HOW TO:
ZOOM PARTICIPANT CHECK

1

zoom   SOLUTIONS ▾   PLANS & P

Profile

Meetings

Webinars

Recordings

Settings

Account Profile
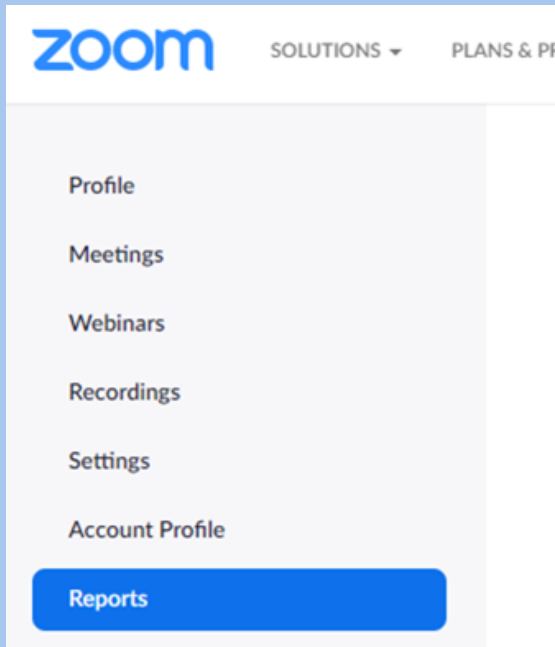
Reports
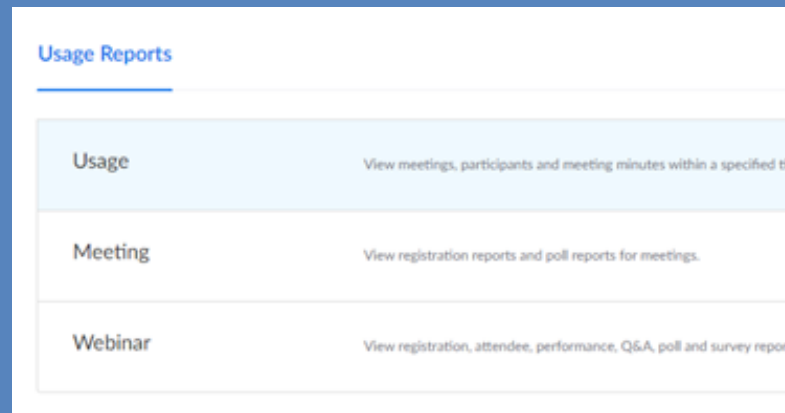
LOG INTO YOUR ZOOM ACCOUNT AND IN THE LEFT HAND COLUMN, CLICK ON "REPORTS"

2

CLICK ON THE "USAGE" OPTION

Usage Reports

Usage	View meetings, participants and meeting minutes within a specified ti
Meeting	View registration reports and poll reports for meetings.
Webinar	View registration, attendee, performance, Q&A, poll and survey repor

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SET THE DATE FRAME FOR THE MEETING AND CLICK "SEARCH"

Reports > Usage Reports > Usage

From: 02/17/2021 🗓 To: 02/17/2021 🗓   Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.
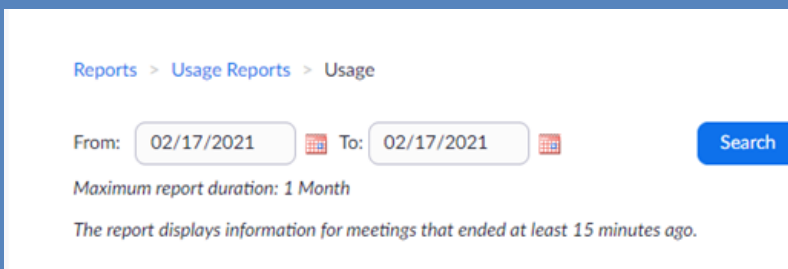
4

CLICK ON THE # IN THE "PARTICIPANTS" COLUMN AND "EXPORT" THE LIST

Duration (Minutes)	Participants	Source
15	2	Zoom

Meeting Participants   ×

☐ Export with meeting data   Export
☐ Show unique users

| Name (Original Name) | User Email | Join Time | Leave Time | Duration (Minutes) | Guest |