Zoom: Meeting Attendance (Host-Only Access)

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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](#).

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