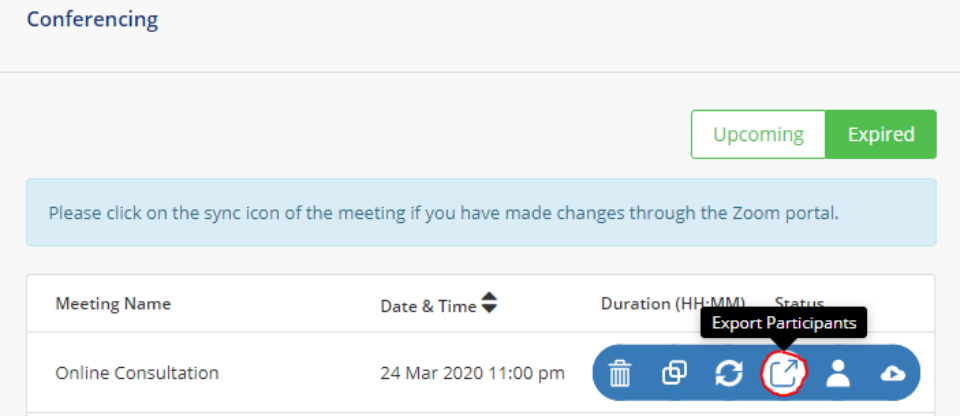


# How to view and export attendees?

You view and export attendees only for past meetings, which can be found under the **Expired** tab. Move-over the ellipsis, and you can locate the following options:

- **Export Participants**
- **View Participants**



When you export attendees, you will get an excel file report that shows who attended the meeting.