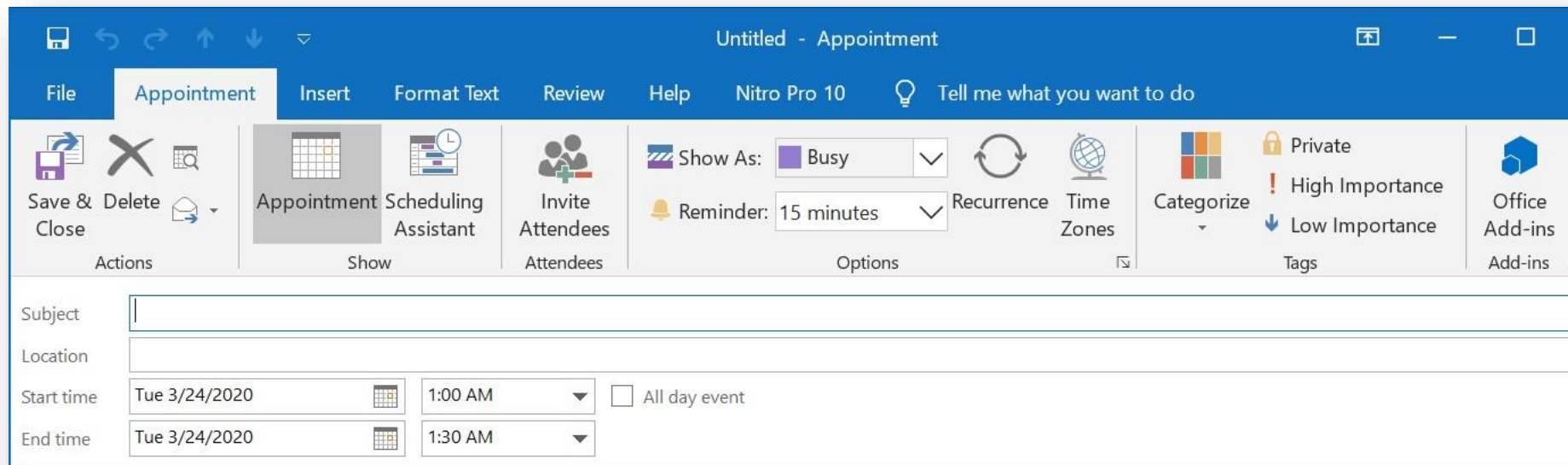
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Microsoft Teams Meeting add-in

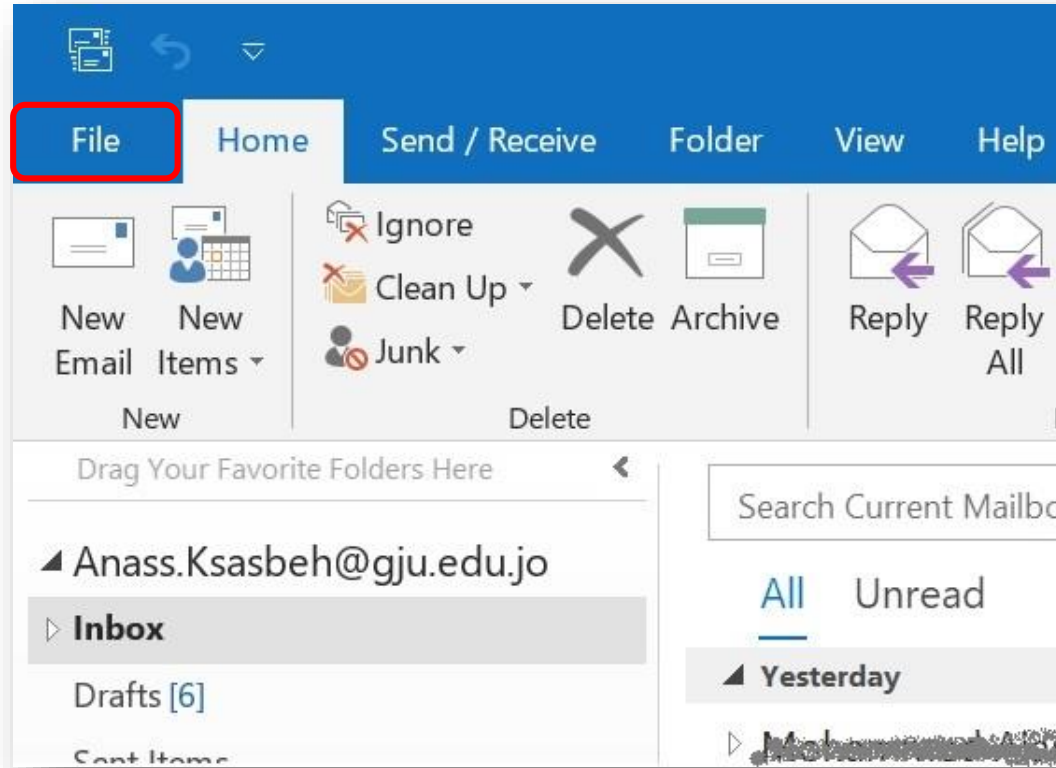
The Teams Meeting add-in lets users schedule a Teams meeting from Outlook. The add-in is available for Outlook on Windows, Mac, web, and mobile.

