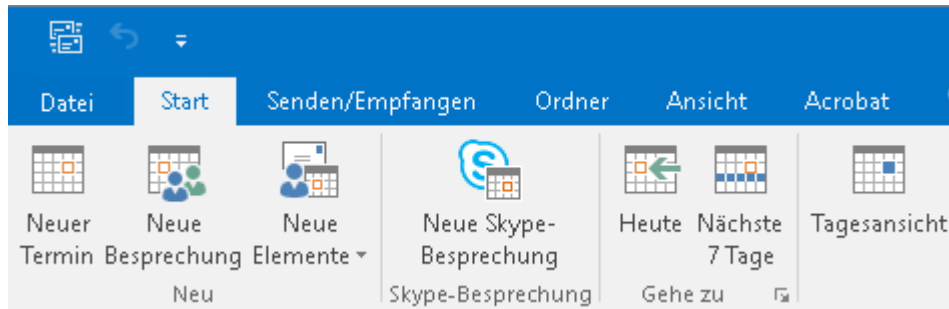


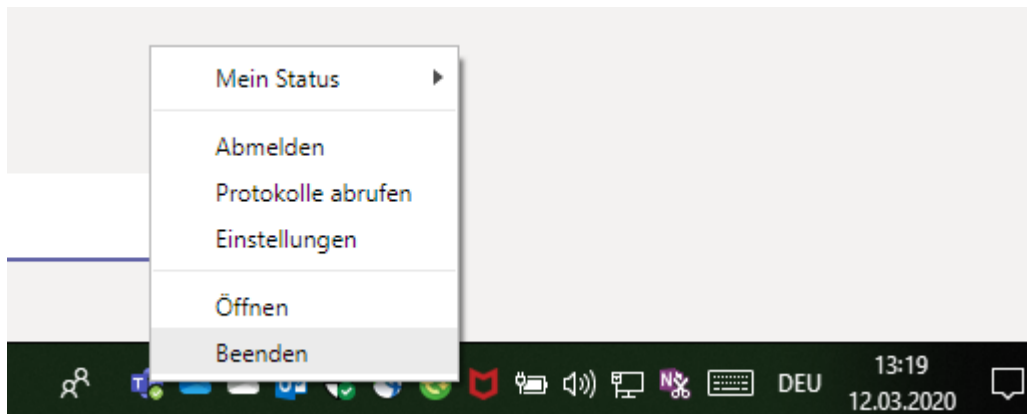
## Teams symbol is missing in Outlook calendar view



**Follow the steps below in the exact order!**

### 1.) Quit Teams

- Right click the Teams symbol in the system-tray (left side of the time display)
- Click „Quit“

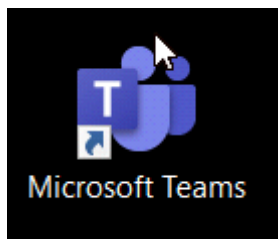


## 2.) Quit Outlook

- Click „File“
- Click „Exit“

## 3.) Start Teams

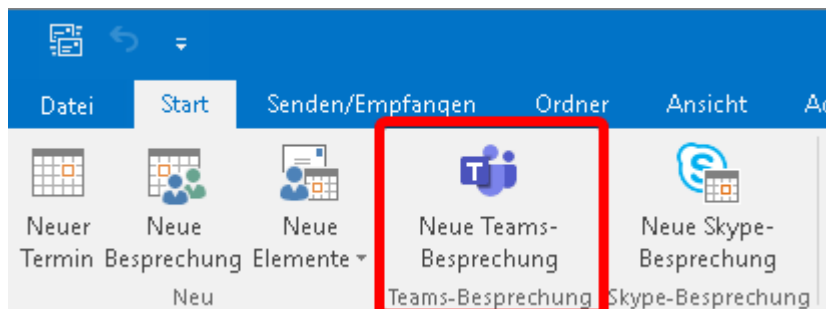
- Start Teams with the desktop icon or search for Teams in the start menu



## 4.) Start Outlook

- Start Outlook with the desktop icon or search for Teams in the start menu

The Teams symbol should now be displayed in the outlook calendar view.

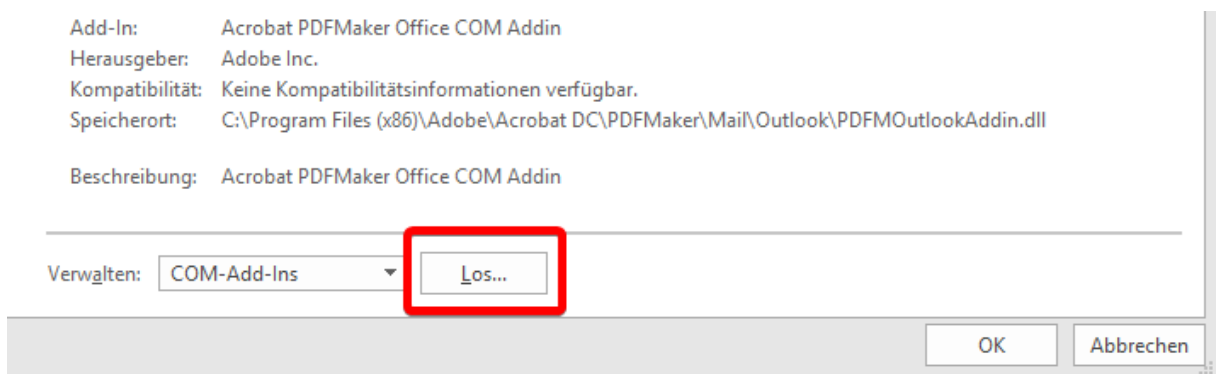


If the Teams symbol is still missing, ensure the Add-In is activated in Outlook.

## Ensure Teams Add-In is activated

The following actions need to be performed in Outlook.

- Click „File“
- Click „Options“
- Click „Add-Ins“
- Click „Go“ next to COM-Add-Ins



- In the following dialog ensure the Teams Add-in has a checkmark
- Restart Outlook if necessary

