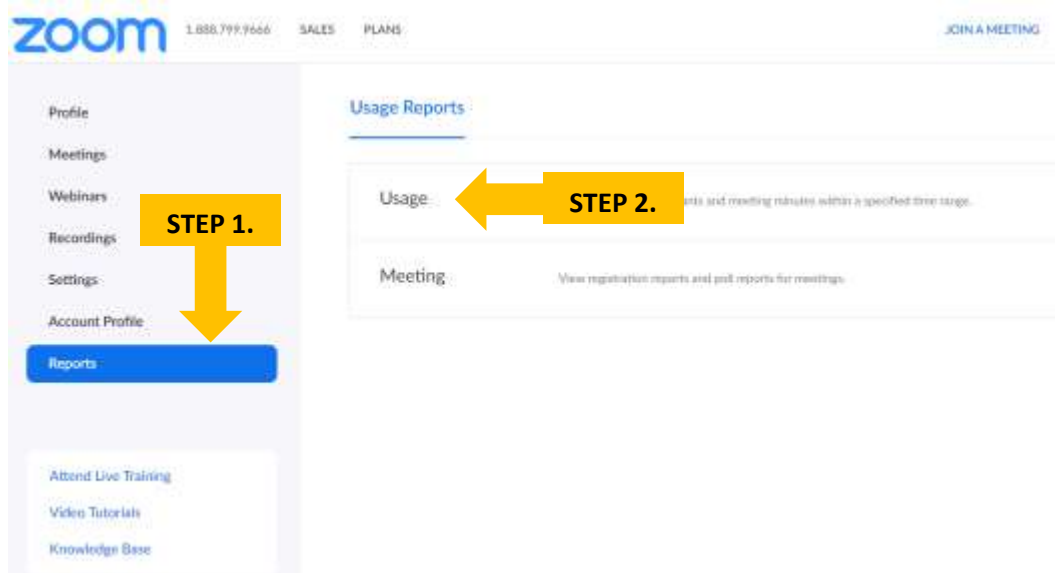


Generating a Zoom usage report

Need to generate a Zoom usage report to see who attended for your event? Here's how to do it.

Step 1. Sign in to the Zoom web portal.

Step 2. Select 'Reports' and click on the Usage report.



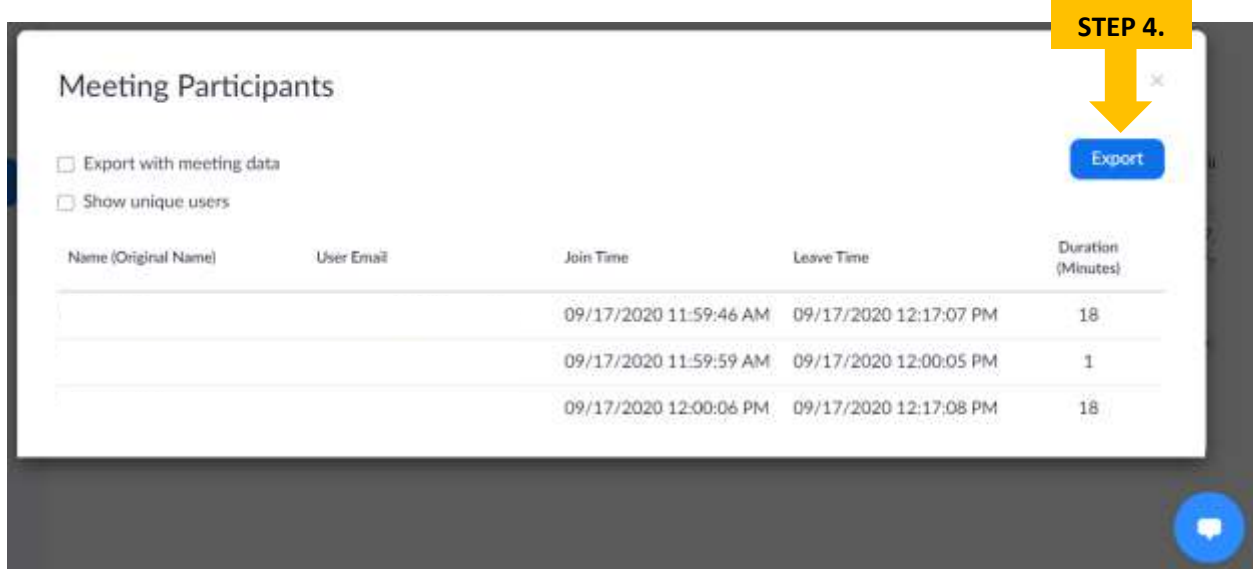
Step 3. Click on the number listed under 'Participants.'

Export as CSV File Toggle columns▼

ig	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
	Michael Szeman	szemanm@wintrop.edu	Records & Registration		No	09/17/2020 10:21:46 AM	09/17/2020 11:59:46 AM	09/17/2020 12:17:08 PM	18	2	Zoom

STEP 3.

Step 4. Export the the data as an Excel file and email it to the Cultural Events Coordinator at culturalevents@winthrop.edu.



The screenshot shows a web interface titled "Meeting Participants". It includes two checkboxes: "Export with meeting data" and "Show unique users". Below these is a table with the following columns: "Name (Original Name)", "User Email", "Join Time", "Leave Time", and "Duration (Minutes)". The table contains three rows of data. A yellow arrow points to a blue "Export" button in the top right corner, with a yellow box labeled "STEP 4." above it.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
		09/17/2020 11:59:46 AM	09/17/2020 12:17:07 PM	18
		09/17/2020 11:59:59 AM	09/17/2020 12:00:05 PM	1
		09/17/2020 12:00:06 PM	09/17/2020 12:17:08 PM	18

Need help? For assistance, please contact the Cultural Events Coordinator at culturalevents@winthrop.edu or call 803/323-4849.