

Getting a list of meeting participants

1. Login to [Zoom](#)
2. In the navigation sidebar, select Reports
3. Select Usage
4. Select the date range to find your meeting
5. Click the number in the Participants column
6. In the pop-up window you'll see\
 - a. Name of participant (if entered)
 - b. User email if entered
 - c. Join and leave times (a timestamp of when they joined and left the meeting)
 - d. Duration of their connected time during the meeting
 - e. Guest identifies whether the participant used a guest account
 - f. Export: You can choose to export the list of meeting participants as a .csv file for your records