Zoom Attendance/Participant Report

1. Go to https://zoom.us/ and log into your SBU account or click on My Account if you are already logged in. (image 1)

	REQUEST A DEMO	1.888.799.9666	REQUEST A DEMO	1.888.799.0125	RESOURCES	5 - SUPPORT
JOIN A MEETING	HOST A MEETING 👻	SIGN IN) JOIN A MEETING	HOST A ME	eting 🗸	MY ACCOUNT

 In the control panel on the left side of the window, click on **Reports** (image 2)

	(ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES						
3.	Click on Usage	Profile Meetings	Usage Reports					
	(image 2)	Webinars	Usage	View meetings, participants and meeting minutes within a specified time range.				
		Recordings	Meeting	View registration reports and poll reports for meetings.				
4.	Select the date range of the meetings you want to view and click Search	Settings Account Profile Reports						
	(image 3)							

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- 5. The meetings from the dates you selected will be shown in the usage report (image 3)
- 6. Click on the number in under Participants (image 3) to view the Meeting Participants report (image 4)

Reports > Usage Reports > U	Isage	2021		Search	3							Document
Maximum report duration: 1 Month												
The report displays information for meetings that ended at least 15 minutes ago.												
Export as CSV File Total: 20 〈 〉											Toggle	columns -
Торіс	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participar	nts Source
	000 (00						02/14/20:	18 01/05/202	101/05/202	1		
Karla Bright's Personal Meeti	990 689 3729	Karla Bright	kbright@sbu.edu	Technology		No	09:10:25 AM	11:30:42 AM	12:51:31 PM	81	3	Zoom
							/ /					
Karla Bright's Personal Meeti	990 689	Karla	kbright@sbu.edu	Technology		No	02/14/20:	01-28-32	101/06/202 02:35:25	1 67	2	Zoom
Rana Digitta Fersona Meeti		Bright	Kongnt@sbu.edu	reennoiogy		140	AM	PM	PM	07	2	20011
02/14/2018 01/06/2021 01/06/2021												
Karla Bright's Personal Meeti	··· 3729	Karla Bright	kbright@sbu.edu	Technology		No	09:10:25	02:37:40	04:29:33	112	3	Zoom
		Lingin					AM	PM	PM			

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7. Check the "Export with meeting data" and click the export button to export to Excel. (image 4)

4	Meeting Partici	Meeting Participants									
Ÿ	 Export with meeting data 	ta				Export					
	Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest					
	Karla Bright	kbright@sbu.edu	01/11/2021 02:57:22 PM	01/11/2021 04:27:09 PM	90	No					
	eď		01/11/2021 02:58:35 PM	01/11/2021 04:27:10 PM	89	Yes					