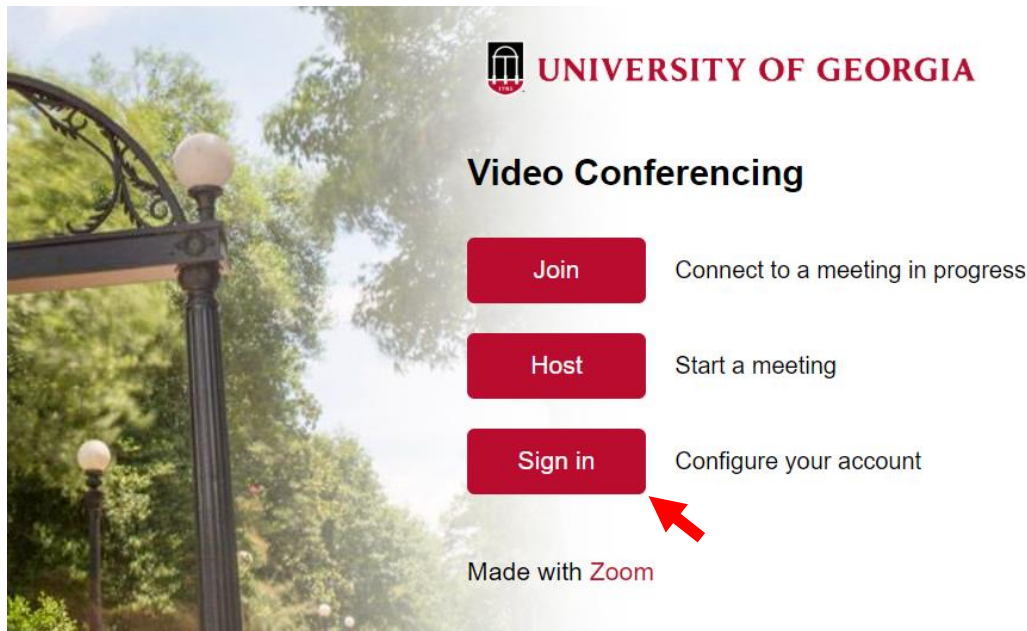


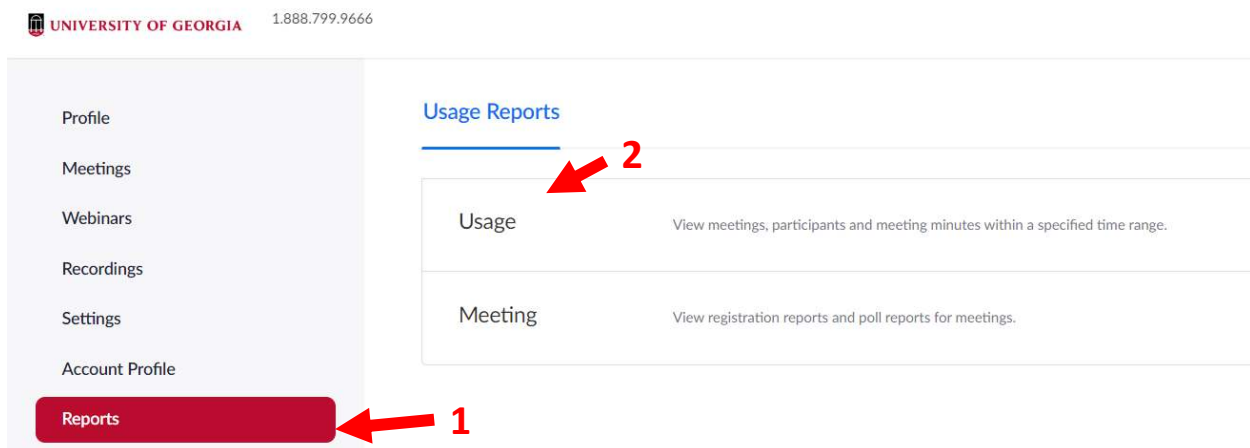
## Zoom: Generating a Participant List from your Meetings

Zoom automatically records who participated in each of your meetings. You can view this list of participants by generating a Usage report for the meeting of interest.

First, sign into your Zoom account via <https://uga.zoom.us>:



Once logged in, navigate to the Reports page, and click Usage:



This Usage page will show a list of all the meetings you have hosted. You can filter these meetings by date. Find the meeting you want the participant list for, and click the number in the Participants column to get the list of participants:

Reports > Usage Reports > Usage Docur

From:  To:

Maximum report duration: 1 Month

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

[Export as CSV File](#) [Toggle column](#)

| Topic                          | Meeting ID   | User Name     | User Email            | Department                    | Group | Has Zoom Rooms? | Creation Time          | Start Time             | End Time               | Duration (Minutes) | Participants |
|--------------------------------|--------------|---------------|-----------------------|-------------------------------|-------|-----------------|------------------------|------------------------|------------------------|--------------------|--------------|
| EETI Online Learning Comm...   | 383-929-833  | John Morelock | John.Morelock@uga.edu | ENGR-Edu Transformations Inst |       | No              | 03/19/2020 03:52:18 PM | 03/25/2020 10:00:05 AM | 03/25/2020 11:07:37 AM | 68                 | 13           |
| John Morelock's Personal Me... | 363-116-0322 | John Morelock | John.Morelock@uga.edu | ENGR-Edu Transformations Inst |       | No              | 12/09/2019 11:03:38 AM | 03/25/2020 03:13:33 PM | 03/25/2020 03:27:16 PM | 14                 | 2            |

When you use some Zoom features (such as breakout rooms), participants may show up several times on the participant list, which can get confusing. Click “Show unique users” at the top of the list to make it so each person shows up only once:

Export as CSV File Toggle

**Meeting Participants** ×

Export with meeting data  Show unique users

| Name (Original Name) | User Email            | Total Duration (Minutes) |
|----------------------|-----------------------|--------------------------|
| John Morelock        | John.Morelock@uga.edu | 68                       |

Happy Zooming!

