How to Turn Off Automatic MS Teams Meeting Link in MS Office Calendar Invitation

1. Open your **Calendar** in Office 365 (SurgeMail) [see Figure 1]
2. Click the **Settings** icon on the top right (gear) [see Figure 1]
3. Click **View all Outlook settings** (bottom right) [see Figure 1]
4. Click **Events and invitations** [see Figure 2]
5. Uncheck **Add online meeting to all meetings** [see Figure 2]

Figure 1

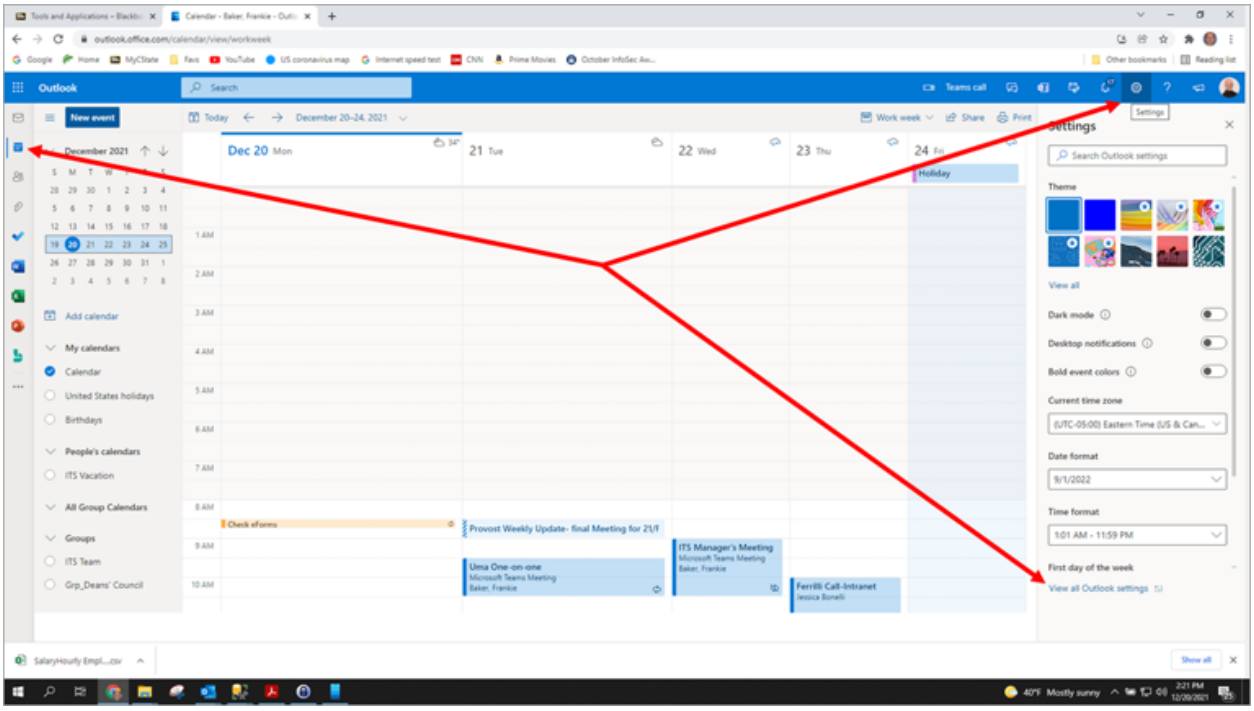
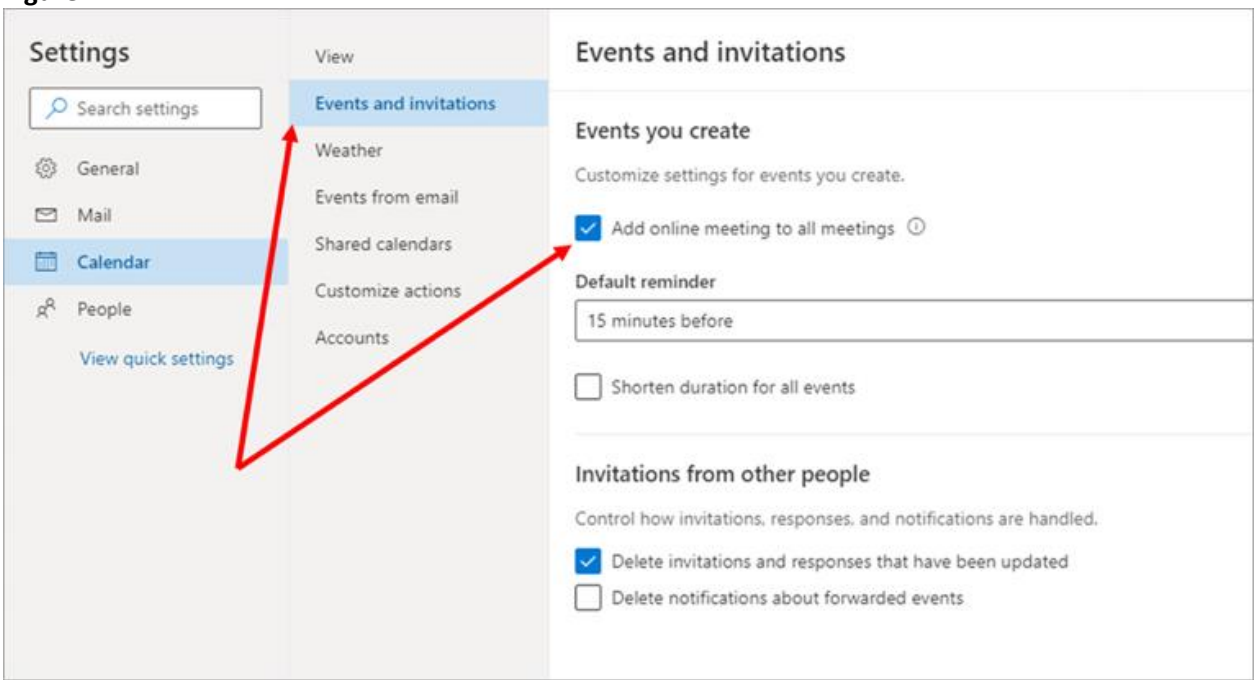
Figure 2