

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.

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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
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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.

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Export as CSV File Toggle columns-

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants Source
My Meeting		UMass Boston				No	03/27/2020 11:25:02 AM	03/27/2020 11:25:35 AM	03/27/2020 11:31:46 AM	7	2 Zoom