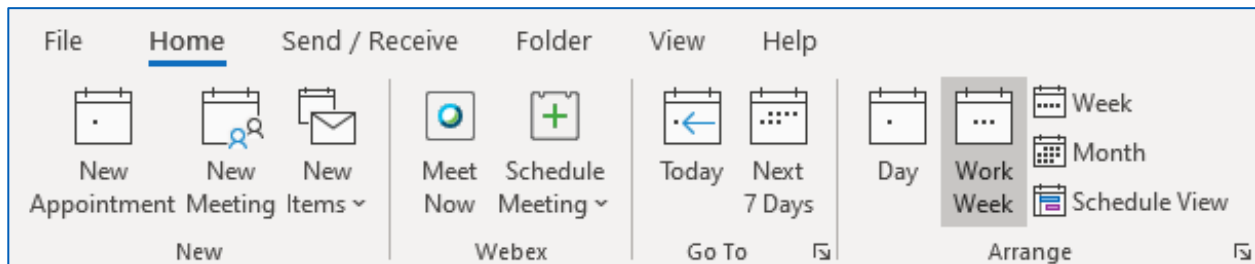


Teams – Outlook Add-in

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.

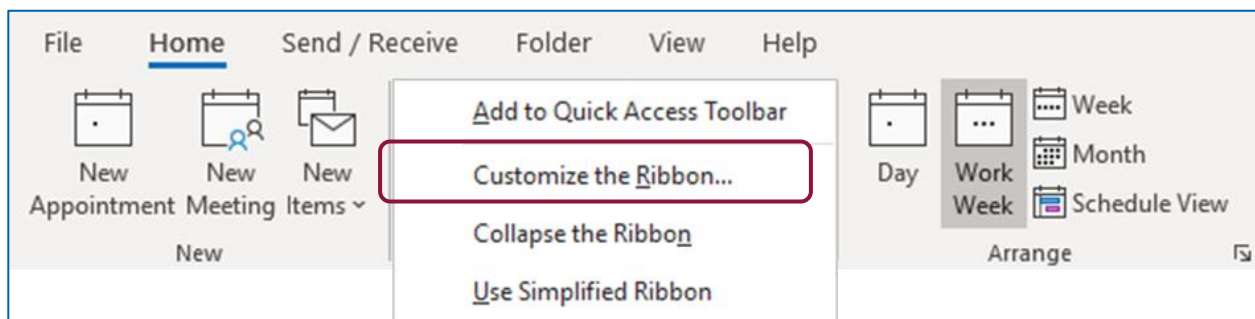
Quick Reference Guide

Teams add-in not visible within Outlook

