View Attendance Reports in Teams

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.

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.
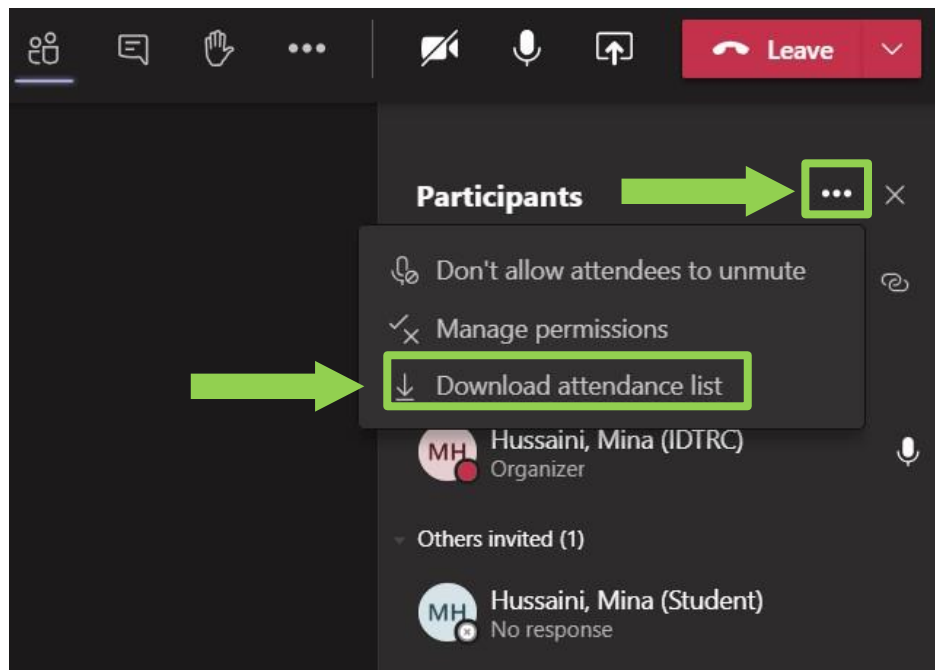

FIGURE 2