Title:
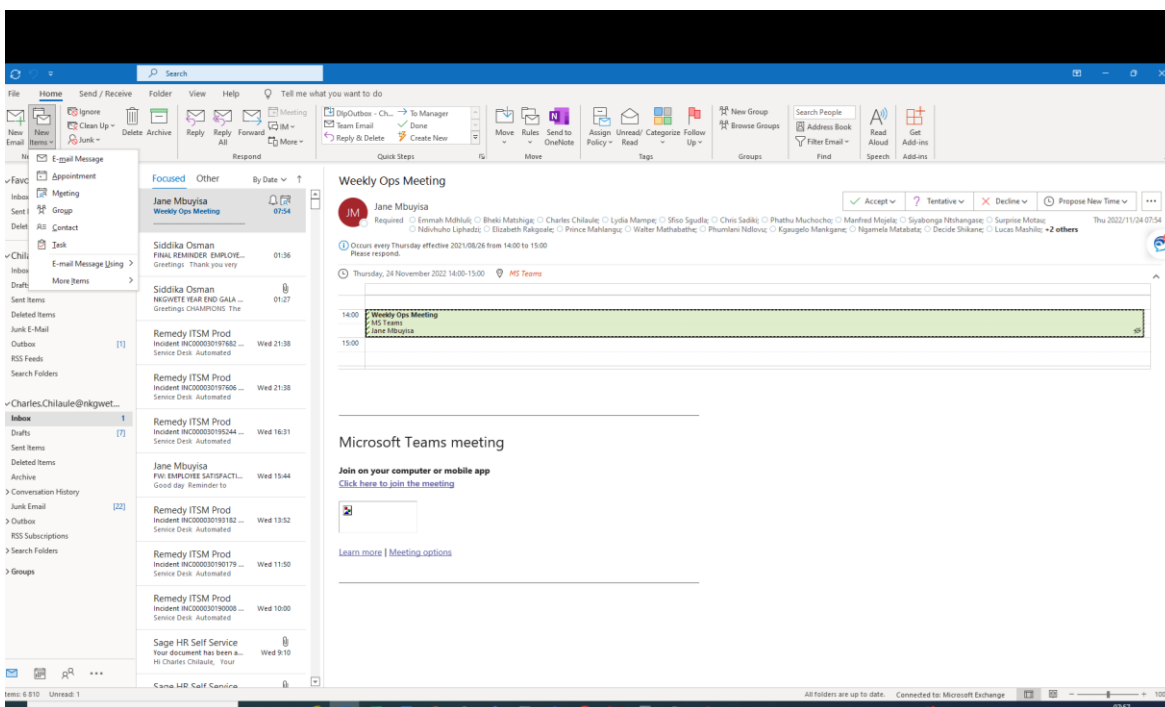
Recovering MS Teams Icon

Summary/ Intro:

There is a common issue of MS teams' icon that goes missing on the new items list, and therefore users cannot create meetings anymore.

