

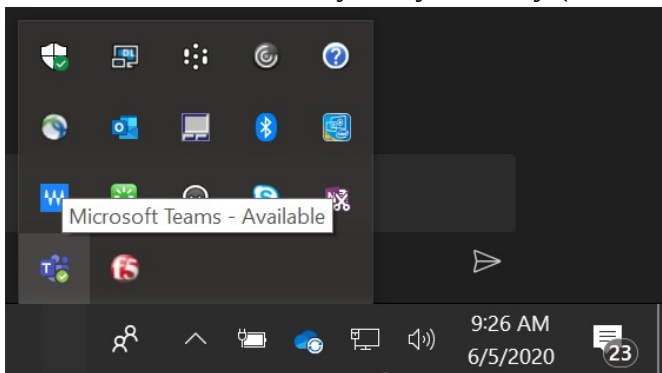
# Missing Teams Add-in in Outlook

## Overview

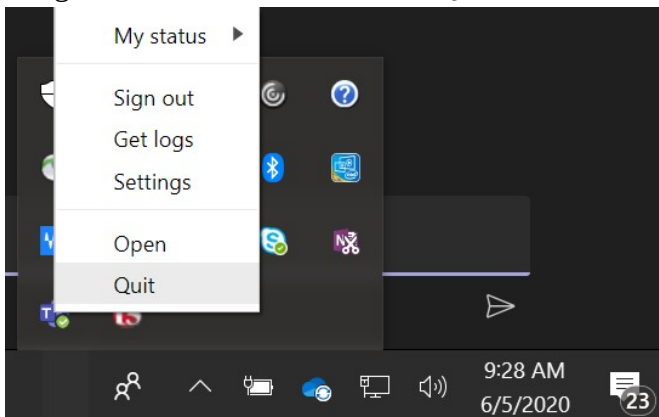
This guide is intended to assist users who restore the Microsoft Teams Addin if it is missing from Outlook.

## Procedure

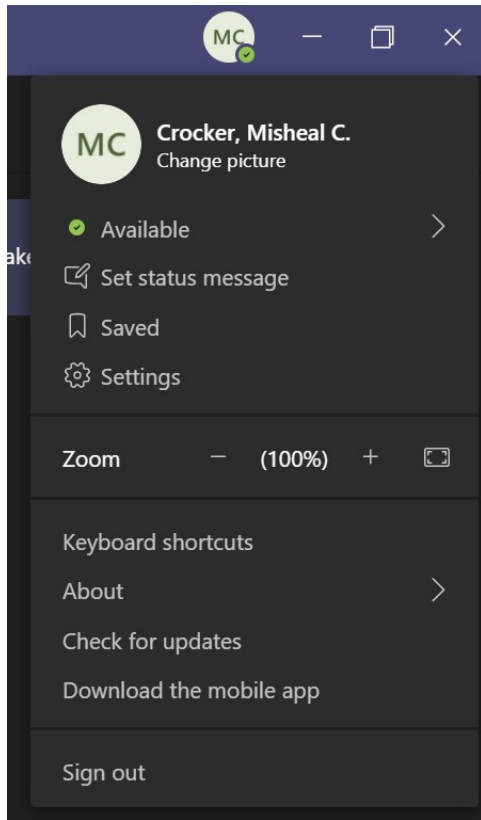
1. Close Outlook completely.
2. Locate the Teams icon in your system tray (near the date and time).



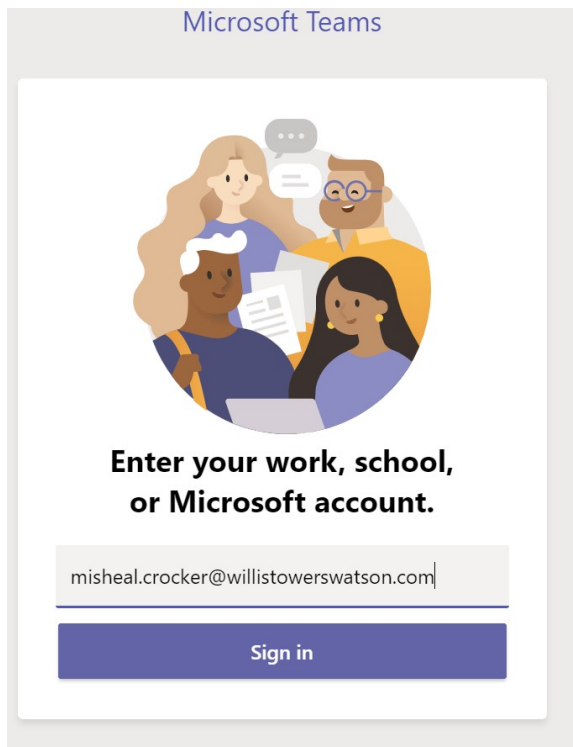
- Right-click the icon and select "Quit."



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

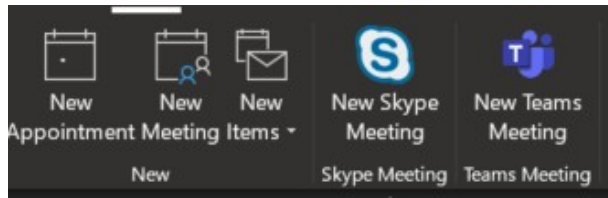


5. Once signed out, sign back into Teams.



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