The Teams Meeting add-in is automatically installed for users who have Microsoft Teams and either Office 2010, Office 2013 or Office 2016 installed on their Windows PC. Users will see the Teams Meeting add-in on the Outlook Calendar ribbon.

The issue: Microsoft Teams Meeting not appearing in Outlook



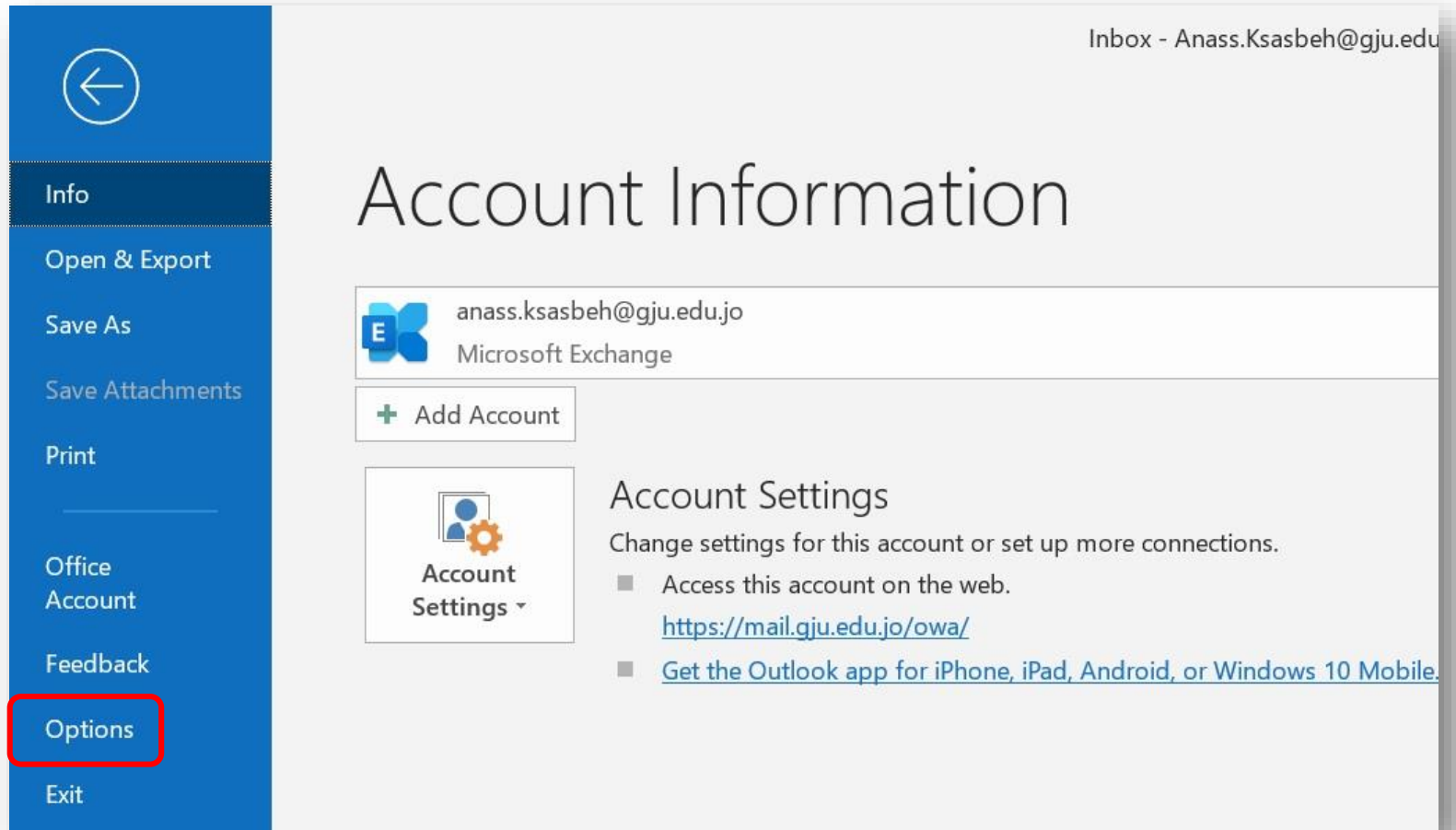
How to fix?



