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WebEx: Determine participants of previous meeting

Jeff Clark - 2023-06-16 - [Email and Collaboration](#)

In order to see who participated in a previous WebEx meeting, follow these steps:

The host of the meeting must log into [WebEx](#)

Select MEETINGS from the Left Menu

The screenshot shows the Cisco WebEx interface. On the left is a navigation menu with options: Home, Meetings (highlighted in yellow), Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main content area is titled 'My Webex Meetings' and has two tabs: 'Upcoming' and 'Past' (highlighted in blue). Below the tabs are two dropdown menus: 'My Meetings' and a date range '09/23/2020 - 10/23/2020'. A list of meetings is displayed below, showing two past meetings by Jeffrey Clark.

Time	Date	Meeting Name	Host
10:59 AM - 11:32 AM	Thu, Oct 15	Meeting	Jeffrey Clark
2:59 PM - 3:38 PM	Mon, Oct 12	Meeting	Jeffrey Clark

Select PAST:

This screenshot is identical to the one above, showing the Cisco WebEx interface with the 'Past' tab selected. It displays a list of two past meetings by Jeffrey Clark.

Time	Date	Meeting Name	Host
10:59 AM - 11:32 AM	Thu, Oct 15	Meeting	Jeffrey Clark
2:59 PM - 3:38 PM	Mon, Oct 12	Meeting	Jeffrey Clark



Select the Meeting

[Home](#)
[Meetings](#)
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My Webex Meetings

Upcoming **Past**



My Meetings

	10:59 AM - 11:32 AM Thu, Oct 15	Meeting Jeffrey Clark
	2:59 PM - 3:38 PM Mon, Oct 12	Meeting Jeffrey Clark

You will see the icons of the participants. You can hoover your mouse over the icons to see the associated name

[< Back to Meeting List](#)

Meeting



Jeffrey Clark | 10:59 AM - 11:32 AM Thu

