GSD. MS Teams – How to download meeting attendance report in Microsoft Teams

General Information:

Possible symptoms/errors:

How to download meeting attendance report in Microsoft Teams.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

If user has organized a meeting in Microsoft Teams, they may want to have a list of who have attended the meeting. In Teams, user can save a record of the current meeting attendance during the meeting and also download a final report after the meeting has ended. Only meeting organizers can download the attendance reports and this option is not available to other attendees.

Download attendance report during the meetingDownload attendance report after the meeting

A. Download attendance report during the meeting

1. During the meeting, advise the user to click on the Show participants icon.

2. Then, to click more options next to Participants and to choose Download attendance list.

Note: The report will be downloaded as a .CSV file.

3. To access the downloaded file, user can just click on the pop-up box at the bottom-right of the window.

Or, go to their Downloads folder and find a file named "meetingAttendanceList".

4. The meeting attendance list report contains the name, join time and leave time of all meeting attendees.

Note: If attendees join the meeting before the meeting organizer, their join times will match the time that the organizer joined the meeting.

B. Download attendance report after the meeting

User can find the meeting attendance report in the meeting invite or in the meeting chat.

In the meeting invite

In Teams, advise the user to go to Calendar.

Ask them to Open the meeting where they need the attendance list.

Then, to select the Attendance tab. User can view the data directly in Teams.Note: The Attendance tab is not available for channel meetings.

The attendance report is also available on the Details and Chat tab.For recurring meetings, advise the user to select the report they want to view from the dropdown list in the Attendance tab.

In the meeting chat

In Teams, user needs to go to Chat then open the meeting chat where they need the attendance list.

In the Chat tab, a tile labeled Attendance report will pop into the chat after the meeting ends. Advise the user to select it to download the .CSV file to their device.

Note: It can take from 30mins up to 2hours or longer for the attendance report to be available, especially with larger meetings.

For recurring meetings, user will receive a unique attendance report after each occurrence.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

N/A