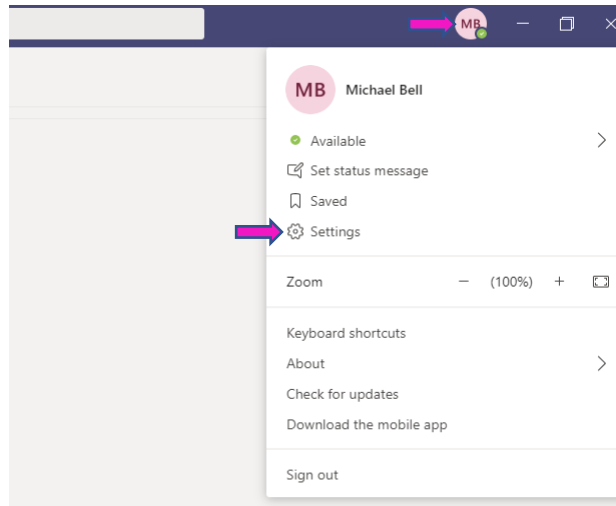


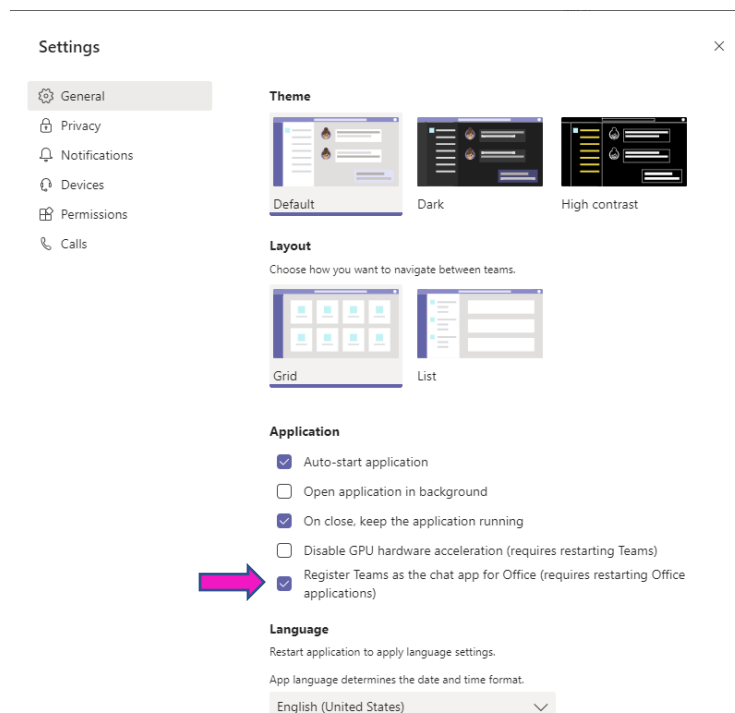
## Fix Teams add-in for Outlook

If Outlook is missing the option to create a **New Teams Meeting** in your calendar, set Teams as your default chat program for Office.

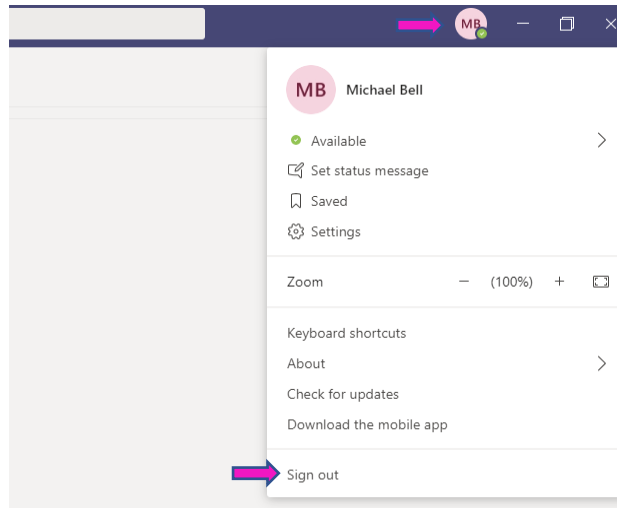
Open Teams, click your profile icon in the top-right, and select **Settings** from the drop-down menu.



