

Generate a Meeting Attendee Report



- Sign into your account

Profile

Meetings

- Click Account Management

ADMIN

> User Management

> Room Management

Account Management

- Click Reports

Reports

- Click Active Hosts

Active Hosts

View meetings, participants and meeting minutes within a specified time range.

- Change date, if necessary
- Click Search

From: 05/19/2020 To: 05/20/2020 Search

Maximum report duration: 1 Month

The report will include meetings that ended at least 30 minutes ago

By Meeting

Report Queue

Export CSV

Done

From: 05/12/2020 To: 05/20/2020 Search

Maximum report duration: 1 Month

- Scroll down to the required meeting
- Scroll across the meeting to Participants
- Click on the number of participants

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Bella Vida Advisory Council ...	889 1061	Judy Taylour			No	No	05/14/2020 11:03:41 PM	05/18/2020 09:14:33 AM	05/18/2020 10:27:01 AM	73	14	Zoom

- To remove duplicates, check Show unique users
- If you want to Export with the meeting data, check that box – Click Export to download a cvs file

Show unique users

Meeting Participants

Export with meeting data

Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
Judy Taylour	scvjudy@gmail.com	05/18/2020 09:14:33 AM	05/18/2020 10:27:00 AM	73
Keith		05/18/2020 09:14:43 AM	05/18/2020 09:14:54 AM	1