

# Streamline Attendance Tracking with Teams

## How to Get Attendance Reports from Microsoft Teams Meetings

### Overview

Microsoft Teams automatically generates attendance reports for meetings, allowing you to track who attended, when they joined and left, and how long they participated. This guide covers multiple ways to access these reports depending on how your meeting was organized.

### Method 1: From Calendar (Primary Method)

#### Step-by-Step Instructions:

1. **Open your Calendar** - Click on the Calendar icon in your left-hand navigation menu
2. **Select your meeting** - Choose the meeting for which you want the attendance report
3. **Expand meeting details** - Click the double arrow to expand the meeting details
4. **Download the report** - Look for the download icon (arrow pointing down) to download the attendance report

**Note:** The download icon may take a few moments to appear after the meeting ends.

### Method 2: Using Meeting Tabs

#### Chat Tab Method:

1. In the expanded meeting details, click on the **Chat** tab
2. The attendance report will appear as a chat message in the meeting feed
3. **Important:** This chat message is only visible to meeting organizers and co-organizers
4. Click on the attendance report message to download a CSV file

#### Attendance Tab Method:

1. In the expanded meeting details, click on the **Attendance** tab

2. This provides a summary view with:
  - a. Total number of participants
  - b. Meeting start and end times
  - c. Participant breakdown with join/leave times
3. **Limitation:** This tab is for viewing only - you cannot export or download from here

## Method 3: From Chat Interface

If you organized the meeting:

1. Click on the **Chat** node in your left navigation
2. Find your meeting by name (e.g., "Project Discussion Meeting")
3. The attendance report will be available for download directly from the chat

## Understanding the Attendance Report Data

The CSV export includes the following information:

- **Full names** of participants
- **Join times** - when each person entered the meeting
- **Leave times** - when each person left the meeting
- **Duration** - total time each person spent in the meeting
- **Email addresses** - participant contact information
- **Role** - participant's role in the meeting

## Special Considerations for Channel Meetings

### What are Channel Meetings?

Channel meetings are scheduled for an entire team channel rather than specific individuals. To create one:

1. Create a new meeting
2. Enter the channel name in the "Channel" field
3. This invites all members of that team/channel

## Key Differences for Channel Meetings:

- **No Attendance Tab:** Channel meetings don't have the attendance tab feature
- **Chat method still works:** You can still download attendance reports from the chat panel
- **Posts in channel feed:** The meeting creates a post in the channel's main feed
- **Replies contain reports:** Any meeting chat (including attendance reports) appears as replies to the channel post

## Finding Channel Meeting Reports:

1. Go to the relevant channel
2. Look for the meeting post in the channel feed
3. Check the replies to that post for the attendance report
4. **Alternative:** Use the calendar method - go to Calendar, find the meeting, expand details, and click the Chat tab

## Troubleshooting Tips

### If You Can't Find the Attendance Report:

1. **Wait a few minutes** - Reports may take time to generate after the meeting ends
2. **Check if it was a channel meeting** - Look in the channel's post replies
3. **Verify you're the organizer** - Only organizers and co-organizers can see attendance reports
4. **Use the calendar method** - This is the most reliable way to locate any meeting's attendance data

### Best Practices:

- **For webinars or large meetings:** Use the email data for follow-up communications
- **For engagement tracking:** Review duration data to see how long participants stayed
- **For record keeping:** Export CSV files for documentation and reporting purposes

## Quick Reference

| Method                          | Can Export?    | Visible to      | Best For         |
|---------------------------------|----------------|-----------------|------------------|
| <b>Calendar → Download Icon</b> | Yes (CSV)      | Organizers only | Quick access     |
| <b>Chat Tab</b>                 | Yes (CSV)      | Organizers only | Detailed export  |
| <b>Attendance Tab</b>           | No (view only) | Organizers only | Quick glance     |
| <b>Channel Replies</b>          | Yes (CSV)      | Channel members | Channel meetings |

## Summary

The most reliable method is always through your Calendar - find the meeting, expand the details, and use either the download icon or the Chat tab to get your attendance report. For channel meetings, remember to check the channel's post feed for the meeting-related attendance data.