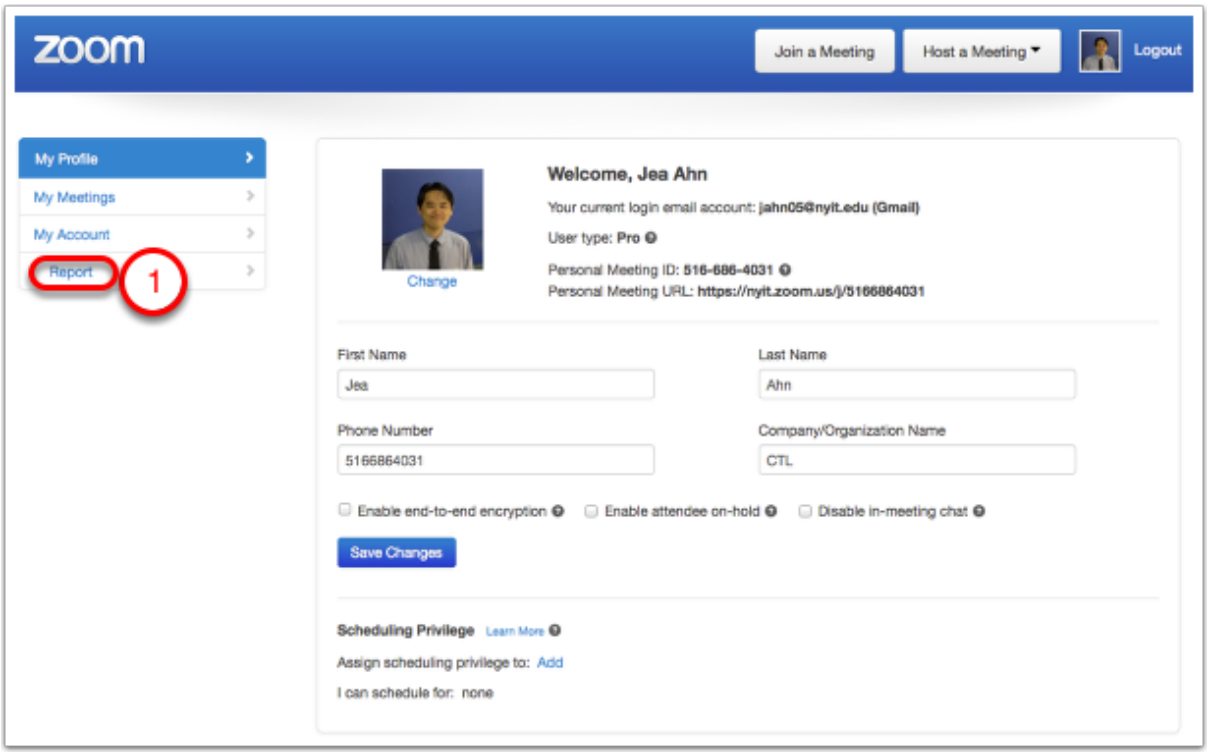
Get a List of Meeting Participants

Login to Zoom using a web browser

Once you are logged in you will see your account details. Click "Report" (1) on the menu on the left side of the screen.



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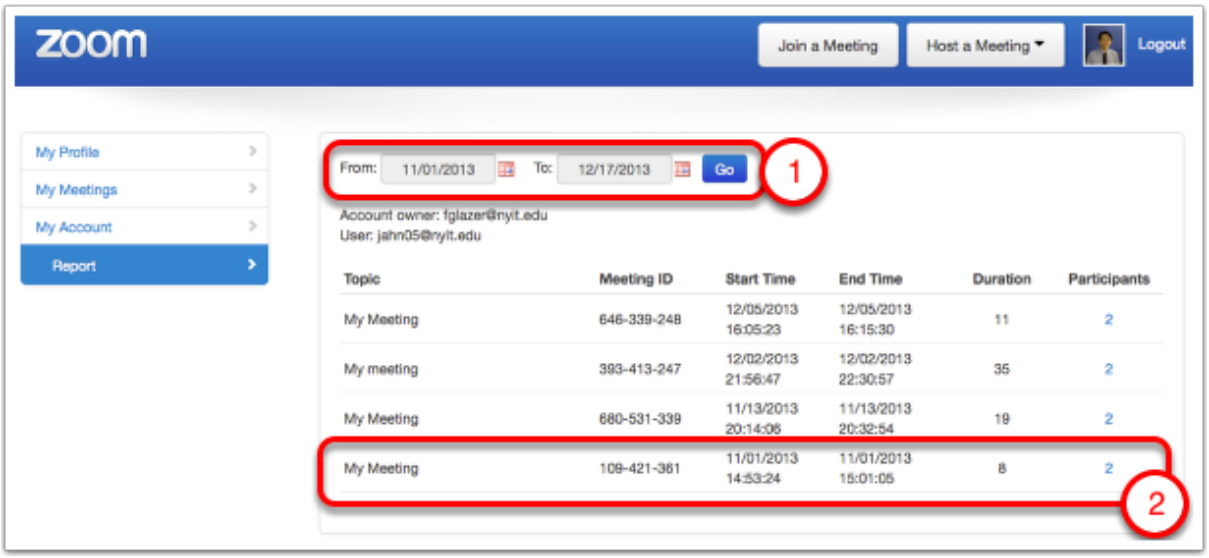
User Meeting Report

The screen will display a list of the meetings you hosted in the previous 24 hours. You can adjust the 'from' and 'to' dates and click "Go" (1) to display meetings from a different time period.

