

Download Meeting Attendance List

When in a meeting, Microsoft Teams allows a user to download a list of attendees into an Excel Spreadsheet. This can be used when recording minutes, for example.

Quick Reference Guide



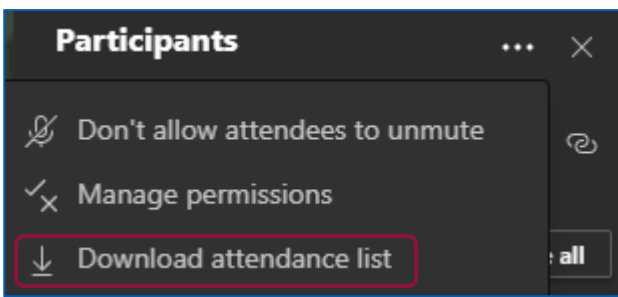
This should be done towards the end of the meeting or before the user leaves. The attendance list cannot be downloaded once the user has left the meeting.

During the meeting

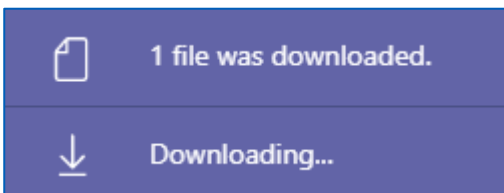
- Select the **Participant** icon.



- Select the three dots → **Download attendance list**.

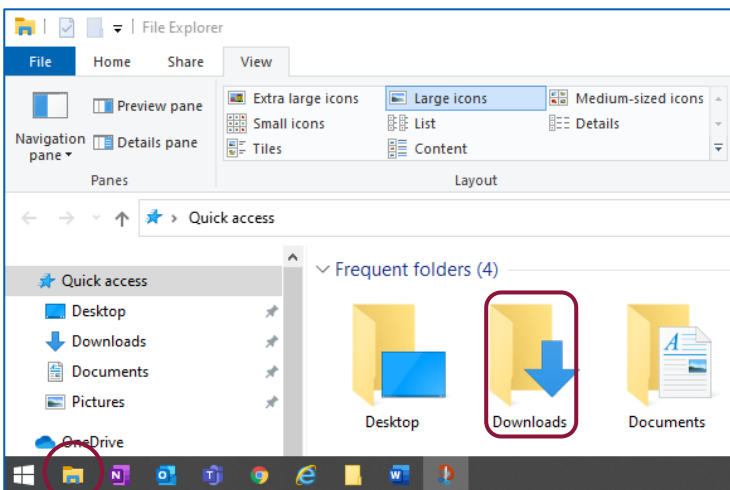


- The attendance list will **download** to the device.






After the meeting

- Access the **Downloads** folder on the device.



- Double click the [meetingAttendanceList](#) file to open it.

Name	Date modified	Type	Size
▼ Today (1)			
 meetingAttendanceList	14/01/2021 14:30	Microsoft Excel C...	
▼ Yesterday (2)			
 DSR Exercises	13/01/2021 14:44	Microsoft Word D...	
 Dragon Speech Recognition V1.1	13/01/2021 09:12	Microsoft Word D...	

- The list opens as an [Excel Spreadsheet](#).

	A	B	C
1	Full Name	User Action	Timestamp
2	Darren Melling	Joined	14/01/2021, 14:27:54
3	Rachel Filshie	Joined	14/01/2021, 14:28:06
4			

Participant attendance details are recorded under [User Action](#) and [Timestamp](#).

- [Joined](#) – Attendee joined along with the date and time.
- [Joined before](#) – Attendee joined before the organiser (timestamp will be the same as that of the organiser).
- [Left](#) – Attendee left, along with the date and time.



If any participants join, leave and then join the meeting again, each user action will be recorded along with a timestamp.

To book training or speak to a trainer, please get in touch via:
training@imerseyside.nhs.uk