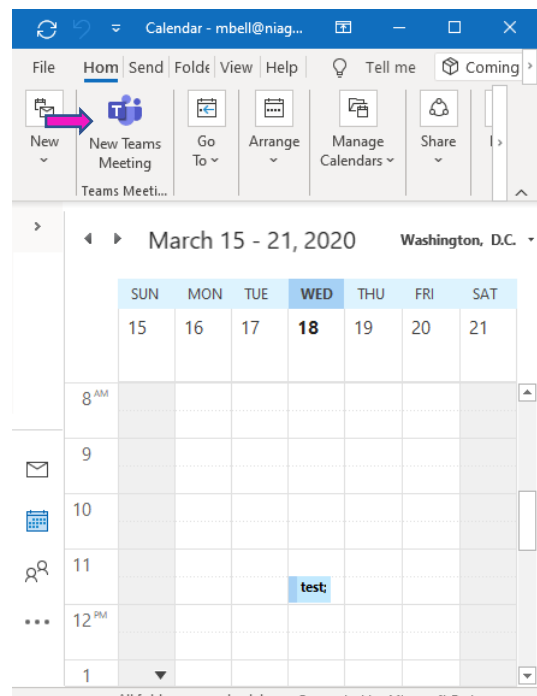
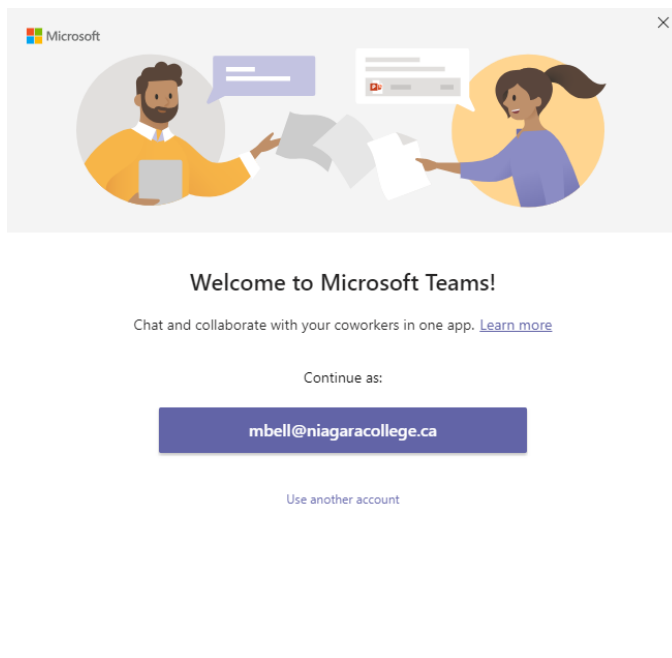
Set Teams as the default chat app for Office (requires restarting Office applications) in settings by checking the **Register Teams as the chat app for Office** box.



