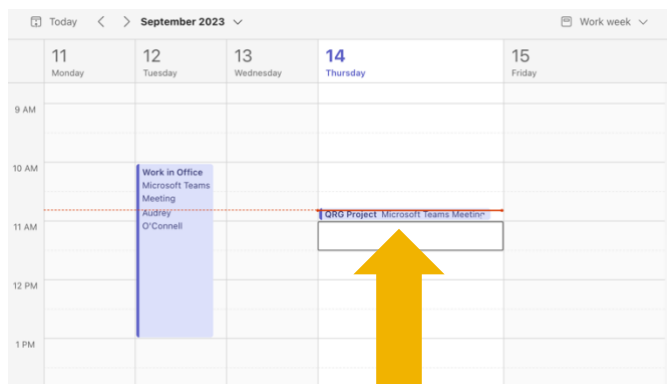
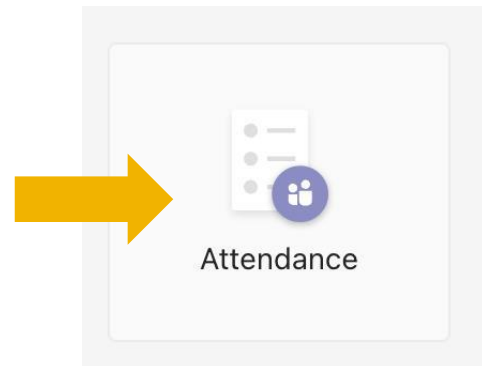


HOW TO FIND MEETING ATTENDANCE INFORMATION

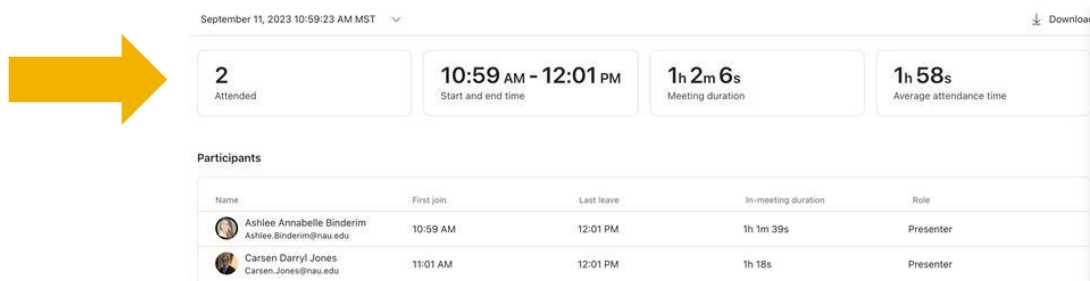
On the Desktop App



If you need to see who attended your Microsoft Teams meeting, once the meeting is over, find the meeting on your calendar and double click the meeting.



Click the “Attendance” icon on the left-hand side.



You will be able to see the start and end time of your meeting, duration, and participant information.

Please note this feature only appears if you are the one that scheduled the meeting.