

## Microsoft Teams Additional Functions

For Meeting Organisers

When you are a Meeting Organiser, you have additional functions to manage permissions and download attendance.

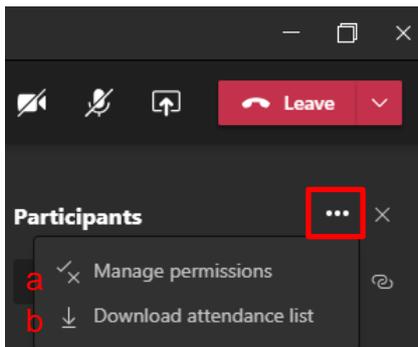
### Additional functions

1. Select the **Show Participants** icon in your meeting control bar.



2. The participants panel will appear on the right hand side of your screen. As an organiser you are provided with additional options by selecting the **three dots**:

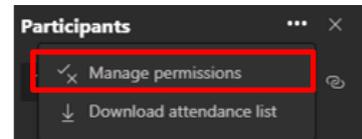
- a. Manage permissions.
- b. Download attendance log.



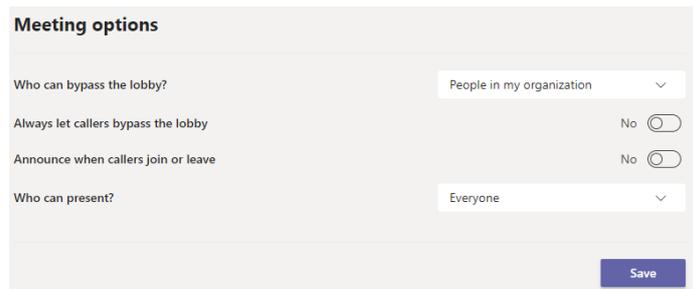
**Important: These functions are only accessible if you are the organiser of the meeting.**

### Manage permissions

1. Select **Manage permissions**.



2. You will be taken to your web browser to adjust your meeting permissions.

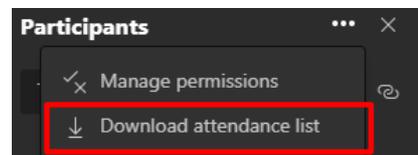


3. Once you have adjusted the meeting permissions select **Save**.

### Attendance list

**Important: An attendance log can only be run whilst the meeting is still running, you will need to download your log prior to ending the meeting.**

1. Select **Download attendance list**.



2. The attendance log will download as an Excel file to your 'Downloads' folder on your computer.
3. In the Excel file the attendance log captures every interaction and will display:
  - a. Full Name: The attendees name.
  - b. User action: If the user **Joined**, **Joined before** or **Left** the meeting.
  - c. Timestamp: When the user performed the user action.

**Note: Data will need to be cleaned to get an actual count of attendance as there will be duplicates due to multiple user actions.**