Step 1: Please make sure that you've successfully installed MS Teams App on your computer.

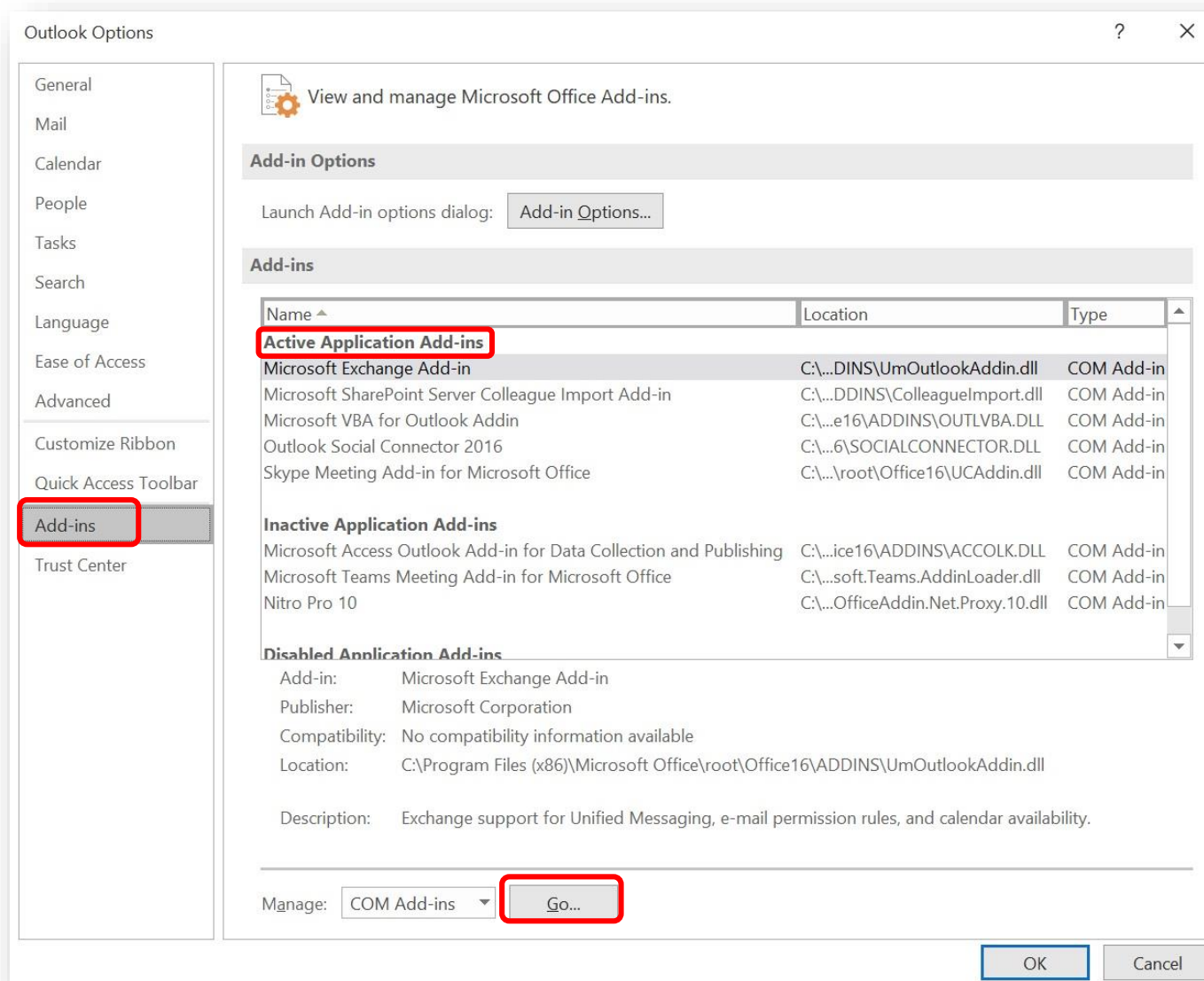
Step 2: Open Outlook and click on File

How to fix? Cont.



