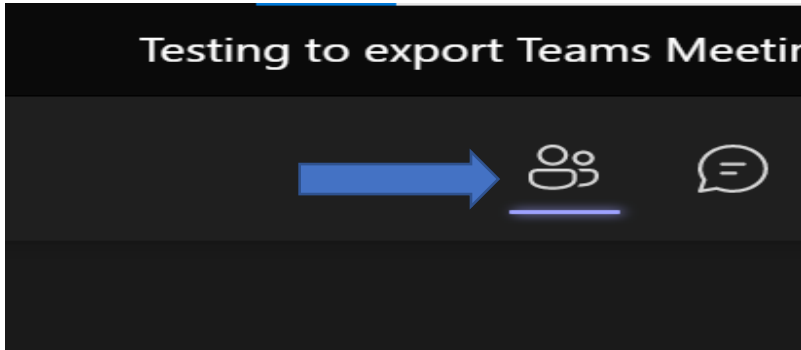


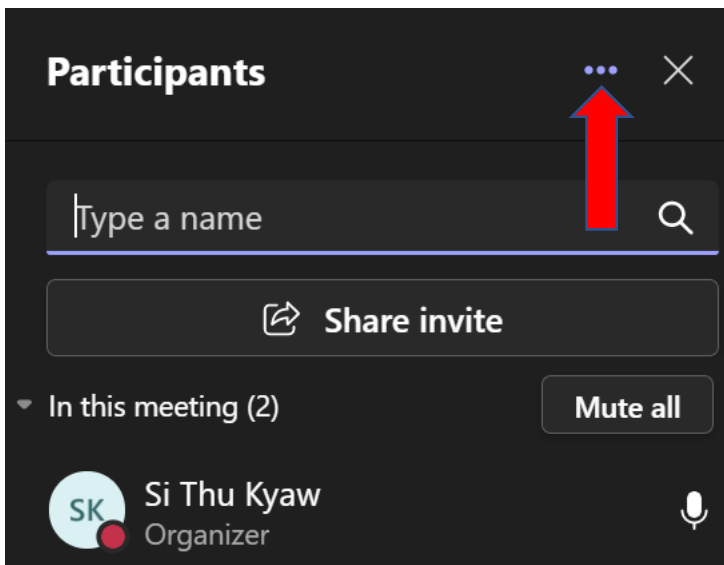
## Meeting attendance list export from Microsoft Teams Chat

Note: You must be the host of Meeting.

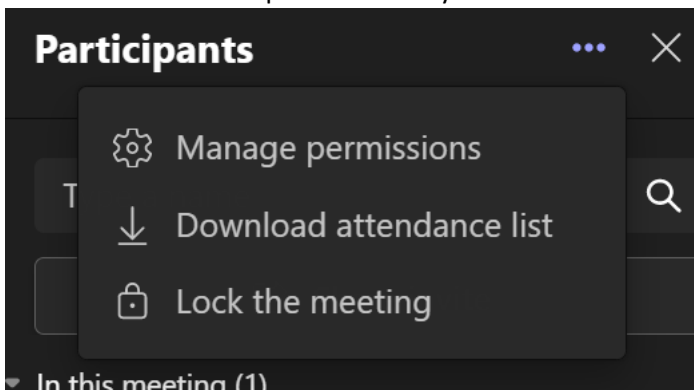
1. In the Meeting, you will see the “participants picture icon”. Click on that.



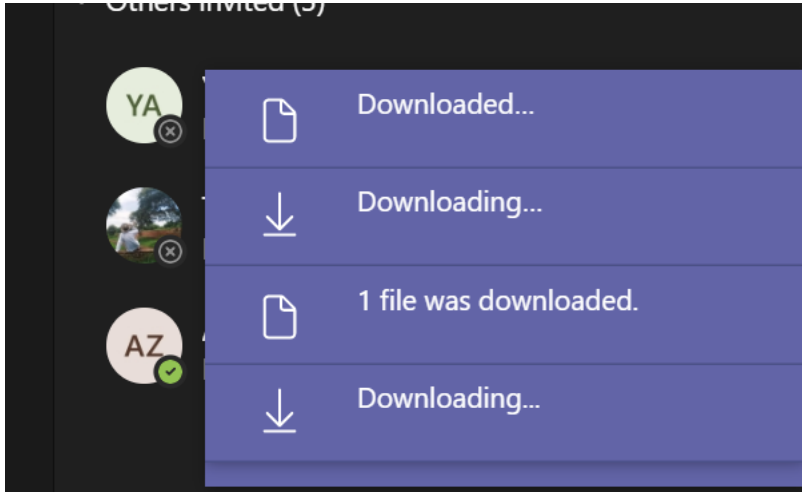
2. You will see the Participant Tab and beside that “...” will appear and then press that three dots “...”.



3. You will see as follow picture. There you can download attendance list.



4. When you press the “Download attendance list” that will show as below.



5. That downloaded file will exit in “Download” Folder. Done.

