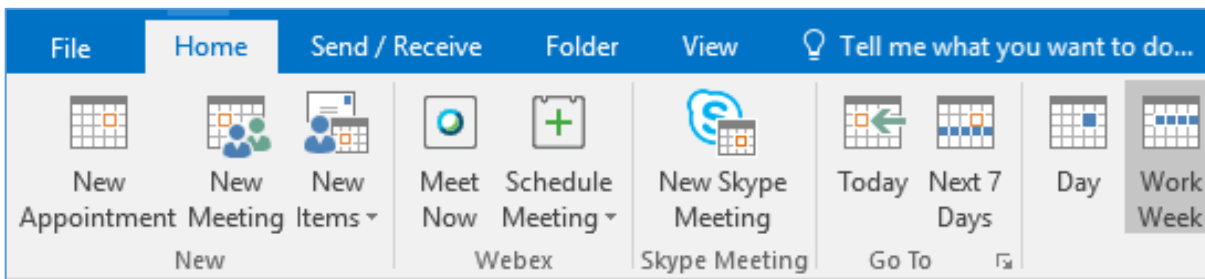


# Teams – Outlook Add-in

To schedule a Teams Meeting using Outlook, the New Teams Meeting icon must be available on the ribbon. Sometimes after other meeting software has been installed, the New Teams Meeting icon can disappear.

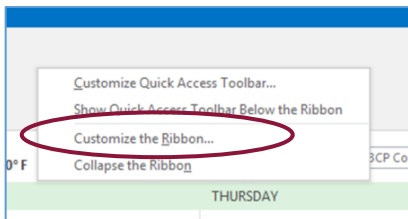
## Quick Reference Guide

### Teams add-in not visible within Outlook

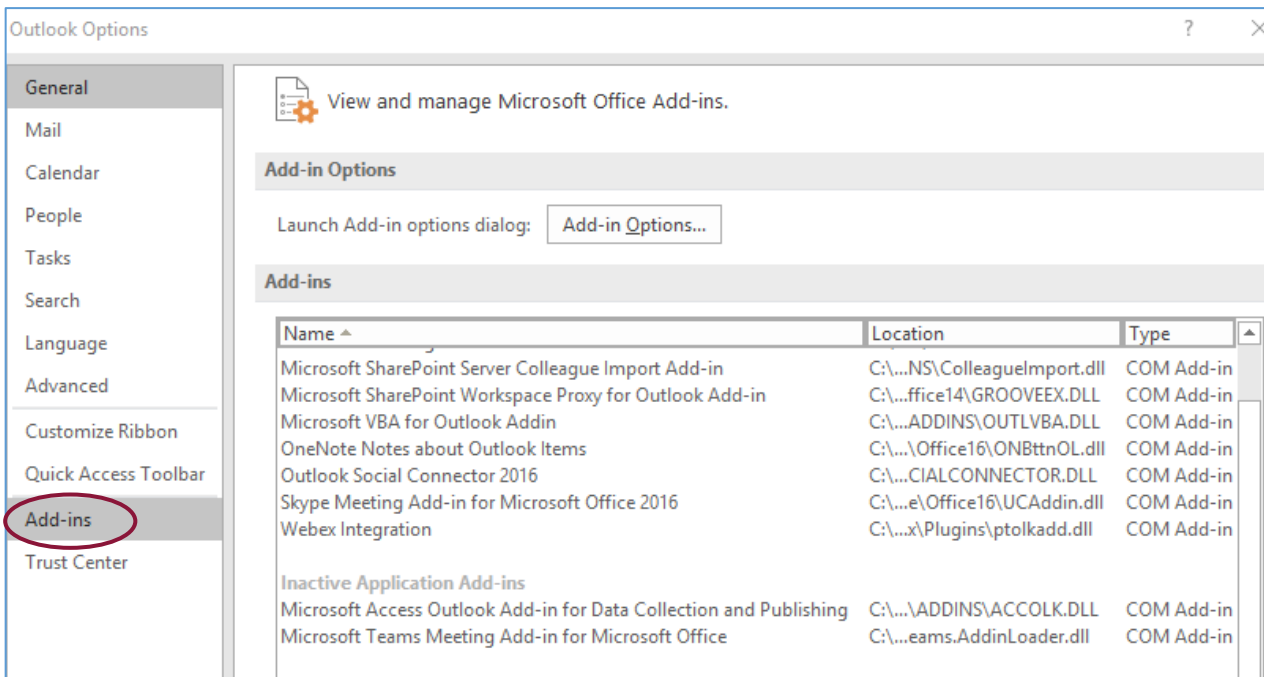


If the icon is not in the ribbon, it will need to be added.