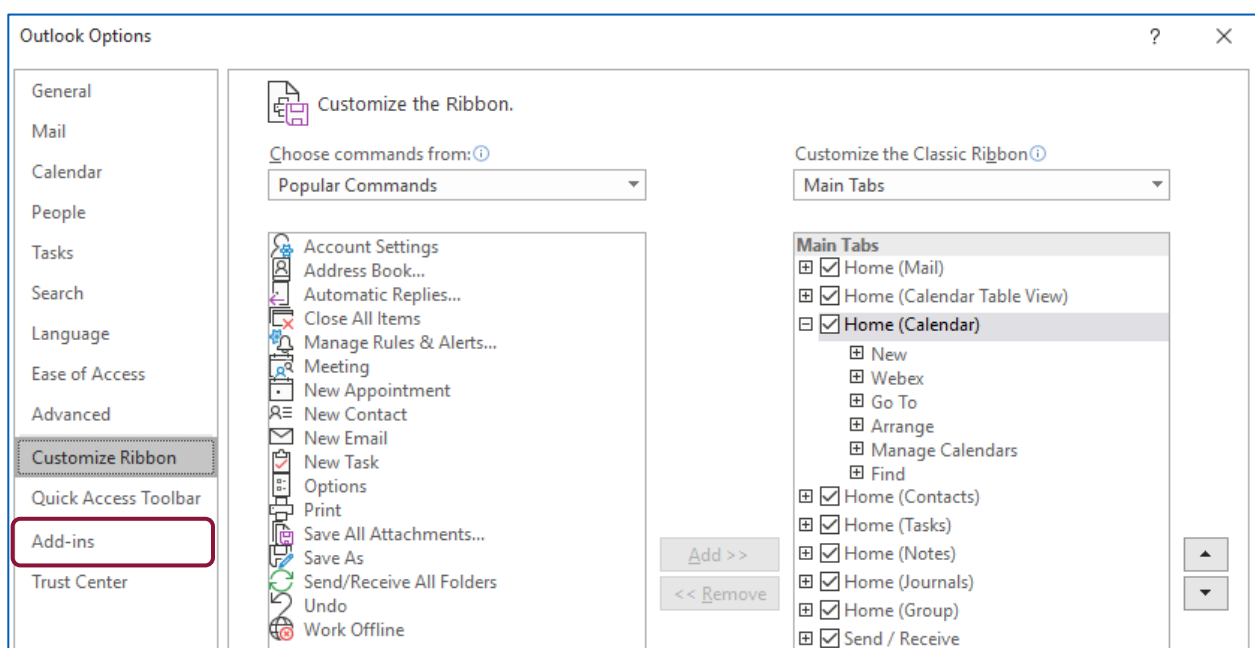


If the Teams icon is not displayed on the ribbon, it will need to be added.

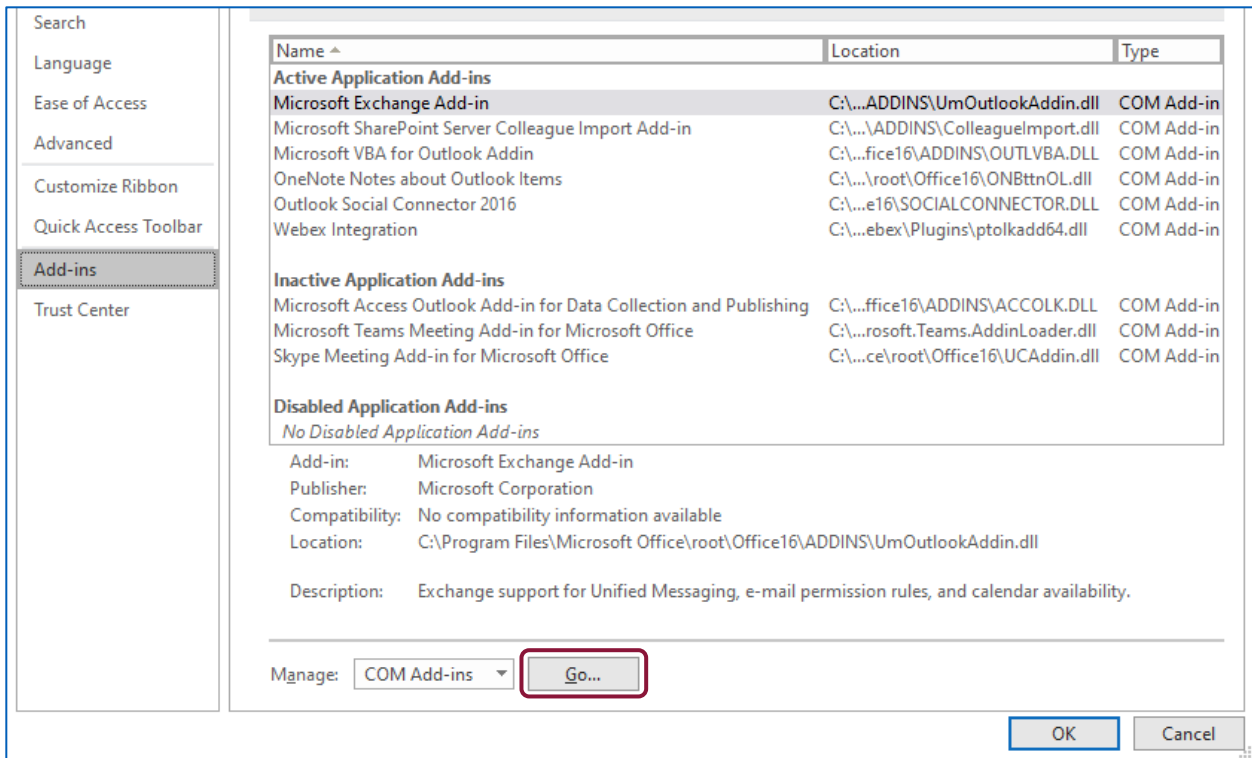
- Go to [Outlook Calendar](#) → right-click on [Ribbon](#) → select [Customise the Ribbon](#).



