

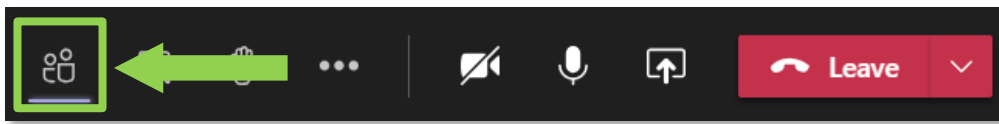
Teams: View Attendance Reports

Please note that you will only be able to access/view attendance reports while still in the meeting call. Once you end the call the attendance report will be cleared and no longer accessible. **This means you will need to remember to download the attendance report before ending the call.**

Steps to Follow

1. During your Microsoft Teams Meeting, click on the participants icon at the top (Figure 1).

FIGURE 1



2. Click the ellipses at the top of the participants list and select **Download attendance list** (Figure 2). The excel file will be downloaded and saved in your computer's Downloads folder.

FIGURE 2

