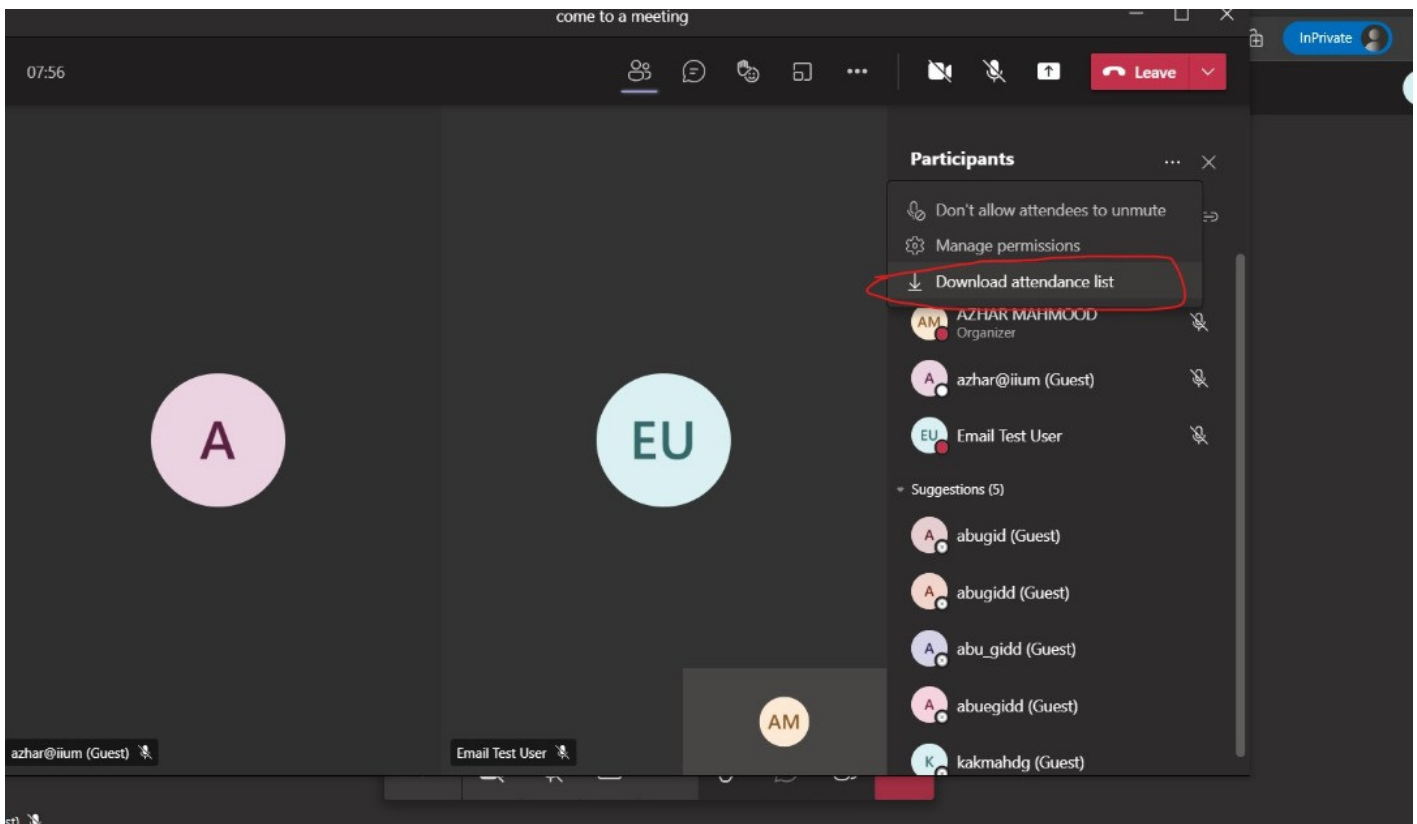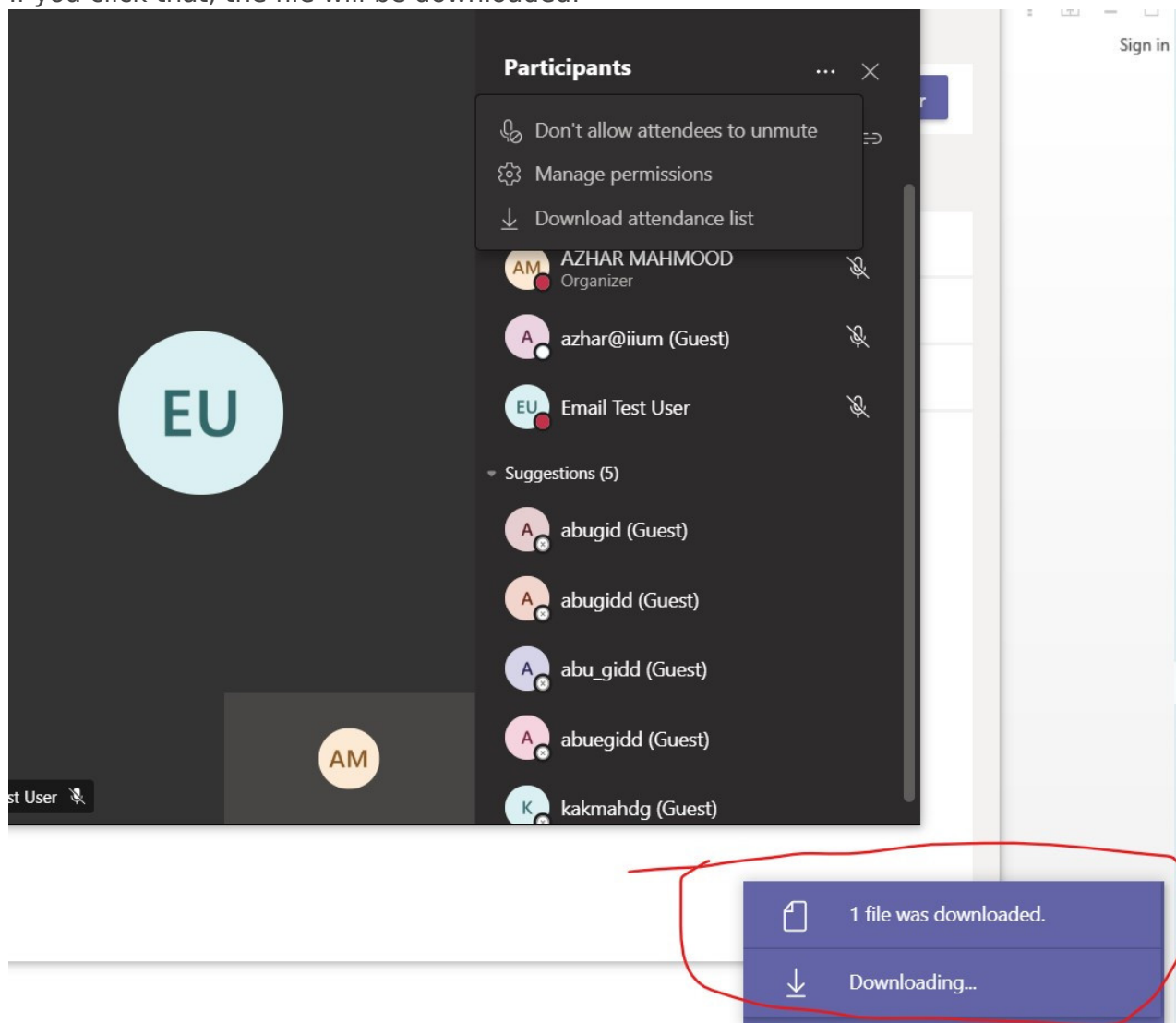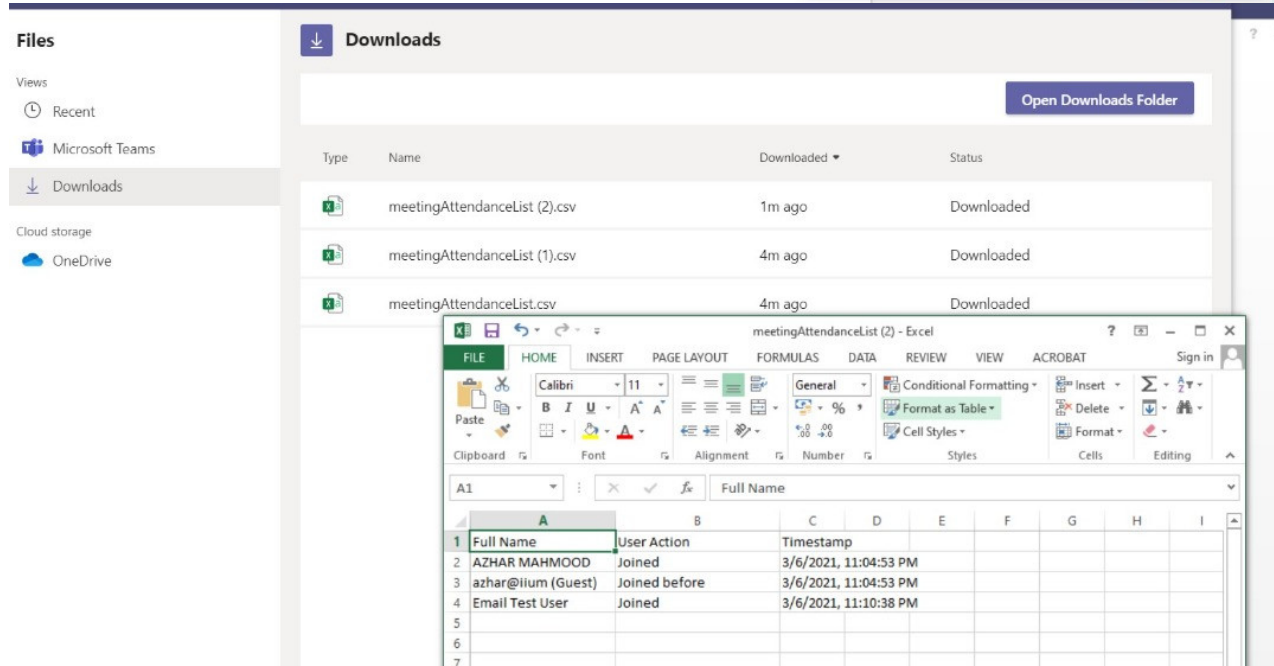# Attendance List

1. You have to use Teams Client Desktop. During the meeting, click show "Participants" and click the "Download attendance List" option.

2. If you click that, the file will be downloaded.

3.

4. The attendance will be show as above.

5. Below is an excerpt from Microsoft Support page regarding Attendance List, please note that the attendance can only be downloaded while the Teams meeting is in session:

Download attendance reports in Teams

Microsoft Teams

If you've organized a Teams meeting, you can save a record of who's attended it. Here's how:

During the meeting, select **Show participants** and choose **Download attendee list** .

The report will download as a .CSV file that can be opened in Excel. Look for the file in your device's Downloads folder.

The .CSV file contains the name, join time, and leave time of all meeting attendees.

Keep in mind that, for now, the report must be downloaded during the meeting.

> **Notes:**
>
> - Only meeting organizers can download attendance reports. This option isn't available to other attendees.

Revision #3

Created Sun, Mar 7, 2021 8:38 AM by MOHD FARISALHARISI BIN MOHD YAZIZ

Updated Fri, Oct 18, 2024 1:55 PM by MOHD FARISALHARISI BIN MOHD YAZIZ