This is Caused by the MS Teams it uses lot of RAM then MS outlook decides to remove it because it slows down the performance.
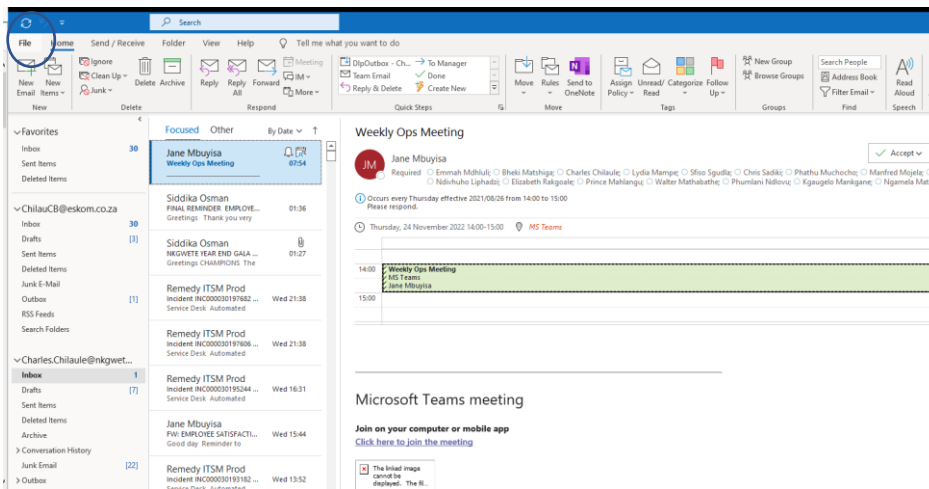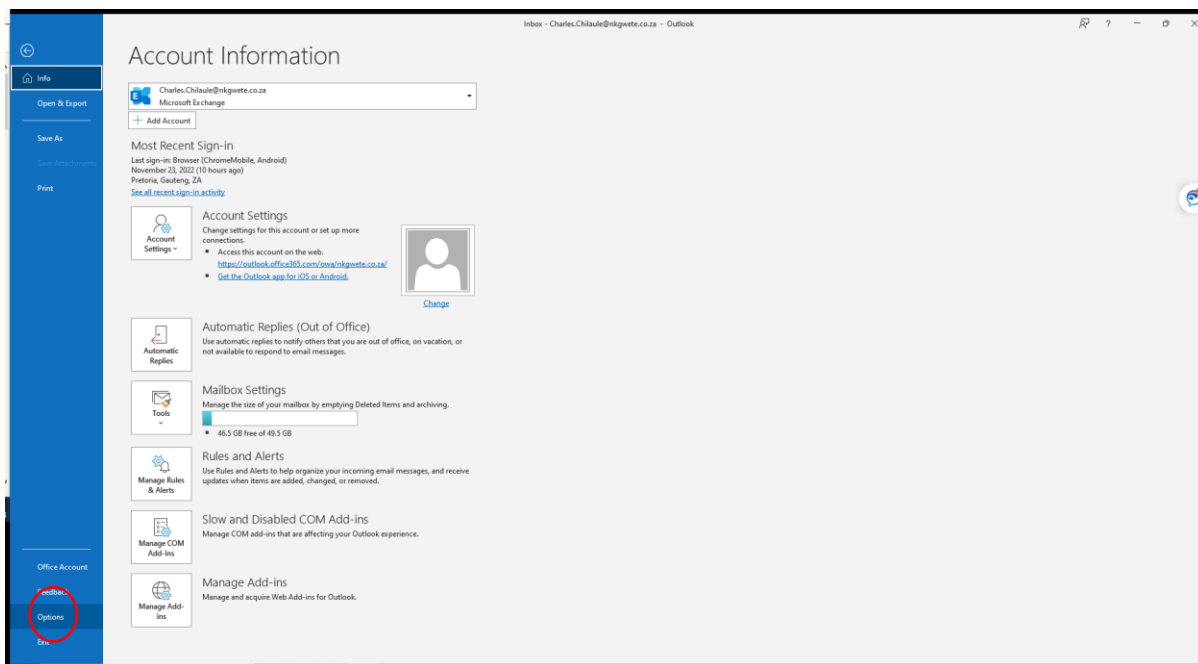
Steps:

