Microsoft Teams

When using Microsoft Teams, you can download a list of attendees <u>during</u> the Teams meeting.

Points to note:

- The attendance list can only be downloaded during the meeting;
- The attendance list will not be available after the meeting has ended;
- The attendance list will only show attendance at the point in time it is downloaded;
- Only the meeting organiser will have access to download the attendance list
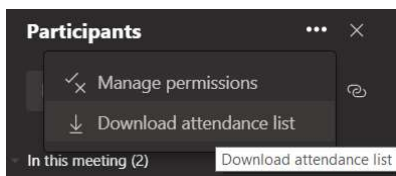
Steps:

1. In the **Teams app**, click on the Participants button found in the top right of the window
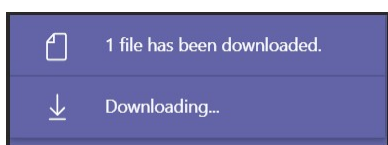

2. Click on the three dots in the Participants pane for more actions
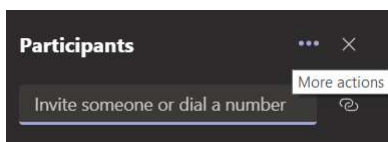
3. From the list of options, select 'Download attendance list'

4. Download status will be displayed at the bottom of the Participants pane

5. Attendance lists will, by default, be saved to the Downloads folder