Open Microsoft Outlook. Go to: Tools > Options.



Then click on the "Other" tab.

Options	? 🛛
Preferences Mail Setup Mail Format Spelling Security	Other Delegates
General	
Make Outlook the default program for E-ma Calendar.	il, Contacts, and
	Advanced Options
AutoArchive	
Manages mailbox size by deleting old items or m archive file and by deleting expired items.	noving them to an
	AutoArchive
Preview pane	
Use these options to customize the appearance preview pane.	and behavior of the
	Preview Pane
Instant Messaging	
🕵 🔽 Enable Instant Messaging in Microsoft Outlo	pok
	Options
OK	Cancel Apply

Then uncheck "Enable Instant Messaging in Microsoft Outlook" and click OK.