## **Attendance Taking – Zoom Participants**

## 1. Login to zoom

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

		REQUEST A DE
LEARN SOLUTIONS - PLAN	IS & PRICING CONTACT SALES	SCHEDULE A MEETING
Profile	Usage Reports	
Meetings Webinars	Usage	View meetings, participants and meeting minutes within a specified time range.
Recordings Settings	Meeting	View registration reports and poll reports for meetings.
Account Profile 1 Reports	1	

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]

Reports > Usage Reports > Usage	3	4	l
From: 04/01/2020 To:	04/30/2020	Search	

Document

Toggle columns+

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

## Export as CSV File

Торіс	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participan	ts Source
	685						04/18/202	004/18/202	004/18/2020	C		
MBA51023	0823					No	02:21:54	03:10:20	03:37:46	28	2	Zoom
	1292						AM	AM	AM			1
	12/2						200	2011	0.01		5	
	685						04/18/202	0.04/18/202	0.04/18/2020	0		
MR451023	0823					No	02:21:54	08:05:33	09:38:00	95	69	Zoom
MBA51025	10020					NU	02.21.34	00.05.55	07.50.00	/5	07	20011
	1292						AM	PM	PM			
	636						04/24/202	0 04/24/202	0 04/24/2020	0		
MBA51023	2615					No	08:42:38	10:42:31	10:47:34	6	2	Zoom
	5240						AM	DM	DM	5	~	20011
	JZ47						PAIM	P IVI	F 1 Y I			

Meeting Participants	;		
Export with meeting data			Export
Show unique users			
Meeting ID : 685 0823 Duration (Minutes) : 93 Participants : 69	Topic : MBA51023 Start Time : 04/18/2020 08:05:33 PM	User Email End Time : 04/18/2020 09:38:00 PM	
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	
Difference		72	~

5. It will generate an Excel file.