



## Tech Alert

# Dashboard Reports in Microsoft Teams Webinars

INTELLIGENT OFFICE

### What is coming soon?

When hosting [webinars](#) in Microsoft Teams, you can use dashboard reporting to understand attendee data, such as who attended and how long they stayed.

You can download an attendee report to review, or use the data to produce your own custom reports.

Dashboard attendance reporting is expected to be available in April this year and additional reporting capabilities in Microsoft Teams may be announced later on to support this feature.

### What are the benefits?

Dashboard reporting provides webinar hosts with a snapshot of key data such as event registration page views and registrations compared to actual attendance. This is a quick way to determine the behaviour and follow-through of your audience.

### What is Microsoft Teams?

Microsoft Teams is the digital teamwork hub for modern businesses, facilitating collaboration with workspace chat, audio and video conferencing, shared file storage and application integration. Teams is part of the Microsoft 365 family and is accessible via desktop, mobile and web devices.

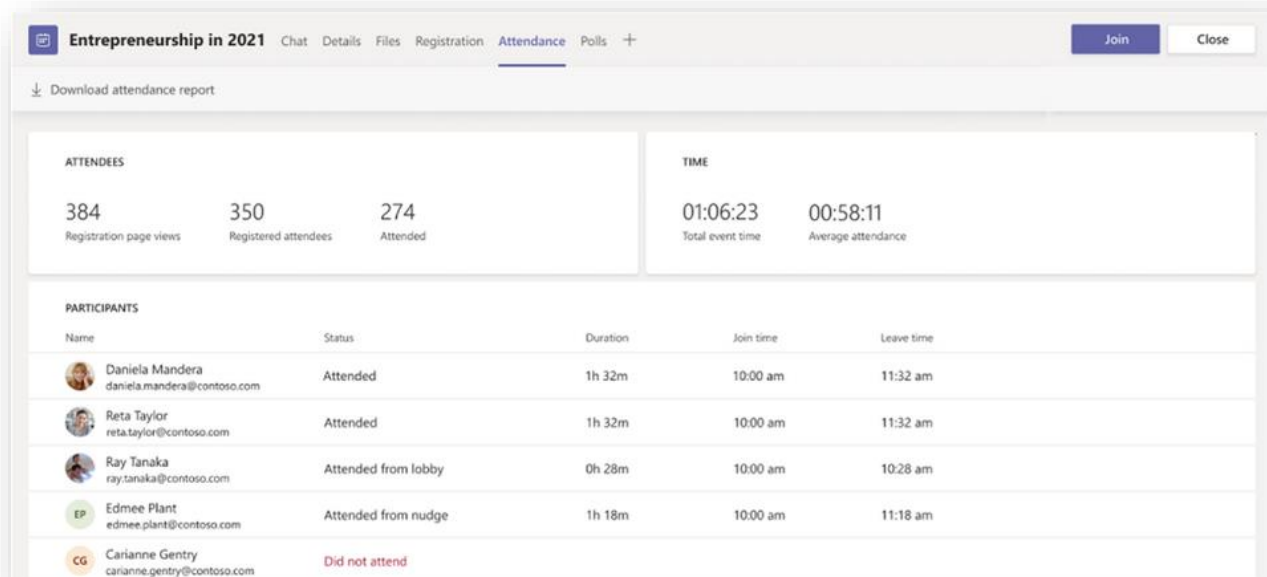
**Products:** Microsoft Teams

**Cloud Instance:** Worldwide (Standard Multi-Tenant)

**Release Phase:** General Availability

**Status:** In Development

**Release:** May 2021



The screenshot shows the 'Attendance' tab in a Microsoft Teams meeting. At the top, there are navigation options: Chat, Details, Files, Registration, Attendance (selected), and Polls. There are 'Join' and 'Close' buttons in the top right. Below the navigation is a 'Download attendance report' link. The main content is divided into two sections: 'ATTENDEES' and 'TIME'.

ATTENDEES			TIME	
384	350	274	01:06:23	00:58:11
Registration page views	Registered attendees	Attended	Total event time	Average attendance

PARTICIPANTS				
Name	Status	Duration	Join time	Leave time
Daniela Mandera daniela.mandera@contoso.com	Attended	1h 32m	10:00 am	11:32 am
Reta Taylor reta.taylor@contoso.com	Attended	1h 32m	10:00 am	11:32 am
Ray Tanaka ray.tanaka@contoso.com	Attended from lobby	0h 28m	10:00 am	10:28 am
Edmee Plant edmee.plant@contoso.com	Attended from nudge	1h 18m	10:00 am	11:18 am
Carianne Gentry carianne.gentry@contoso.com	Did not attend			

#### About us

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