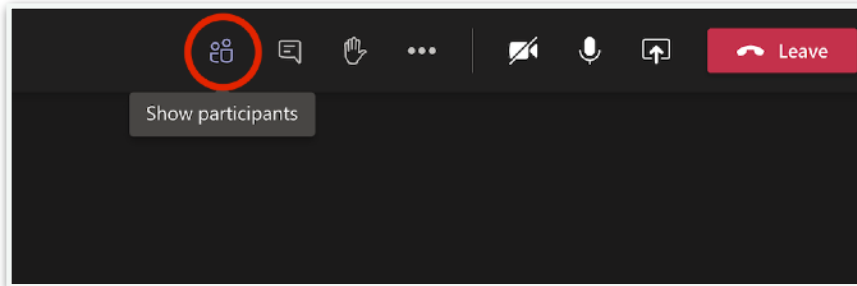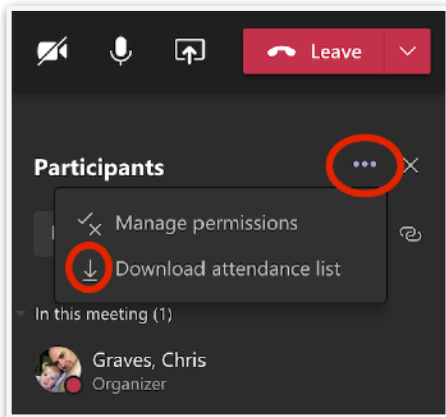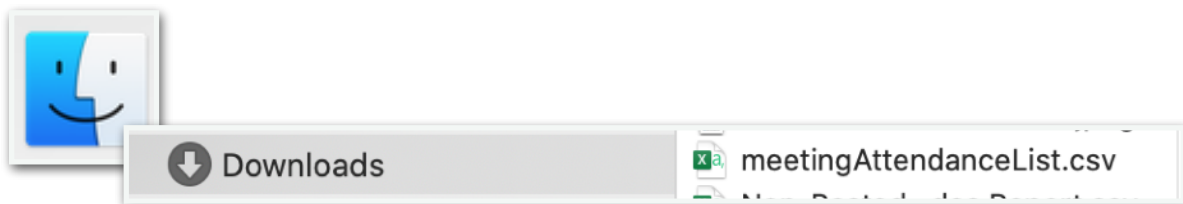# Microsoft Teams Attendance List

Near the end of your Teams meeting, click the **Show Participants** icon in the top menu of your meeting window.

In the participants pane, click the **'more options' icon** in the upper right. Then click Download attendance list.

Click Finder. Click your Downloads folder. The attendance list will be titled 'meetingAttendanceList.csv.'

This file can be opened with Excel or Numbers and should provide a comprehensive list of meeting attendees.