



Title:

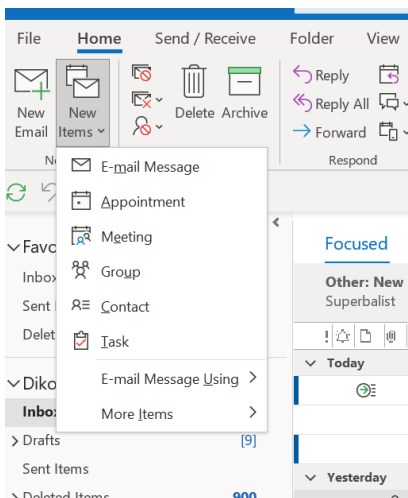
Issues with making MTeams Appointments in Outlook

Summary/ Intro:

User Cannot make teams appointments via Outlook.

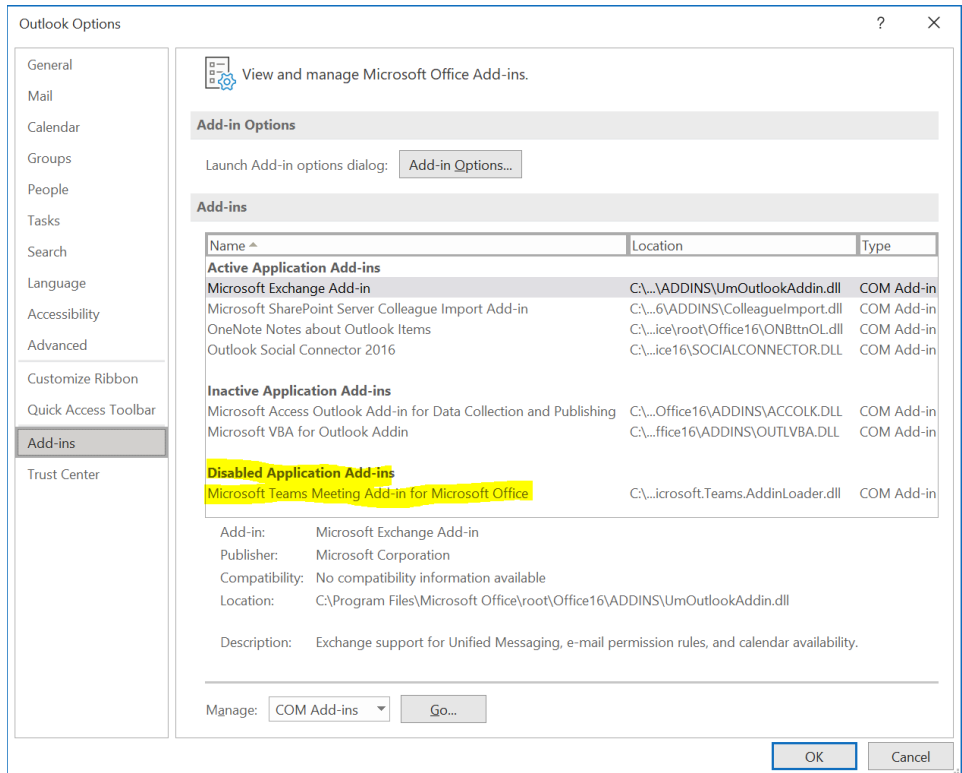
MS Teams not available in Outlook for user to be able to make Teams Appointments.

Steps:



Step 1:

Click on: File , Options, Add-Ins



Step 2: By Manage: click on the drop-down arrow: select disable: click on Go



General

Mail

Calendar

Groups

People

Tasks

Search

Language

Accessibility


Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

 View and manage Microsoft Office Add-ins.

Add-in Options

Launch Add-in options dialog:

Add-in Options...

Add-ins

Name ▲

Active Application Add-ins

Microsoft Exchange Add-in

Microsoft SharePoint Server Colleague Import Add-in

OneNote Notes about Outlook Items

Outlook Social Connector 2016

Inactive Application Add-ins

Microsoft Access Outlook Add-in for Data Collection and Publishing

Microsoft VBA for Outlook Addin

Disabled Application Add-ins

Microsoft Teams Meeting Add-in for Microsoft Office

Add-in: Microsoft Exchange Add-in

Publisher: Microsoft Corporation

Compatibility: No compatibility information available

Location: C:\Program Files\Microsoft Office\root\Office16\AD

Description: Exchange support for Unified Messaging, e-mail per




Manage:

COM Add-ins


COM Add-ins

Disabled Items

Go...

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SH Osman Chief Executive Officer | S Kannappan Chief Operations Officer





Step 3: Now Ms Teams add-inns is under inactive Application Add-ins.

Select:

Click

on

Go.

General
Mail
Calendar
Groups
People
Tasks
Search
Language
Accessibility
Advanced
Customize Ribbon
Quick Access Toolbar
Add-ins
Trust Center

View and manage Microsoft Office Add-ins.

Add-in Options
Launch Add-in options dialog: Add-in Options...

