



Title:

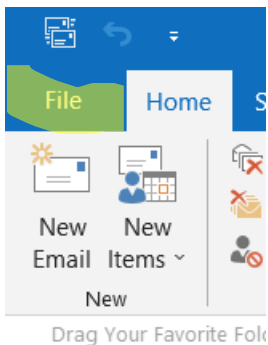
MS Teams Meeting Add-In

Summary/ Intro:

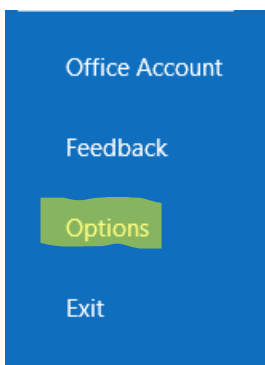
If MS Teams meeting icon not showing on outlook.

Steps:

On Outlook Click on file




Then Option



Then Add-ins



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

 Ger

User Interface

When using the ribbon, show the ribbon tabs:

☒ Options

☐ Options

☒ Show the ribbon

☒ Enable the ribbon

ScreenTip

Personalize

User name

Initials:

☐ Always

Office Background

Office Theme

Privacy Settings

Comm add-ins and click on go

Description: Exchange support for Unified Messaging, e-mail

Manage: COM Add-ins Go...

select MS Teams meeting add in and click ok



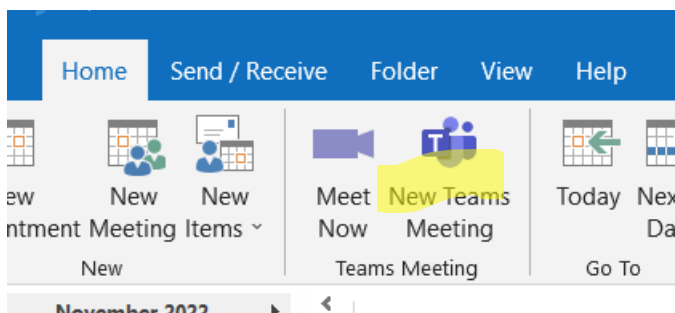
COM Add-ins

Add-ins available:

- ☐ Microsoft Access Outlook Add-in for Data Collection and Pul
- ☒ Microsoft Exchange Add-in
- ☒ Microsoft SharePoint Server Colleague Import Add-in
- ☒ Microsoft Teams Meeting Add-in for Microsoft Office
- ☒ Microsoft VBA for Outlook Addin
- ☒ Outlook Social Connector 2016
- ☐ Skype Meeting Add-in for Microsoft Office
- ☐ TeamViewer Meeting Add-In

Location: C:\Users\PamMalapane\AppData\Local\Micros

It should the appear on your calendar



Conclusion (Optional):

References (Optional):

Articles/Videos used to prepare guide and additional resources

Created By:

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