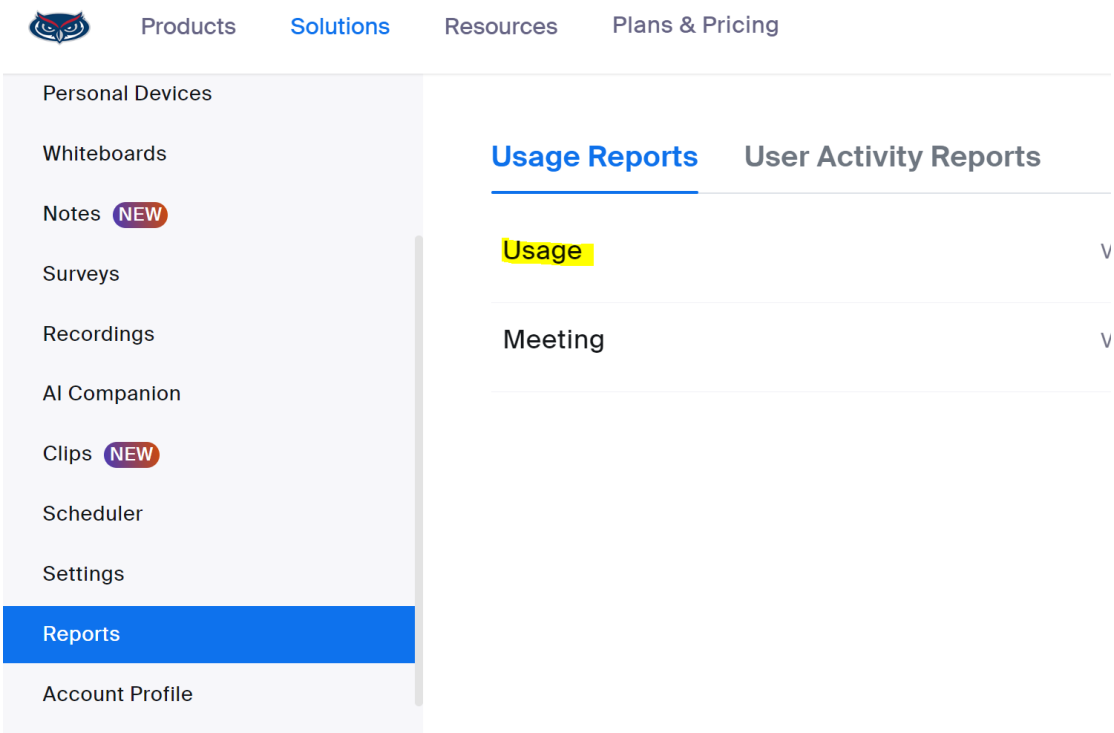
FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt College of Medicine

Zoom: Meeting Attendance (Host-Only Access)

Christine Clevenger - 2024-06-14 - Zoom

Accessing Zoom Meeting Attendance (Host-Only Access)

1. Sign in to the Zoom web portal at fau-edu.zoom.us
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**.
6. 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.



Reports > Usage Reports > Usage

Document

From: 05/07/2024 To: 05/08/2024 Search by meeting ID Search

Maximum report duration: 1 Month

Export as CSV File

Toggle columns Add tracking field to columns

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
					FAU Faculty and Staff	No				16	2	Zoom