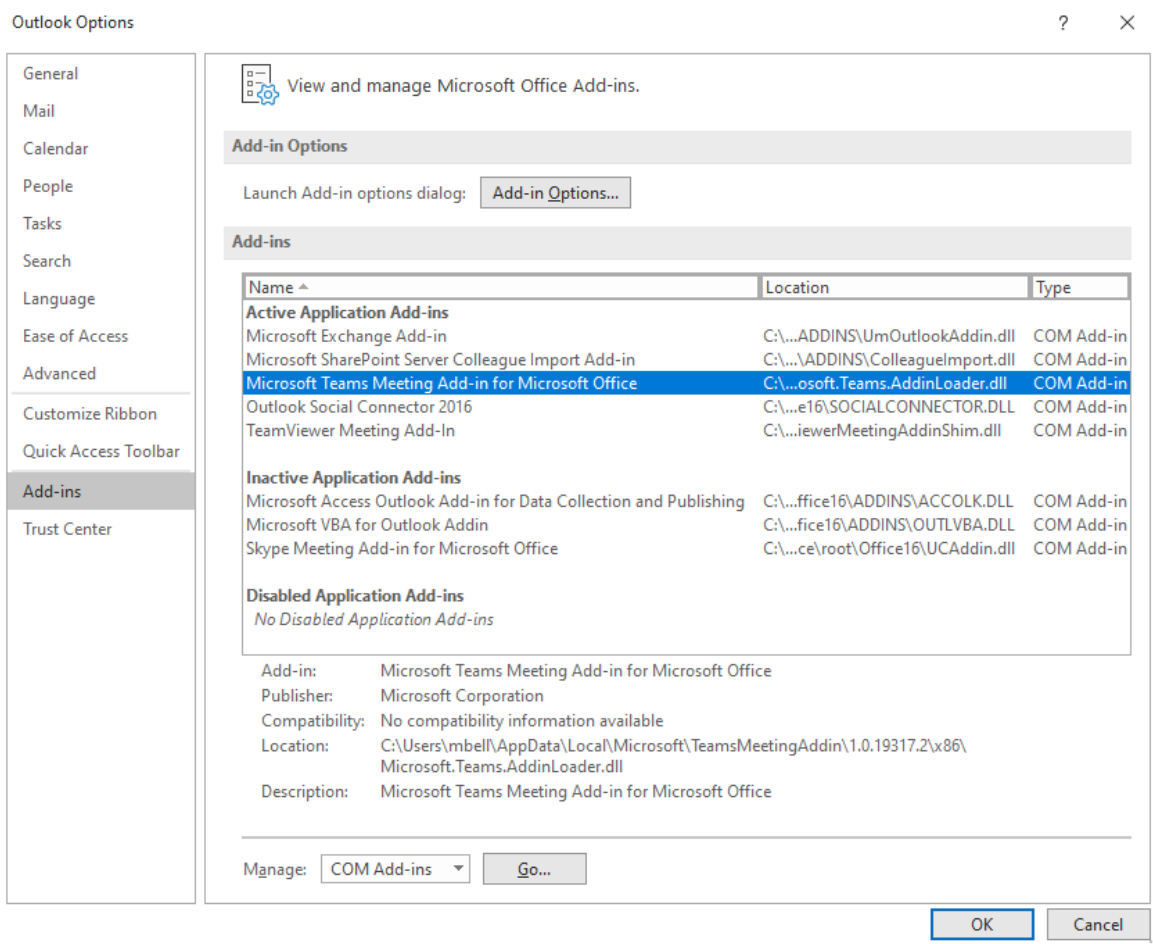
Sign out of Teams, close Teams and Outlook completely (check your icon tray to see if they're running in the background quit them if they are). A reboot will also work if you're not sure if they're closed.



Re-open Teams and Outlook. You'll be prompted to sign back into Teams, and the Teams add-in for Outlook should be loaded correctly. Your Outlook calendar will show **New Teams Meeting** at the top.

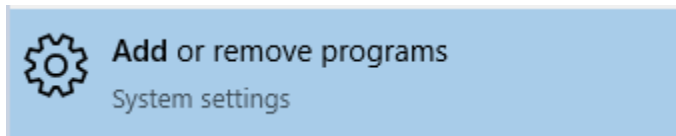


**NOTE (College PCs only):** If the Teams add-in doesn't load correctly (open Outlook, go to File, Options, Add-ins), the Microsoft Teams add-in will show as inactive, be missing, or have a blank location.

