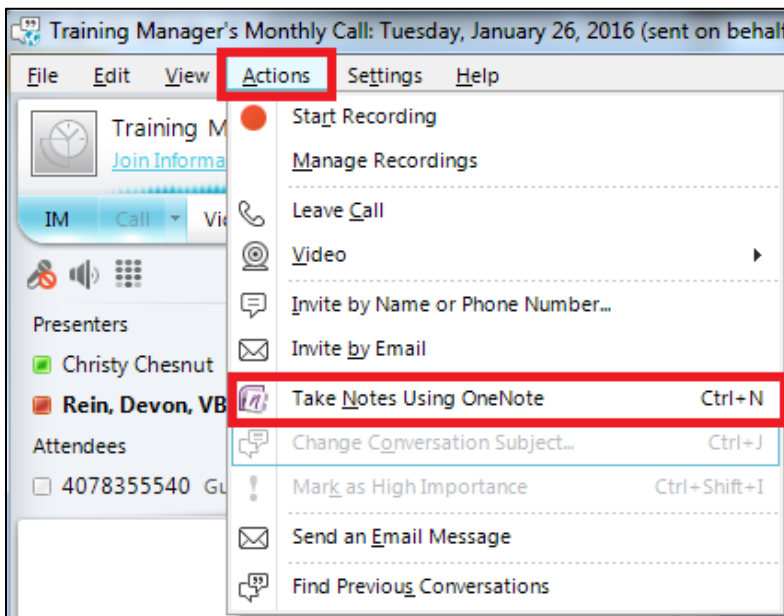
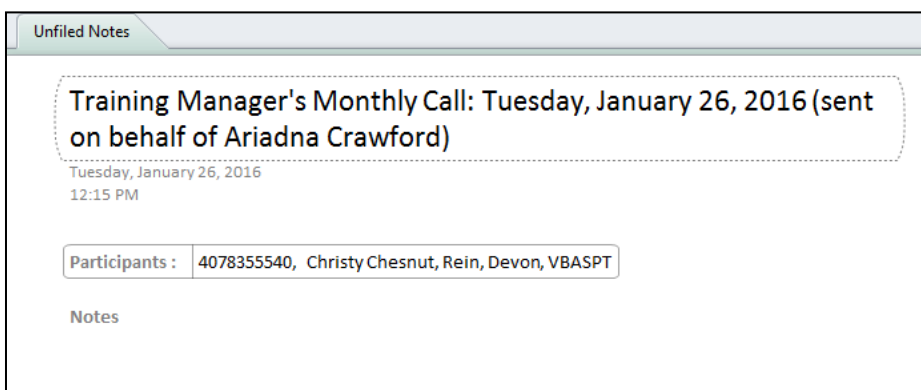


Taking Attendance Using OneNote

1. Select **Actions** in the Lync menu bar.
2. Select **Take Notes Using OneNote**.



3. OneNote generates a list of participants.



NOTE: If participants only call into the Lync session, you will not see their name in this list. You will only see their phone number.