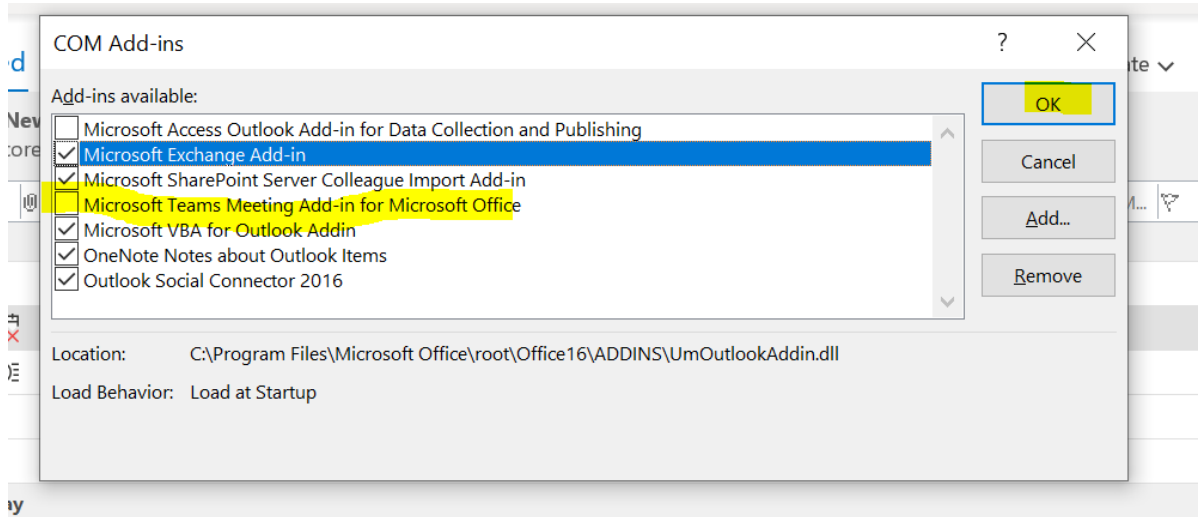
Add-ins

Name ^	Location	Type
Active Application Add-ins		
Microsoft Exchange Add-in	C:\...DINS\UmOutlookAddin.dll	COM Add-in
Microsoft SharePoint Server Colleague Import Add-in	C:\...DDINS\ColleagueImport.dll	COM Add-in
OneNote Notes about Outlook Items	C:\...root\Office16\ONBttnOL.dll	COM Add-in
Outlook Social Connector 2016	C:\...6\SOCIALCONNECTOR.DLL	COM Add-in
Inactive Application Add-ins		
Microsoft Access Outlook Add-in for Data Collection and Publishing	C:\...ice16\ADDINS\ACCOLK.DLL	COM Add-in
Microsoft Teams Meeting Add-in for Microsoft Office	C:\...soft.Teams.AddinLoader.dll	COM Add-in
Microsoft VBA for Outlook Addin	C:\...e16\ADDINS\OUTLVA.DLL	COM Add-in
Disabled Application Add-ins		
<i>No Disabled Application Add-ins</i>		
Add-in:	Microsoft Exchange Add-in	
Publisher:	Microsoft Corporation	
Compatibility:	No compatibility information available	
Location:	C:\Program Files\Microsoft Office\root\Office16\ADDINS\UmOutlookAddin.dll	
Description:	Exchange support for Unified Messaging, e-mail permission rules, and calendar availability.	

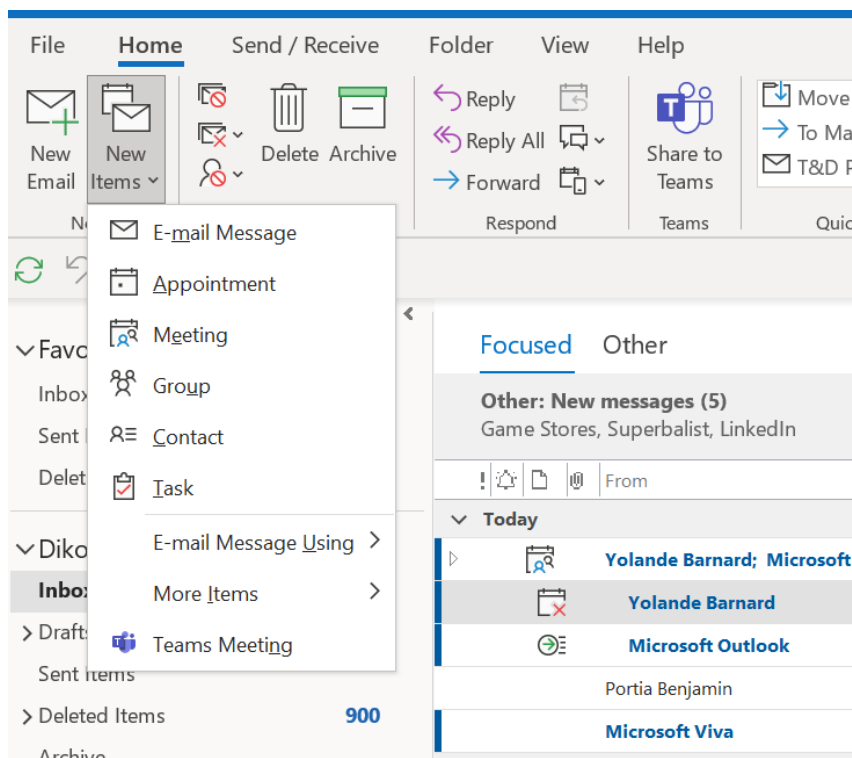
Manage: COM Add-ins Go...

In COM Add-Ins:

Select Microsoft Teams : Click OK



Step 4: Now: In outlook: under New Items: when you click on the drop-down arrow: Teams Meeting is visible.





Created By: Raiden Peake

Credit goes to Viren Govender