BELLOW ARE THE LIST OF STEPS THAT CAN BE TAKEN TO RESOLVE THE ISSUE
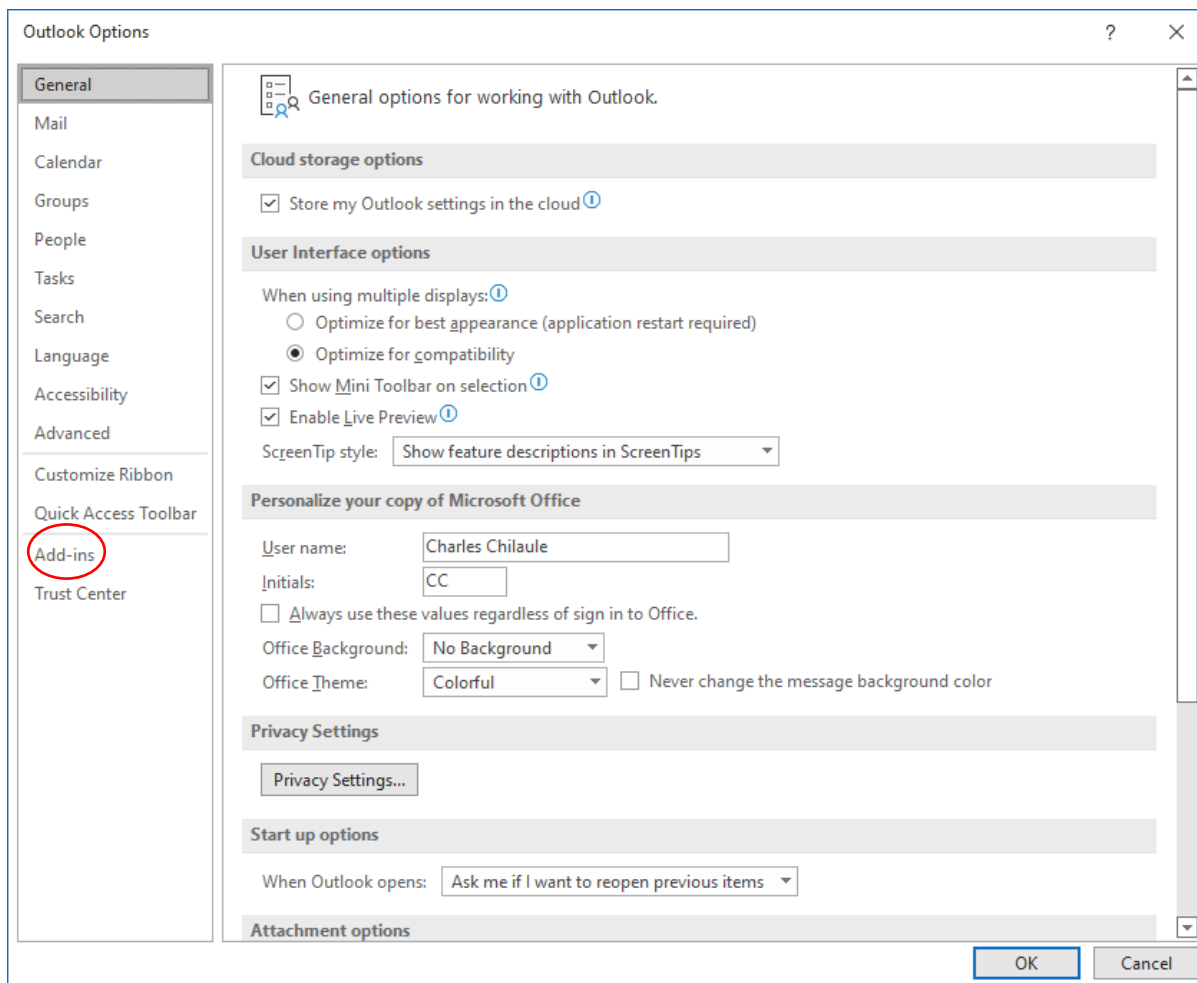
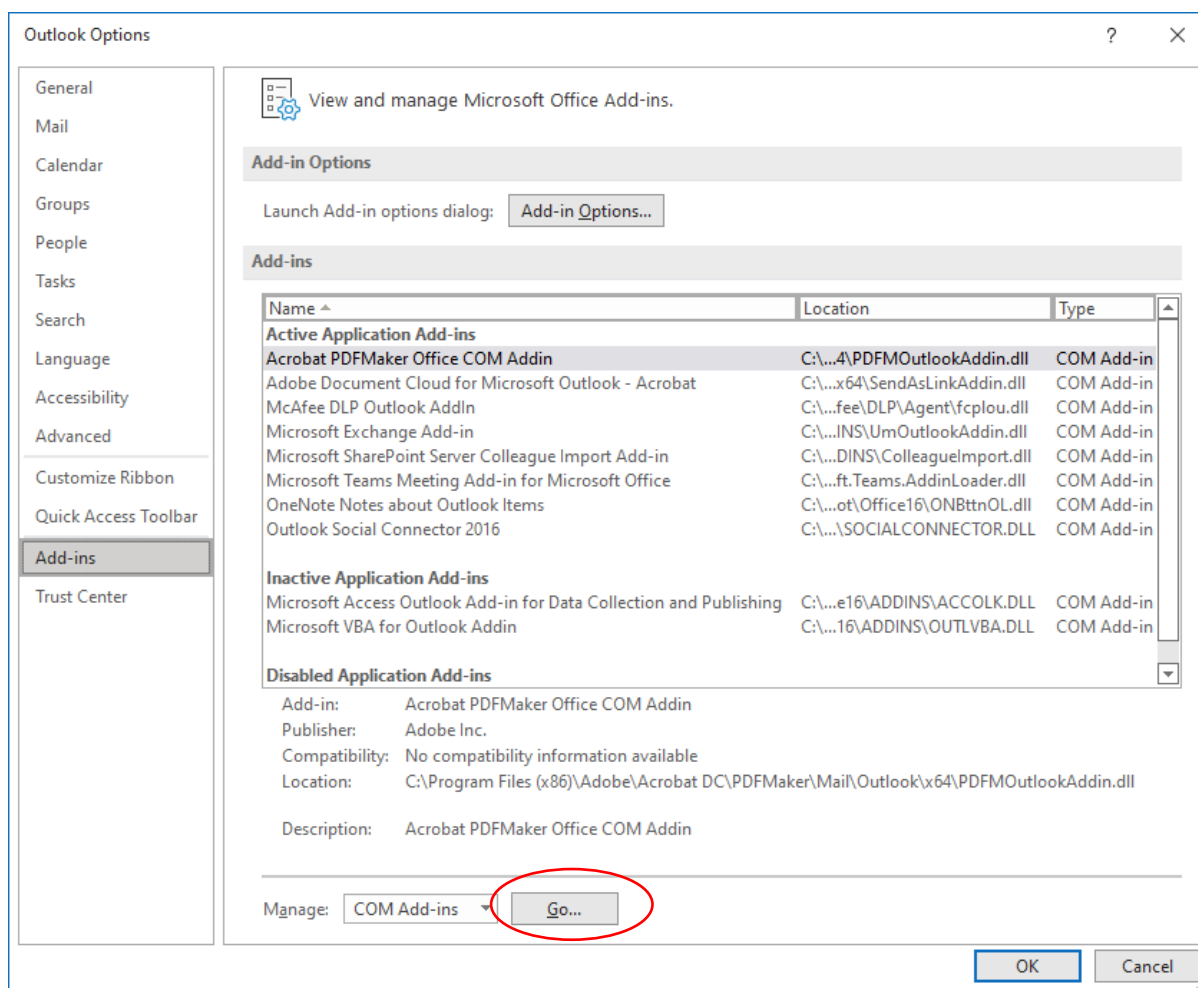Open the outlook app

