



Attendance on Zoom

Zoom allows for you to check your meeting reports for a list of participants that attended.

- Log into your ZOOM Account: www.zoom.us
- On the left column, Click “Reports”
- Next, Click “Usage”
- You can set the date range if you do not see your most recent meeting.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A M

Profile
Meetings
Webinars
Recordings
Settings
Account Profile
Reports

Reports > Usage Reports > Usage

From: 03/27/2020 To: 03/30/2020 Search

Maximum report duration: 1 Month
The report displays information for meetings that ended at least 30 minutes ago.

Export as CSV File

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Star
-------	------------	-----------	------------	------------	-------	-----------------	---------------	------

NOTE: The report displays information for meetings that ended at least 30 minutes ago.

- Locate the ZOOM meeting that you would like to see a list of participants (Titles would be listed under the “Topic” Column)
- Once the meeting is located, click the blue number listed under the “Participants” Column on the corresponding meeting.

Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
08/27/2020 09:53:14 AM	10/06/2020 09:00:43 AM	10/06/2020 09:28:12 AM	28	4	Zoom

- A list of participants for your meeting will display along with the time that they joined the meeting, the time that they left the meeting, and how many minutes that they were in the meeting for.

Name (Original Name)

User Email

Join Time

Leave Time

Duration (Minutes)

- Some participant may be listed multiple times. (This could be due to internet connections issues)
To see an accumulated total number of minutes that the participants were in the meeting for,
please click “Show Unique Users”

Meeting Participants



Export with meeting data

Export

Show unique users



Name (Original Name)

User Email

Total Duration (Minutes)