

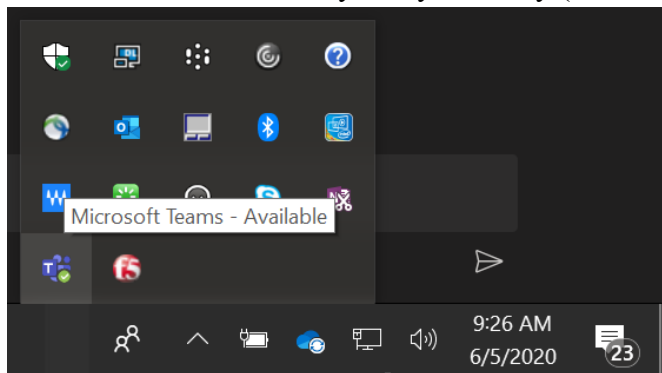
Missing Teams Add-in in Outlook

Overview

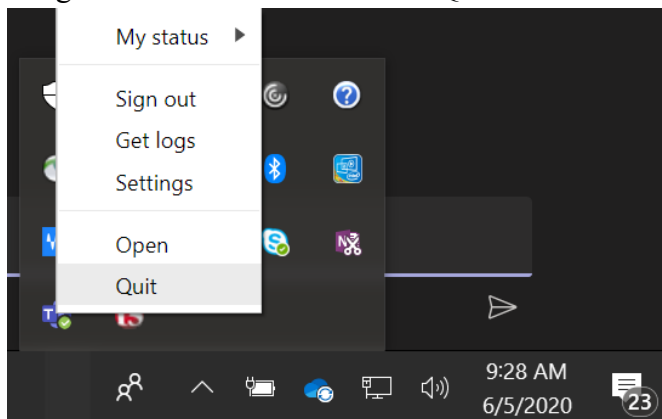
This guide is intended to assist users who restore the Microsoft Teams Addin if it is missing from Outlook.

Procedure

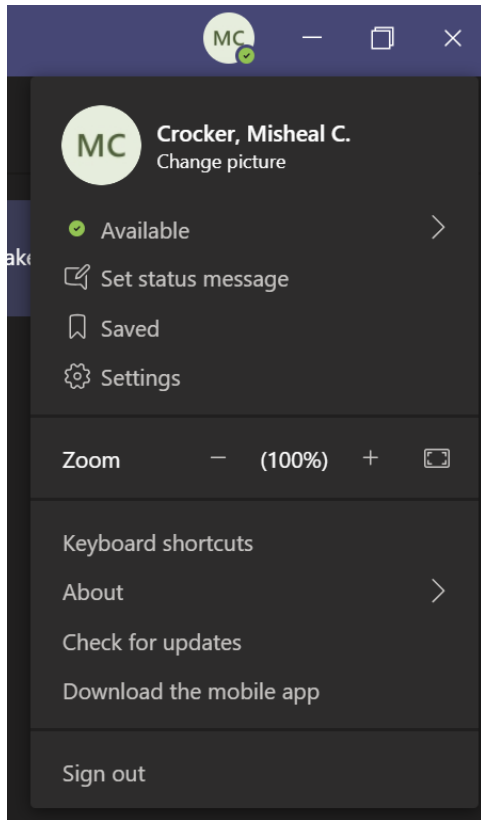
1. Close Outlook completely.
2. Locate the Teams icon in your system tray (near the date and time).



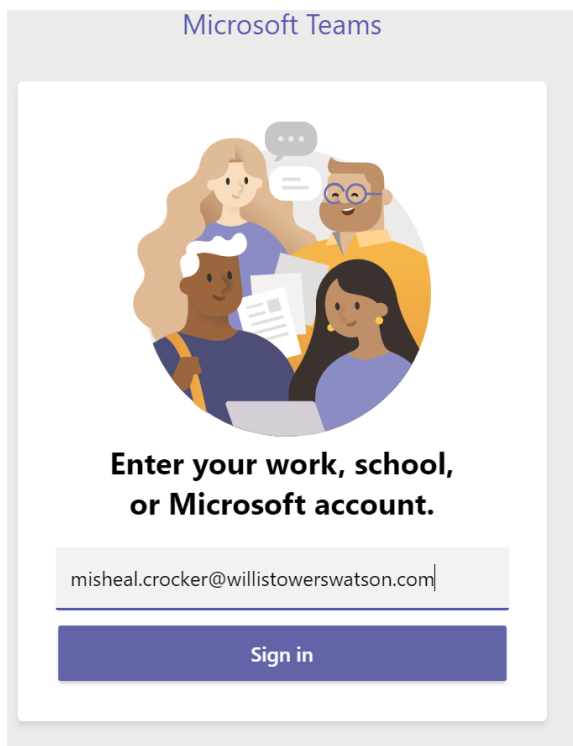
- Right-click the icon and select “Quit.”



3. Reopen Microsoft Teams.
4. In the top-right corner of Teams, click on your profile icon and select “Sign out.”

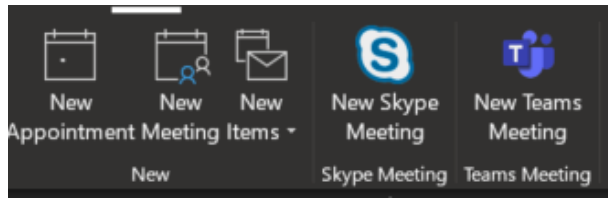


5. Once signed out, sign back into Teams.



6. Send a message to a colleague or contact via Teams.

7. Open Outlook again.
8. The Teams Add-in should now appear in Outlook.



9. If the issue persists, please contact the Service Desk for further assistance

Created by: Misheal Crocker | Created: 2020 | Updated: 6/28/2025