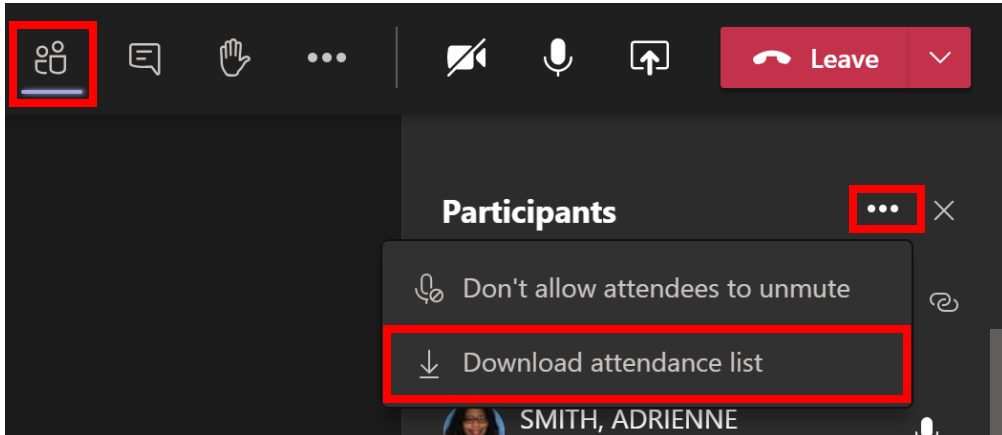Meeting organizers can view and download a meeting attendance report.

Select the **Show participants** icon on the toolbar.

Click the **More options** dots (...).

Select **Download attendance list** in the drop-down menu.

	A	B	C	D	E
1	Full Name	User Action	Timestamp		
2	SMITH, ADRIENNE	Joined	7/16/2020, 8:08:22 AM		
3	CHARLES, LAURA (MEAGAN)	Joined	7/16/2020, 8:08:37 AM		
4	JARACZ, STEPHANIE	Joined	7/16/2020, 8:16:43 AM		
5	JARACZ, STEPHANIE	Left	7/16/2020, 9:36:00 AM		
6	CHILDERS, BRANDON	Joined	7/16/2020, 8:20:42 AM		
7	CHILDERS, BRANDON	Left	7/16/2020, 9:25:31 AM		
8	THOMAS, AJUNTA	Joined	7/16/2020, 8:21:51 AM		
9	THOMAS, AJUNTA	Left	7/16/2020, 9:35:02 AM		

To download attendance after a meeting:

A tile labeled **Attendance report** will pop into the chat about five minutes after your meeting ends.

Meeting ended: 6h 55m

Attendance report
Click here to download attendance report