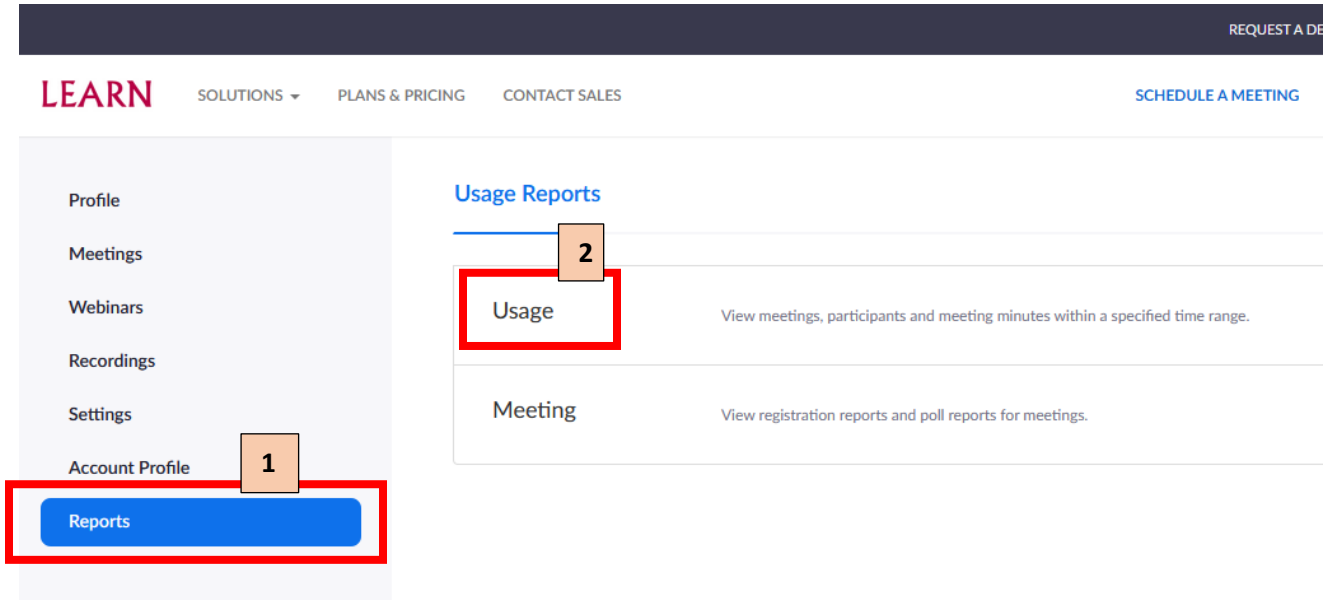


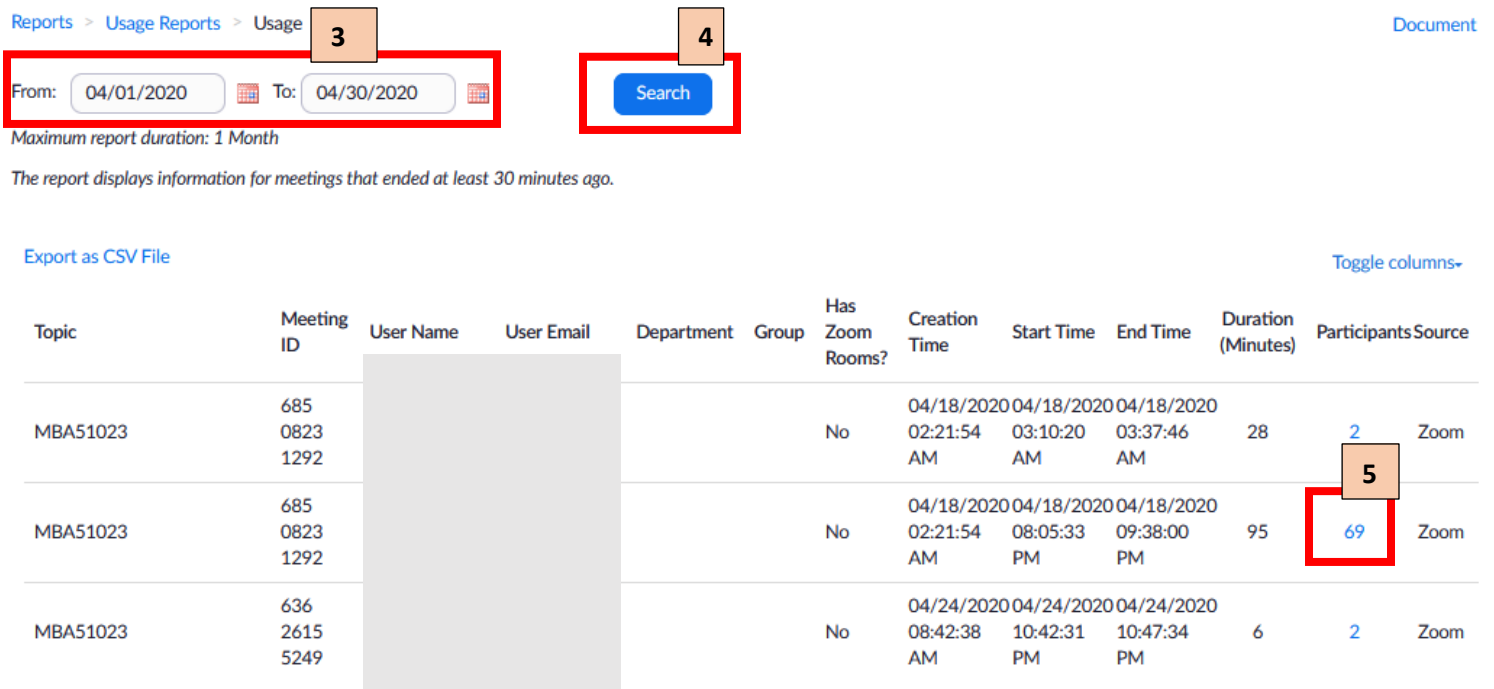
Attendance Taking – Zoom Participants

1. Login to zoom

2. Click on **Reports**[1] then click on **Usage**[2]



3. Set your required start & end date[3] (mm/dd/yyyy – month first) – maximum duration 30 days. Then click on search[4]. Click on the number under **participants** column [5]



4. Tick both checkboxes [6]. Click on **Export**[7]

Meeting Participants

Export with meeting data
 Show unique users

Export

Name (Original Name)	User Email	Total Duration (Minutes)
sgunapalan		88
S.kamaraj 19/025		82
shibly Mohamed	shiblymmm@gmail.com	63
Mahzoon 19/001		73
# Nazvi		43
KARTHEEPAN MBA/19/015		78
Shelomeya Delima 18/010 ...		77
M.I.M.Ferosath 19/003	ferosathfna@gmail.com	74
kumanenthiran		74
MA Nazaar (MBA/013)		75
K. Jeyaraj 19/002	kjeyaraj86@gmail.com	72
DJ Jeyaraj		72

5. It will generate an Excel file.