



## Meeting Register using Snipping Tool

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To: All Staff

From: Information and Communication Systems (ICS)

Subject: **Meeting Attendance Register using Snipping Tool**

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This document is a user guide on capturing of the meeting attendance using snipping tool on a Microsoft Teams meeting. This is a workaround to obtain the meeting attendance for large number of participants on meetings hosted on Microsoft Teams. Microsoft is currently developing a permanent solution for meeting attendance registers on the Teams platform.

**Step 1.** Connect to the Meeting on Microsoft Teams.

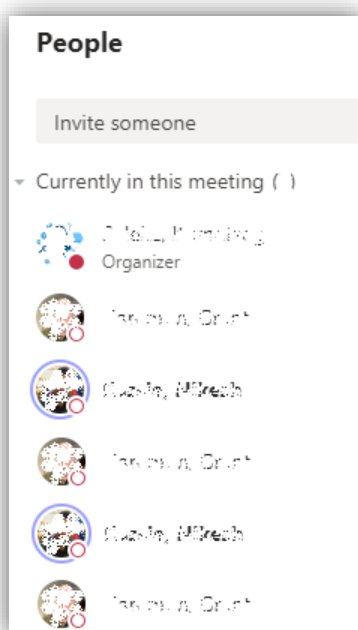
**Step 2.** On the meeting toolbar, click on the participants button.

The list of meeting attendees will show on the right pane of the meeting.

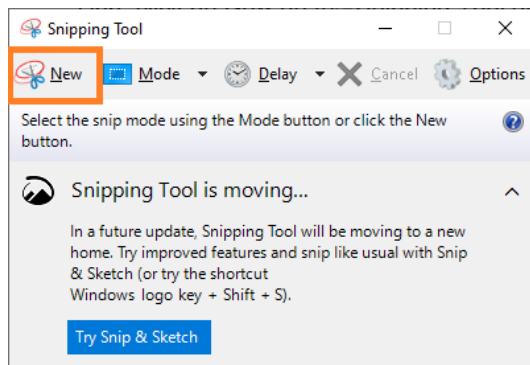
Preferably wait for more people to join the meeting before capturing attendance.



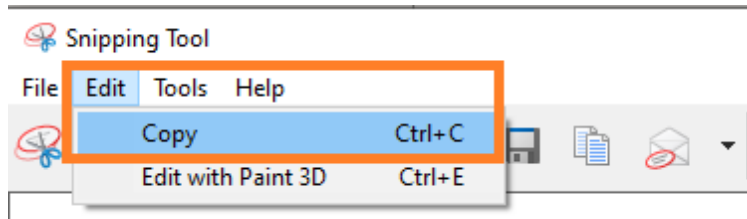
Meeting participants preview



**Step 3.** Click on the Windows logo, search for “**Snipping Tool**” select and open the Snipping Tool App, click on **New** on the Snipping Tool and drag and highlight the list of participants using Snipping Tool.



**Step 4.** Click on **Edit** and select **Copy**, the contents of the snipping tool will be on the clipboard and may be pasted in a new word document.



\*\* For a list of many participants scroll down the participants list on the Microsoft Teams meeting and repeat Step 3 and Step 4.

**Kind Regards**  
**Information & Communication Systems (ICS)**