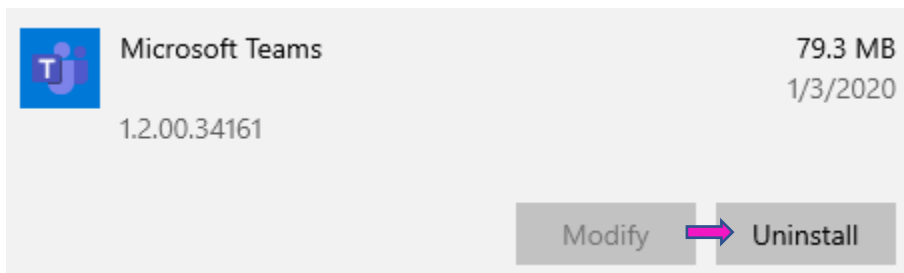


To resolve the add-in issue, you can uninstall Teams completely. Then reinstall a new version.

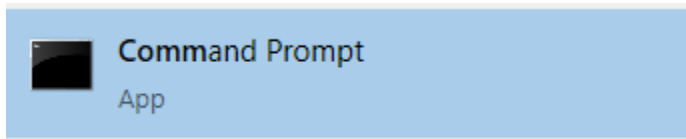
Go to **Add or remove programs** in System settings.



**Uninstall** Microsoft Teams.



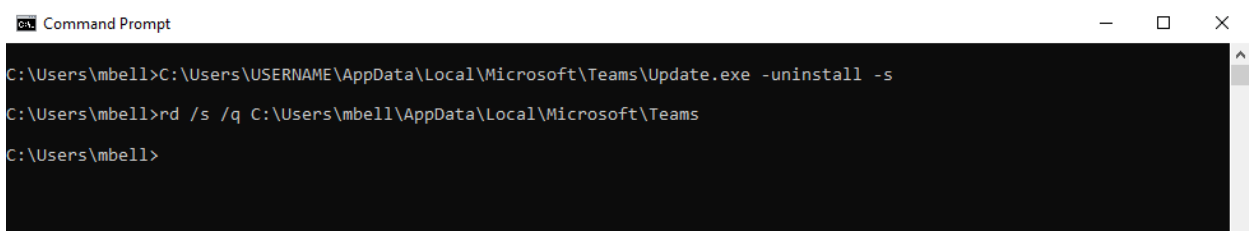
## Open Command Prompt.



Type in the following commands (USERNAME is the user for the person having the Teams issue):

```
C:\Users\USERNAME\AppData\Local\Microsoft\Teams\Update.exe --uninstall -s
```

```
rd /s /q C:\Users\USERNAME\AppData\Local\Microsoft\Teams
```

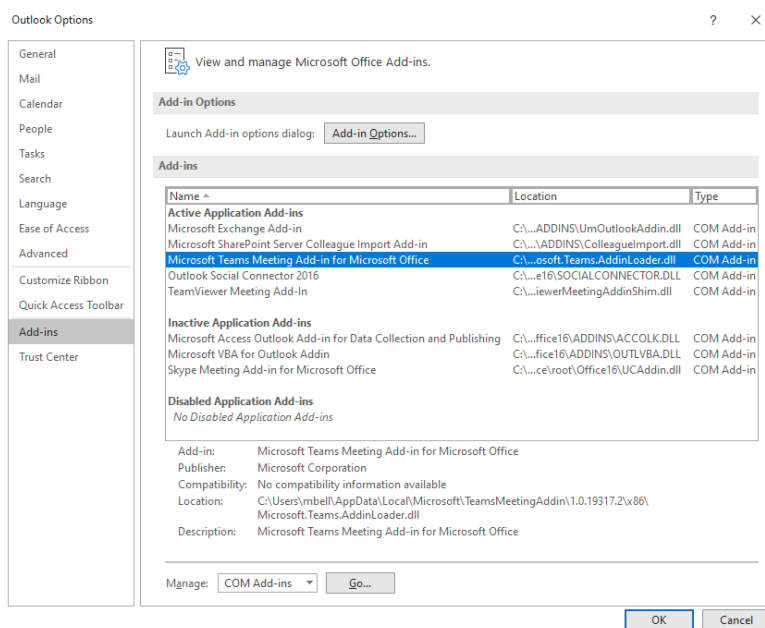


Teams will be completely uninstalled. Reboot the PC.