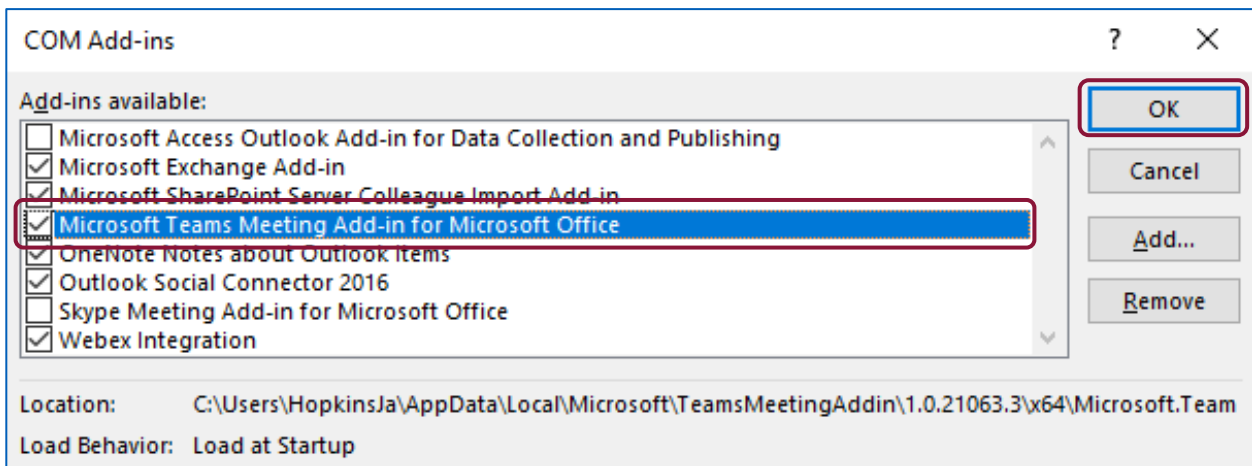
- Click [Add-ins](#).



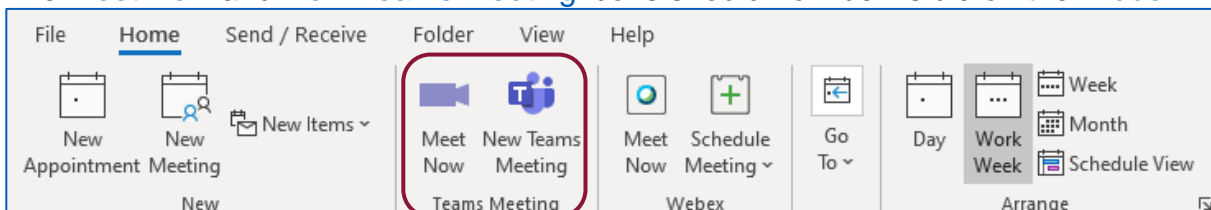
- At the bottom of the box, click **Go**.



- Scroll through the options → select the checkbox **Microsoft Teams Meeting Add-in for Microsoft Office**.
- Click **OK**.



The **Meet Now** and **New Teams Meeting** icons should now be visible on the **Ribbon**.



To book training or speak to a trainer, please get in touch via:
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