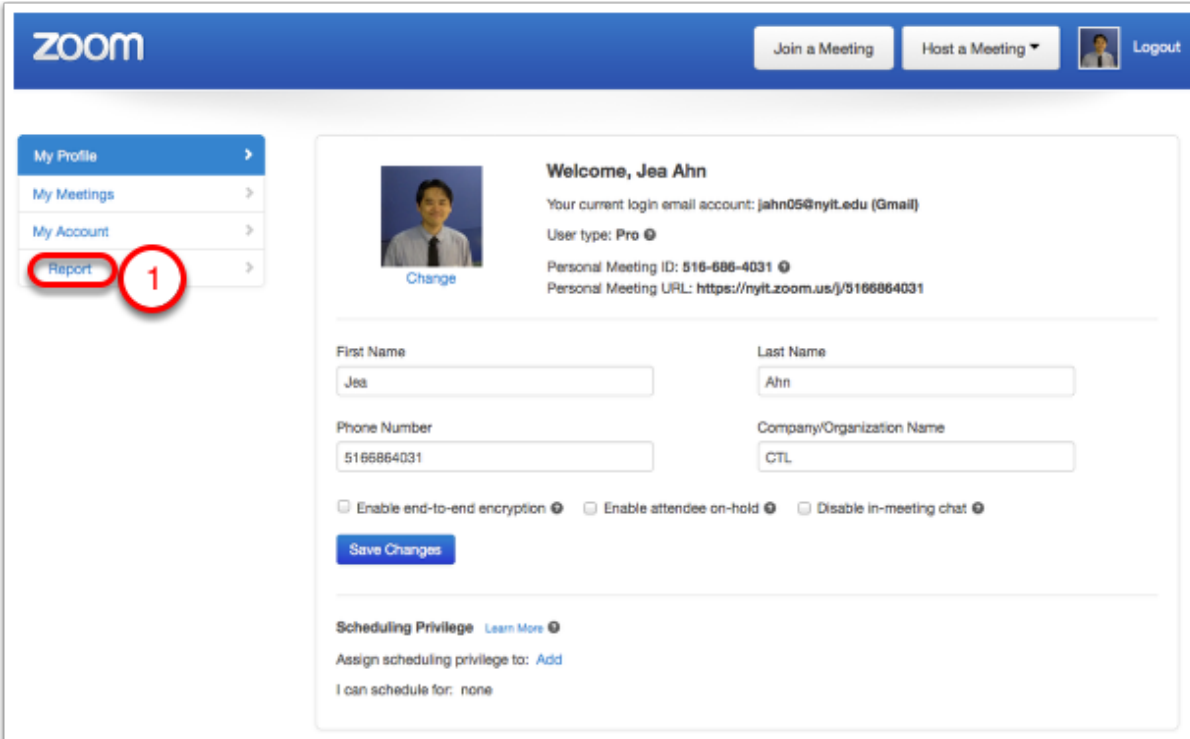


Get a List of Meeting Participants

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.



The screenshot displays the Zoom user interface. At the top, there is a blue header with the Zoom logo and buttons for "Join a Meeting", "Host a Meeting", and "Logout". On the left, a sidebar menu contains "My Profile", "My Meetings", "My Account", and "Report". The "Report" link is highlighted with a red circle and a red "1" next to it. The main content area shows a welcome message for "Jea Ahn" and their account details. Below this, there is a form to update profile information with fields for First Name, Last Name, Phone Number, and Company/Organization Name. There are also checkboxes for "Enable end-to-end encryption", "Enable attendee on-hold", and "Disable in-meeting chat". A "Save Changes" button is located below the form. At the bottom, there is a section for "Scheduling Privilege" with a "Learn More" link and a note that the user can schedule for "none".

Get a List of Meeting Participants

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).

zoom

Join a Meeting Host a Meeting Logout

My Profile >
My Meetings >
My Account >
Report >

From: 11/01/2013 To: 12/17/2013 Go

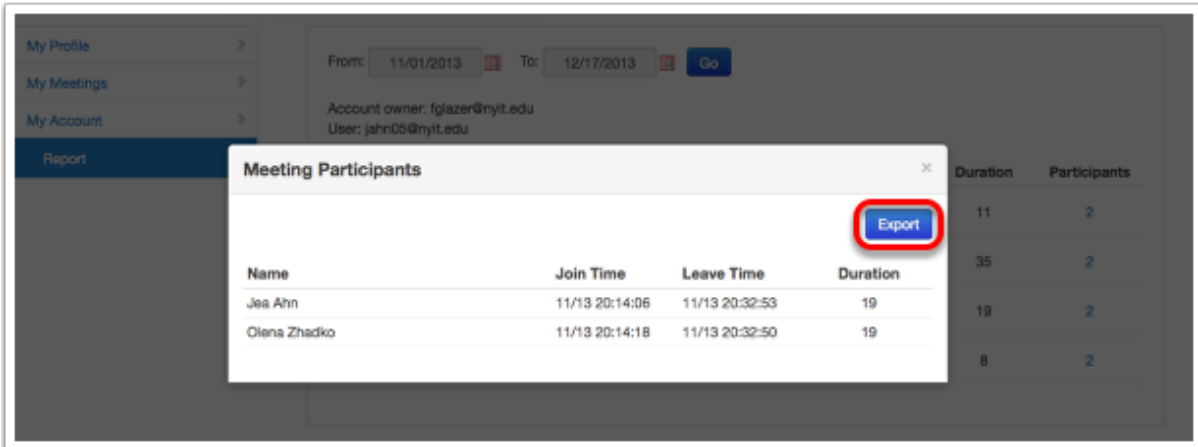
Account owner: fglaizer@nyit.edu
User: jahn05@nyit.edu

