Microsoft Teams meeting not appearing in Outlook

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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

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Subject								
Start time	Tue 3/24/2020		1:00 AM	•	All day event			
End time	Tue 3/24/2020)	1:30 AM	•				

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 <u>File</u>





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General	View and manage Microsoft Office Add-ins			
Mail				
Calendar	Add-in Options			
People	Launch Add-in options dialog: Add-in Options			
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ase of Access	Microsoft Exchange Add-in	C:\DINS\UmOutlookAddin.dll	COM Add-i	n
dvanced	Microsoft SharePoint Server Colleague Import Add-in	C:\DDINS\ColleagueImport.dll	COM Add-i	n
	Microsoft VBA for Outlook Addin	C:\e16\ADDINS\OUTLVBA.DLL	COM Add-i	1
Customize Ribbon	Outlook Social Connector 2016	C:\6\SOCIALCONNECTOR.DLL	COM Add-i	n
Quick Access Toolbar	Skype Meeting Add-in for Microsoft Office	C:\\root\Office16\UCAddin.dll	COM Add-ii	n
Add-ins	Inactive Application Add-ins			
	Microsoft Access Outlook Add-in for Data Collection and Publishing	C:\ice16\ADDINS\ACCOLK.DLL	COM Add-i	a
Frust Center	Microsoft Teams Meeting Add-in for Microsoft Office	C:\soft.Teams.AddinLoader.dll	COM Add-i	h
	Nitro Pro 10	C:\OfficeAddin.Net.Proxy.10.dll	COM Add-i	۱L
	Disabled Application Add-ins			2
	Add-in: Microsoft Exchange Add-in			
	Publisher: Microsoft Corporation			
	Compatibility: No compatibility information available			
	Location: C:\Program Files (x86)\Microsoft Office\root\Office	16\ADDINS\UmOutlookAddin.dll		
	Description: Exchange support for Unified Messaging, e-mail pe	ermission rules, and calendar availat	oility.	
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Step 4: From the Options left pane, select the <u>Add-ins</u> 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



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

Click <u>OK</u> to save the changes.

Restart MS Teams App then restart Outlook.





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 addin 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

