

Download Attendance Report for Teams Meetings

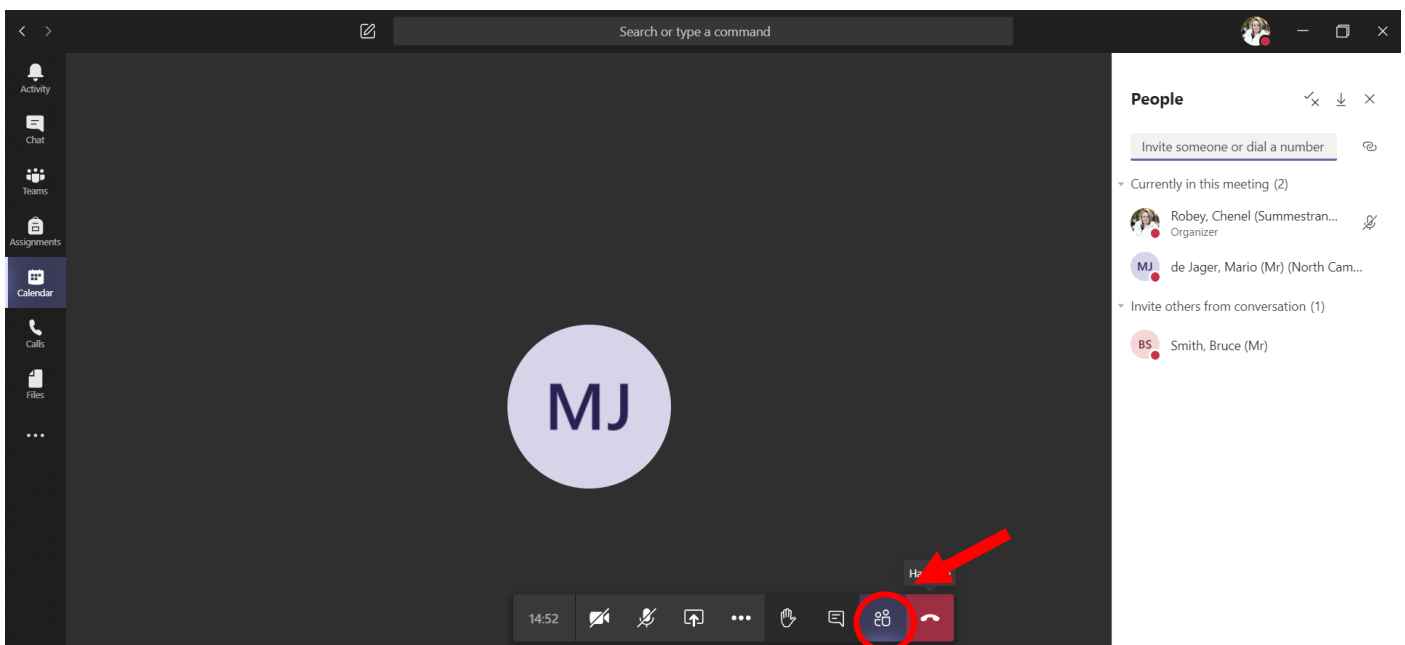
ONLY Meeting organizers can view and download a meeting attendance report. This option isn't available to other attendees.

Best practice is to wait till the meeting is over and the organizer is the last one in the meeting to download the report.

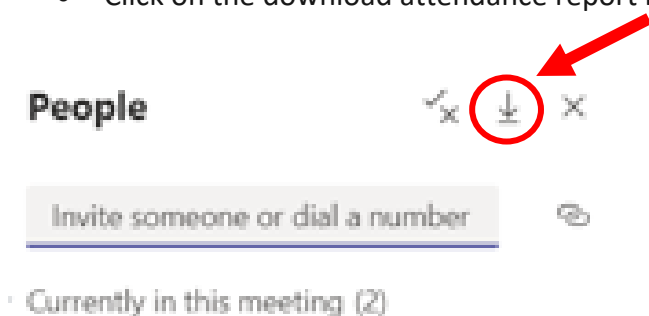
Keep in mind that you'll only be able to download the attendance report **while the meeting is in progress** and participants are still present.

Find this report in the **Participants** pane of the meeting, by clicking the download arrow as shown below. You can download the report as a .CSV file (text format) that can be opened in Excel. The .CSV file contains the **name**, **join time**, and **leave time** of all meeting attendees.

- Click on participants



- Click on the download attendance report in the People Pane



- Save the Attendance Report