Step3: In this Windows click on Options

How to fix? Cont.

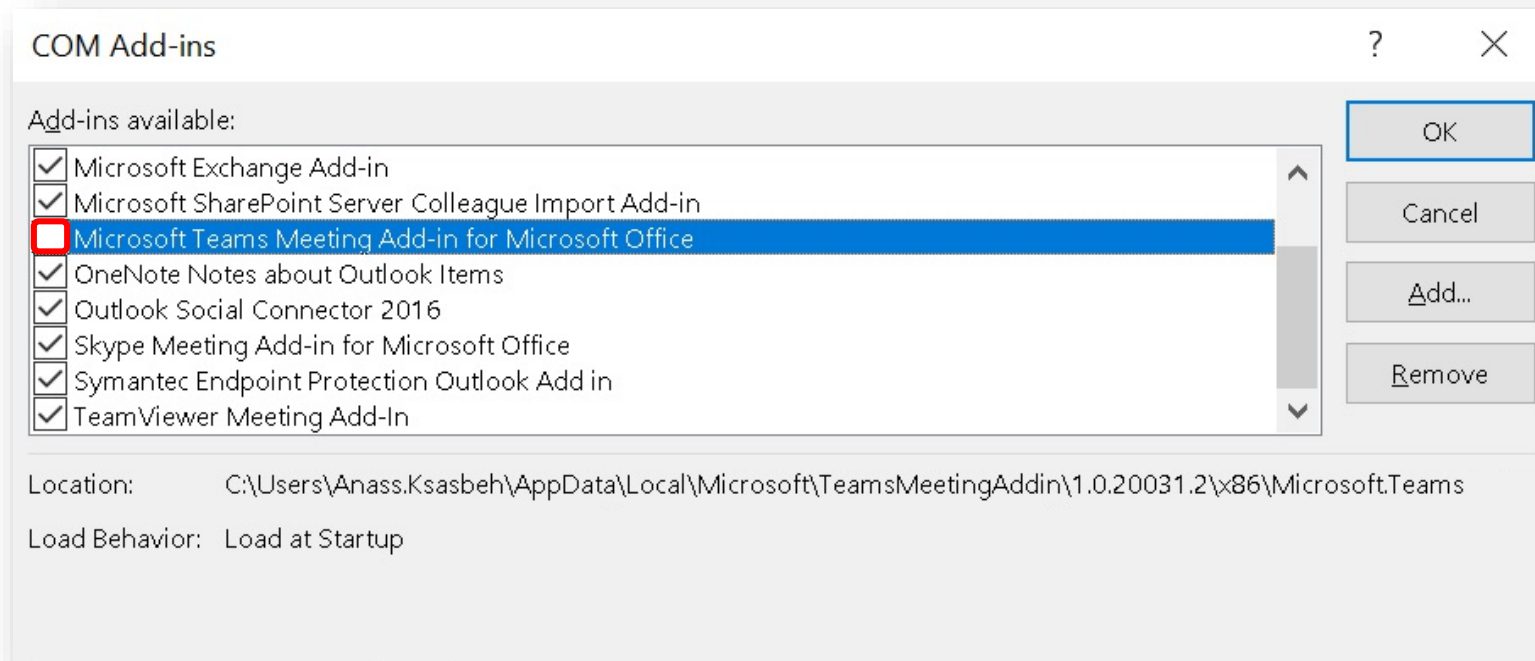


Step 4: From the Options left pane, select the Add-ins tab.

Check whether if Microsoft Teams Meeting Add-in for Microsoft Office is listed in the Active Application Add-ins list.

If not, click on Go... button to activate Add-ins

How to fix? Cont.

