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Accessing Zoom Meeting Attendance (Host-Only Access)

- 1. Sign in to the Zoom web portal at <u>fau-edu.zoom.us</u>
- 2. In the navigation menu, click **Reports**.
- 3. Click the **Usage Reports** tab.
- 4. Click Usage.
- 5. At the top, use the following functionalities to sort the data by meeting:
 - Search by time range: Select a time range (within a month) using the From and To fields, then click Search.
 - Search by meeting ID: Enter the meeting ID in the search box, then click **Search**.
- Locate your meeting, then click the participant count (number) under the Participants Source column.

A list of internal and external meeting participants will appear. This will show you a list of meeting participants, including join and leave times.

7. (Optional) Export the attendee list as a CSV file.



From: 05/07/2024	To: 05/08/2024	To: 05/08/2024 Q Search by meeting ID		Search							
Maximum report dura	tion: 1 Month										
Export as CSV File								Toggle columns+		Add tracking field	
Торіс	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Partici i
					FAU Faculty and						~