Topic	Meeting ID	Start Time	End Time	Duration	Participants
My Meeting	646-339-248	12/05/2013 16:05:23	12/05/2013 16:15:30	11	2
My meeting	393-413-247	12/02/2013 21:56:47	12/02/2013 22:30:57	35	2
My Meeting	680-531-339	11/13/2013 20:14:06	11/13/2013 20:32:54	19	2
My Meeting	109-421-361	11/01/2013 14:53:24	11/01/2013 15:01:05	8	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.



The screenshot shows a Zoom interface with a 'Meeting Participants' modal window open. The modal contains a table with columns for Name, Join Time, Leave Time, and Duration. An 'Export' button is highlighted with a red circle. In the background, a table shows 'Duration' and 'Participants' counts for different time intervals.

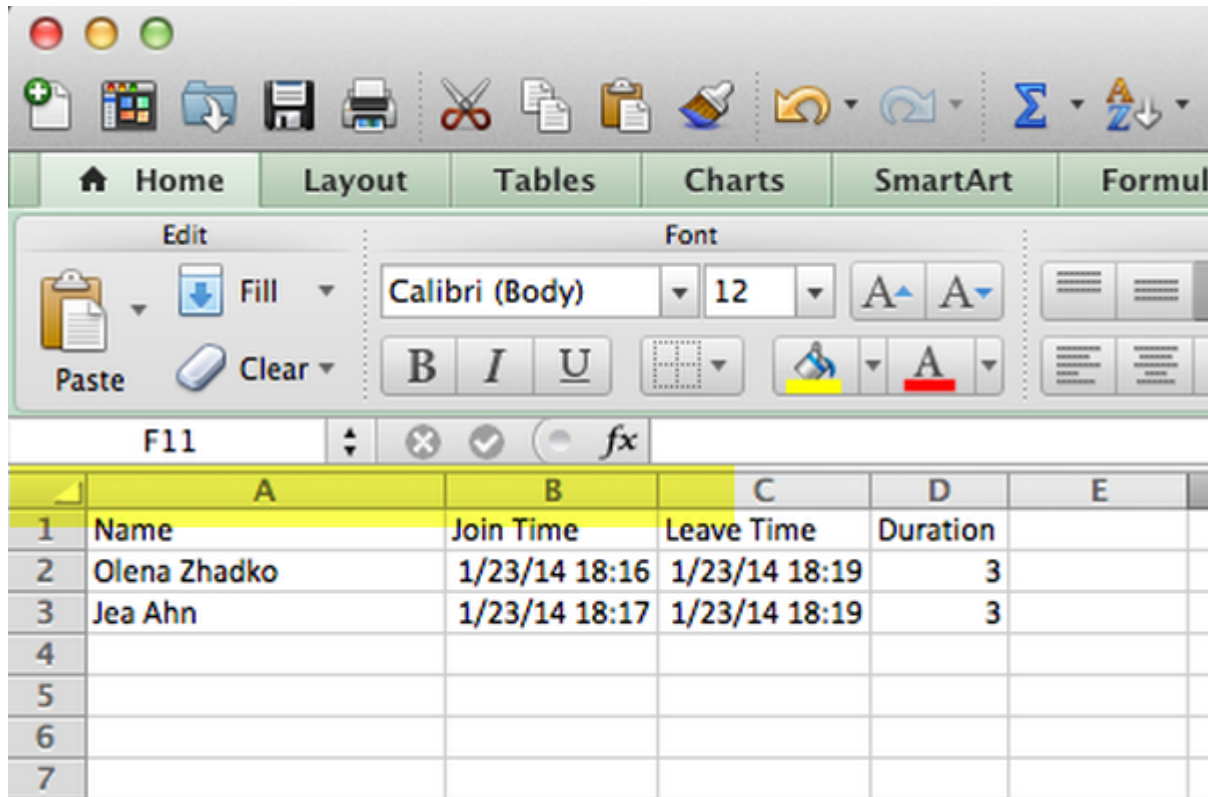
Name	Join Time	Leave Time	Duration
Jea Ahn	11/13 20:14:06	11/13 20:32:53	19
Olena Zhadko	11/13 20:14:18	11/13 20:32:50	19

Duration	Participants
11	2
35	2
19	2
8	2

Get a List of Meeting Participants

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.



The screenshot shows the Microsoft Excel interface with a table of meeting participants. The table has columns for Name, Join Time, Leave Time, and Duration. The data is as follows:

	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					