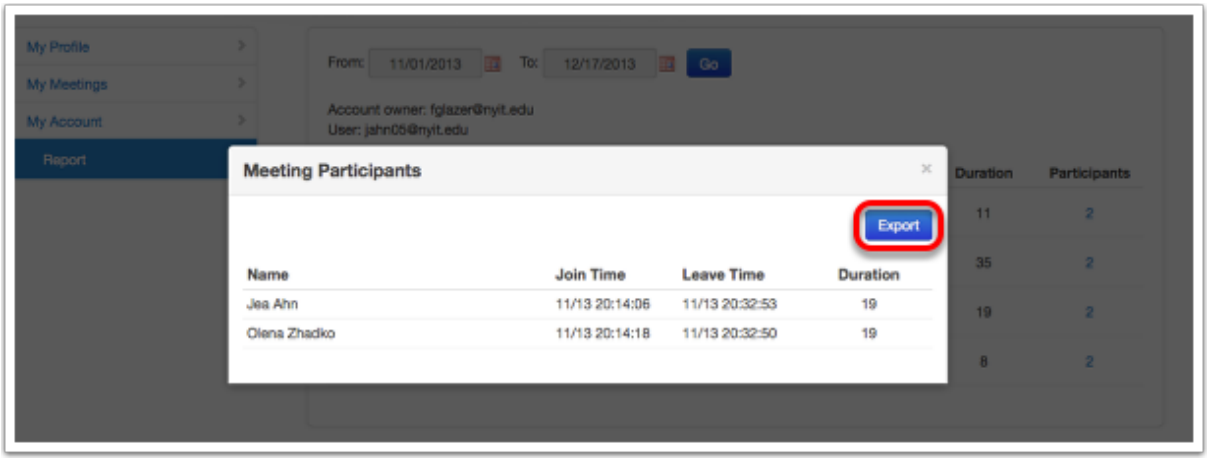
To see the list of participants for a particular meeting, click the number in the "Participants" column (2).



Get a List of Meeting Participants

Export list of participants as a .csv file

Zoom will display the name of each participant, along with the times they joined and left the meeting. If desired, you can export the list of meeting participants as a .csv file for your records.



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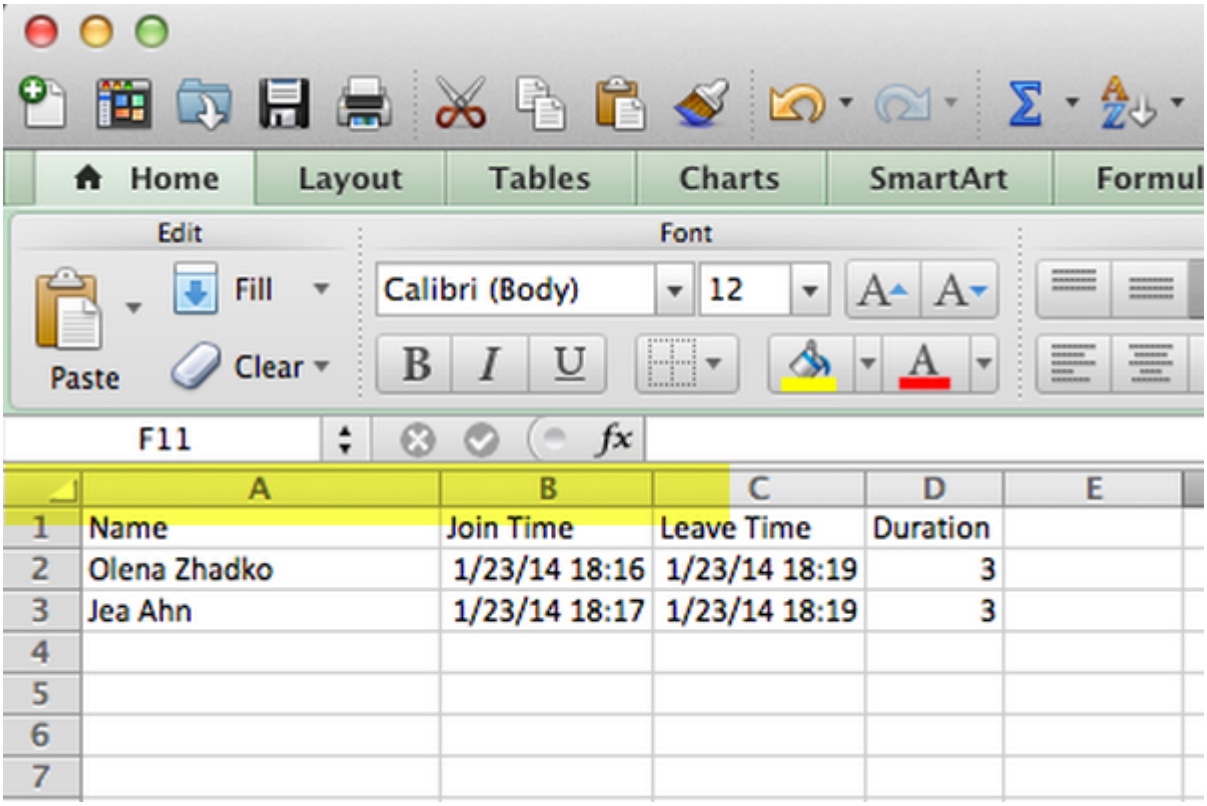
Export Details

The .csv file will include each participant's name, as they entered it when they joined the meeting. You can also see the times they joined and left the meeting, and the duration of the meeting (in minutes) for each participant.



	A	B	C	D	E
1	Name	Join Time	Leave Time	Duration	
2	Olena Zhadko	1/23/14 18:16	1/23/14 18:19	3	
3	Jea Ahn	1/23/14 18:17	1/23/14 18:19	3	
4					
5					
6					
7					