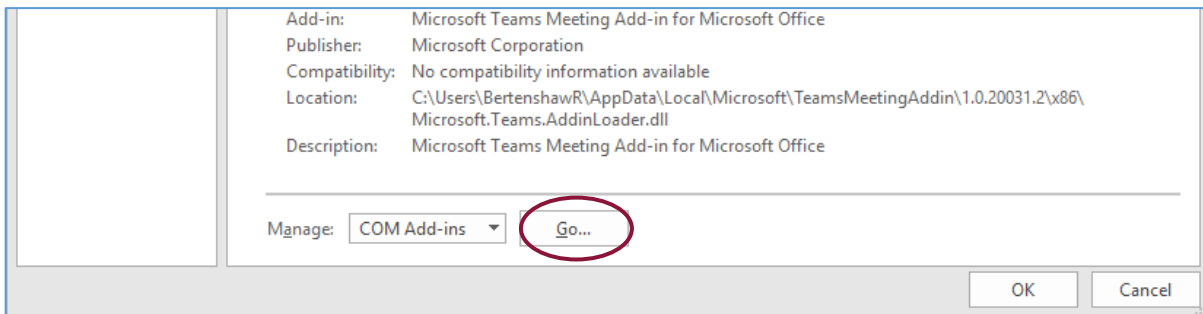
- Go to [Outlook Calendar](#) → right-click on [Ribbon](#) → select [Customise the Ribbon](#).



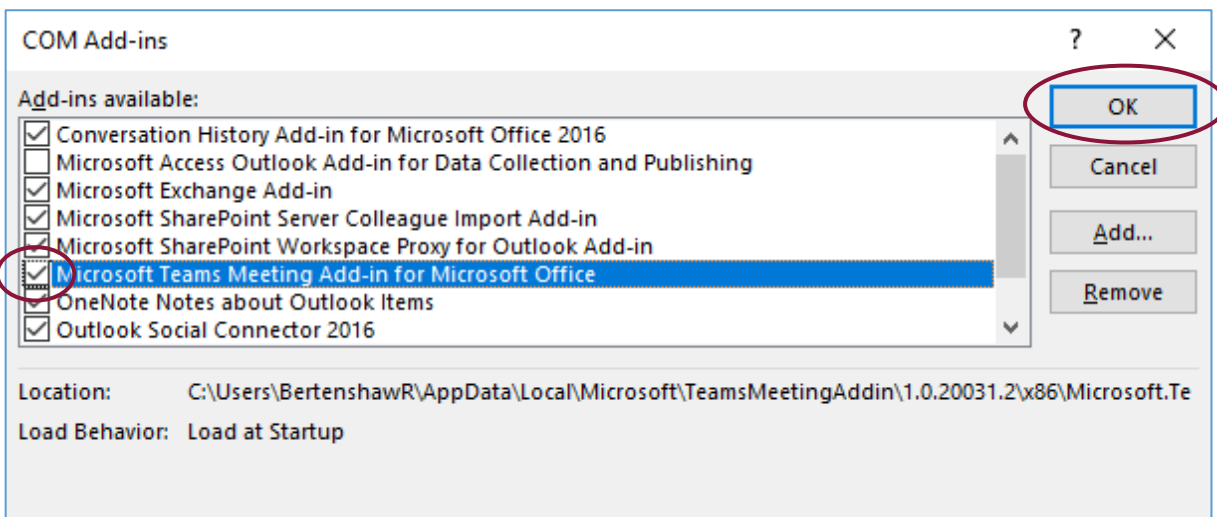
- Click [Add-ins](#).



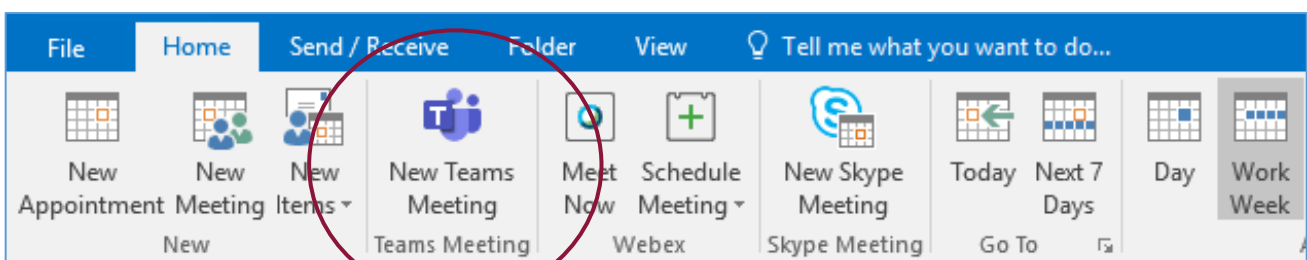
- At the bottom of the box, click [Go](#).



- Scroll through the options → select the checkbox [Microsoft Teams Meeting Add-in for Microsoft Office](#).
- Click [OK](#).



The [New Teams Meeting](#) icon should now be visible on the [Ribbon](#).



To book training or speak to a trainer, please get in touch via:  
e [training@imerseyside.nhs.uk](mailto:training@imerseyside.nhs.uk)