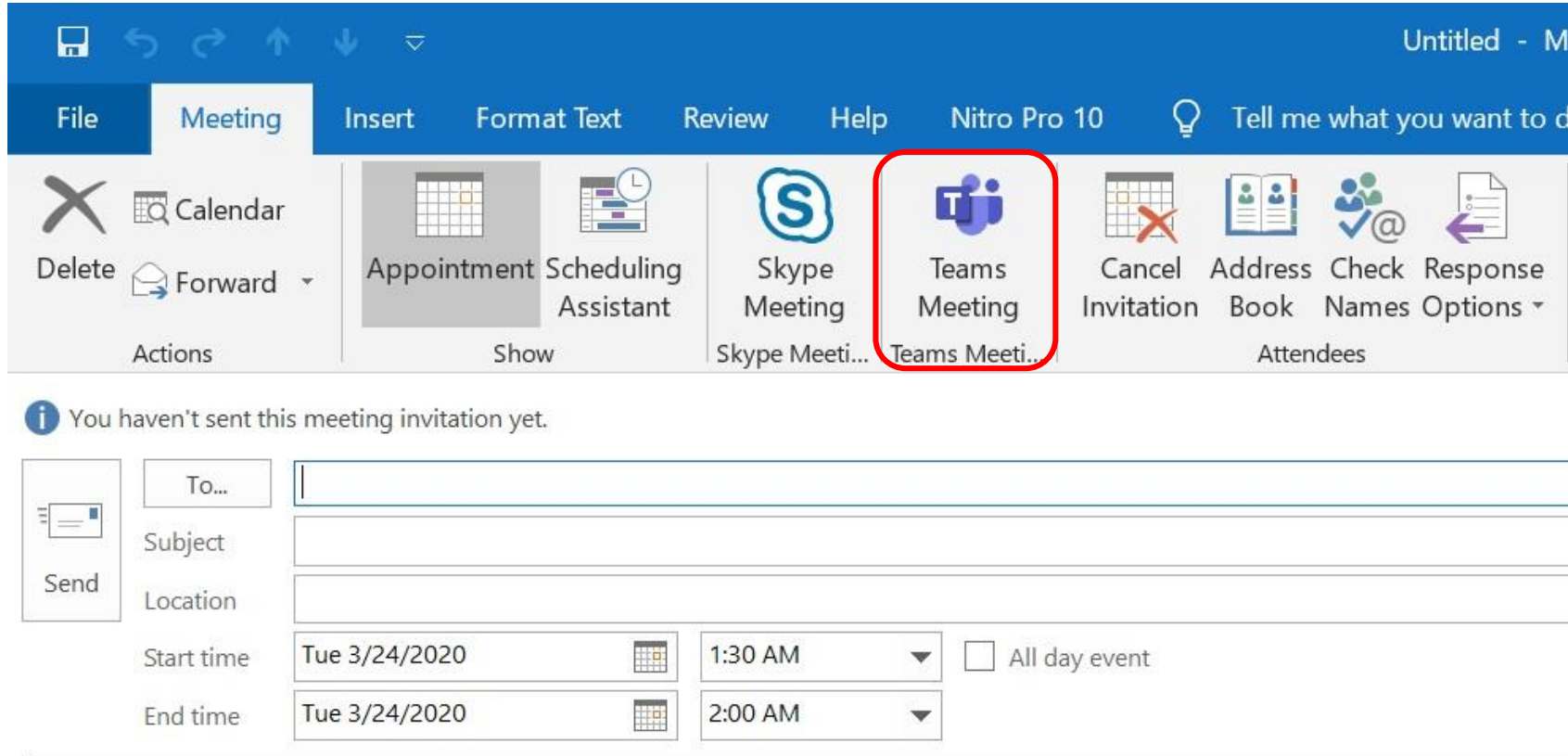


Step 5: Enable Microsoft Teams Meeting Add-in for Microsoft Office by clicking the Check box.

Click OK to save the changes.

Restart MS Teams App then restart Outlook.

How to fix? Cont.



After restarting MS Teams App and Outlook. Teams Meeting will appear on the Outlook Calendar ribbon.

Other solutions to consider

- Install the Microsoft Teams app as an administrator. This is required to install the add-in on your computer that requires administrator permission.
- Run Outlook in normal user mode. Don't run Outlook as an administrator as this can interfere with identifying registered COM add-ins.
- Make sure you first download the Teams desktop app, run it, and then sign in at least once.
- Restart MS Teams App and then restart Outlook.



Let's Work Together