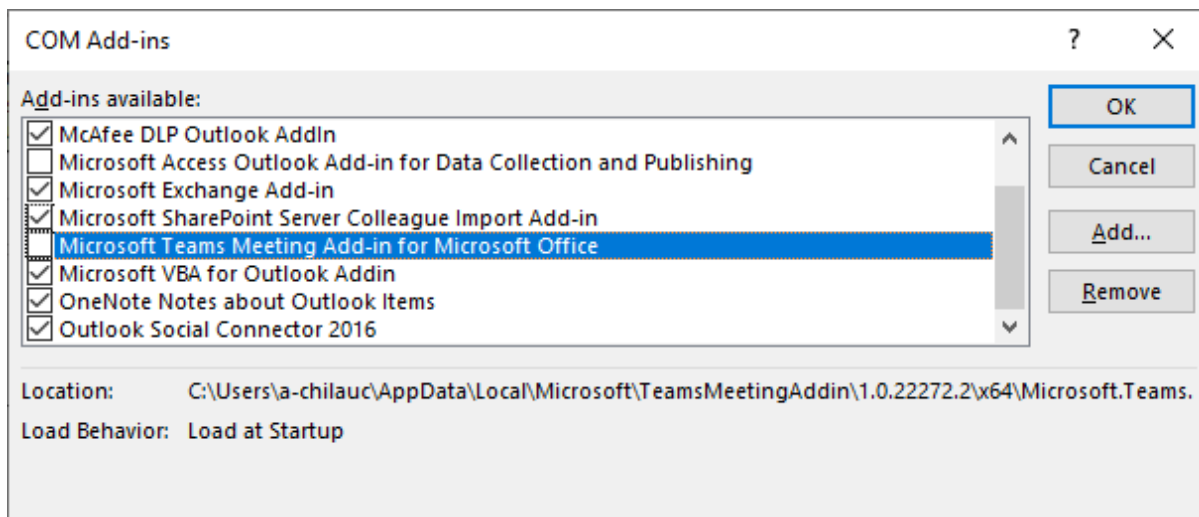Go to file, on the top right of outlook

Then go to option

Then go to add-ins

Then click on the GO…
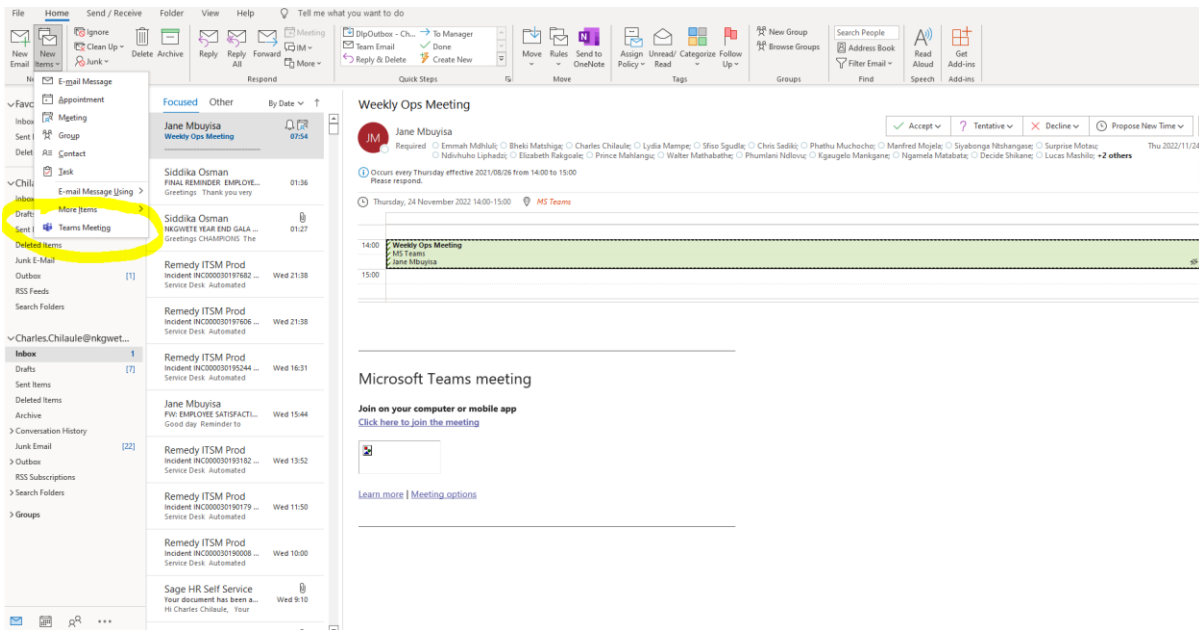
Then check the box Microsoft teams meeting Add-in…

Then press OK

Then go to the new ITEMS and check icon should be visible

Conclusion (Optional):

Make sure you shutdown your PC at least once in a week or every day after work to minimise TEMPORALY (RAM) storage consumptions

References (Optional):

Articles/Videos used to prepare guide and additional resources

https://support.microsoft.com/en-us/office/troubleshoot-the-teams-meeting-add-in-in-outlook-for-windows-d3f8819e-7993-43c7-a124-02b336273779#:~:text=If%20you%20still%20don't,Active%20Application%20Add%2Dins%20list

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