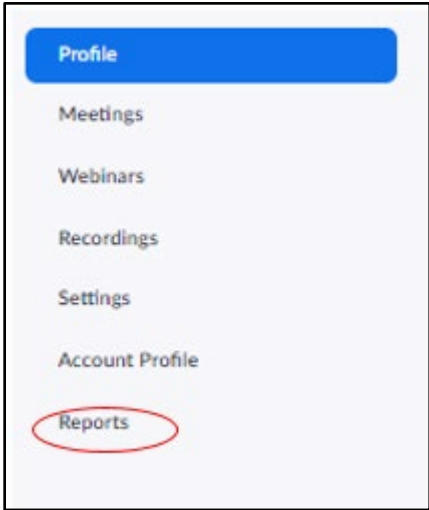


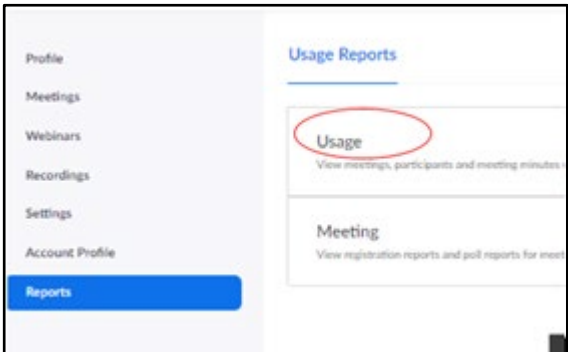
Get Zoom attendance reports

Do you need to know who was at a zoom meeting after the fact? Download a zoom report.

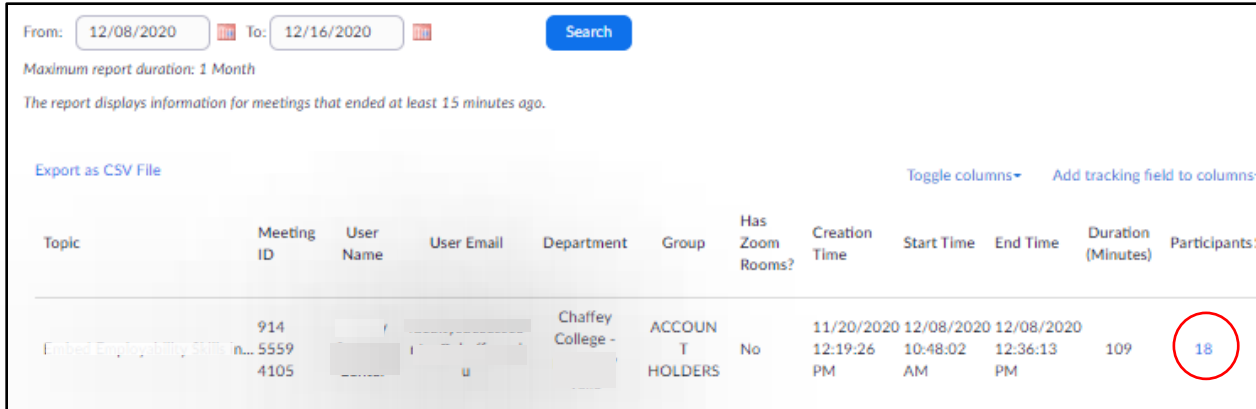
1. Go to left-hand menu and select "Reports"



2. Select "Usage"



3. Click the # to see list of participants



A screenshot of the Zoom report interface. At the top, there are date filters for 'From: 12/08/2020' and 'To: 12/16/2020', and a 'Search' button. Below the filters, it says 'Maximum report duration: 1 Month' and 'The report displays information for meetings that ended at least 15 minutes ago.' There are links for 'Export as CSV File', 'Toggle columns', and 'Add tracking field to columns'. A table of meeting data is shown below:

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants
Enrich Employment Skills	914 n... 5559 4105	[redacted]	[redacted]	Chaffey College -	ACCOUNT T HOLDERS	No	11/20/2020 12:19:26 PM	12/08/2020 10:48:02 AM	12/08/2020 12:36:13 PM	109	18