Make sure Outlook is closed when you boot back up, then download Teams here:

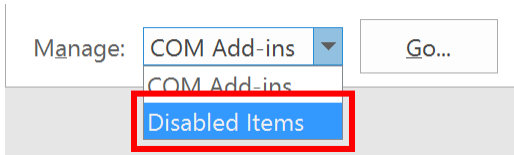
<https://products.office.com/en-ca/microsoft-teams/download-app>

Run the Teams installer, sign in and make sure Teams is set as the default chat option (see first steps of document). Open Outlook, and the Teams add-in should be working correctly.

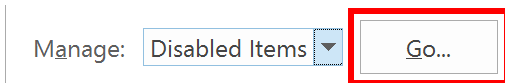


# Enable Disabled Add-in

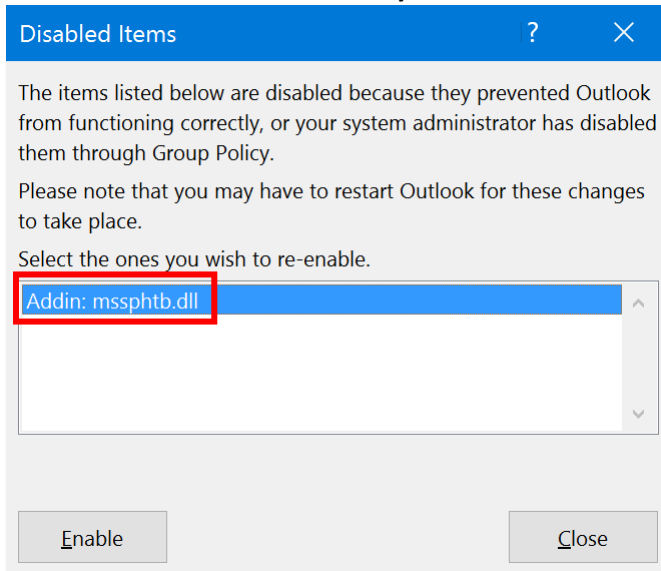
1. **Select Disabled Items** in the drop-down at the bottom of this window, next to the Go button.



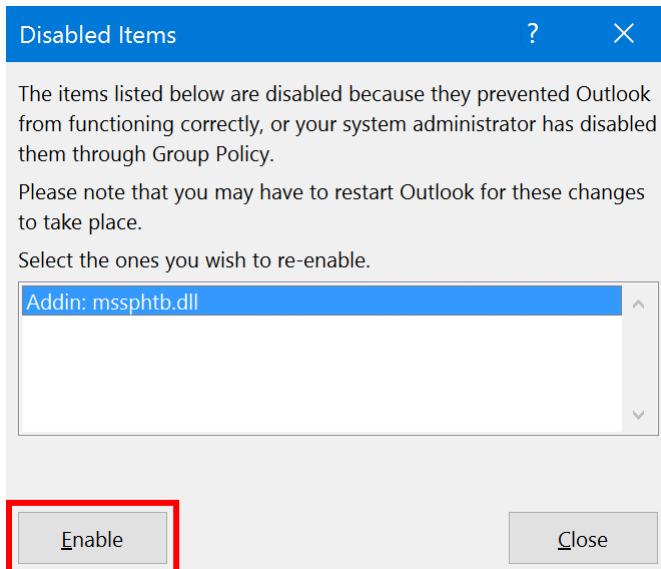
2. **Click Go.**



3. **Select the Add-in which you would like to re-enable.**



4. **Click Enable** in the lower-left corner of this window.



5. **Restart Outlook.** Close Outlook, wait for 5 seconds, then start it again.