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:

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:

Happy Zooming!