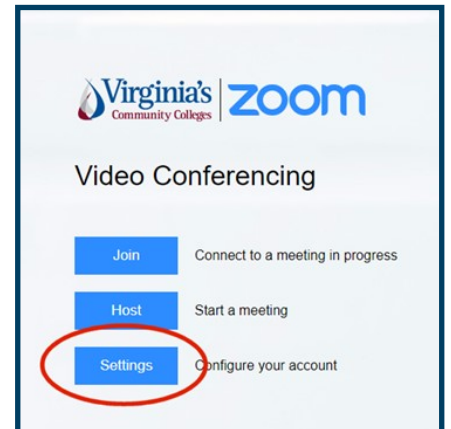


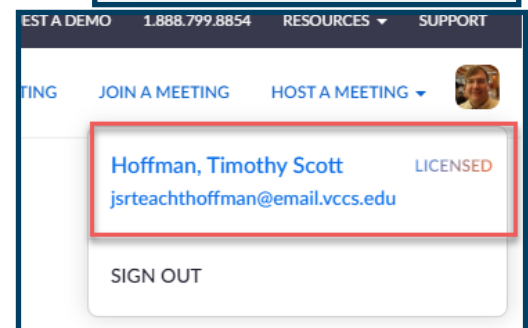
Zoom Participant List

If you need to take attendance for a Zoom meeting, you will need to retrieve the Participant List (or do a lot of fast scribbling).

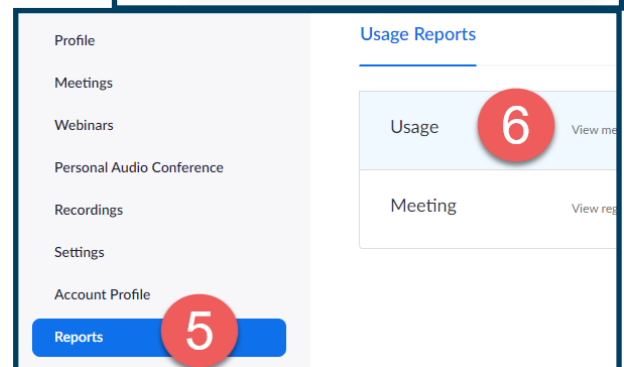
- 1) Log into your Zoom account using myRCC—First Log into **MyRCC**
- 2) Click on the **Zoom** Tile
- 3) In Zoom, Click **Settings**



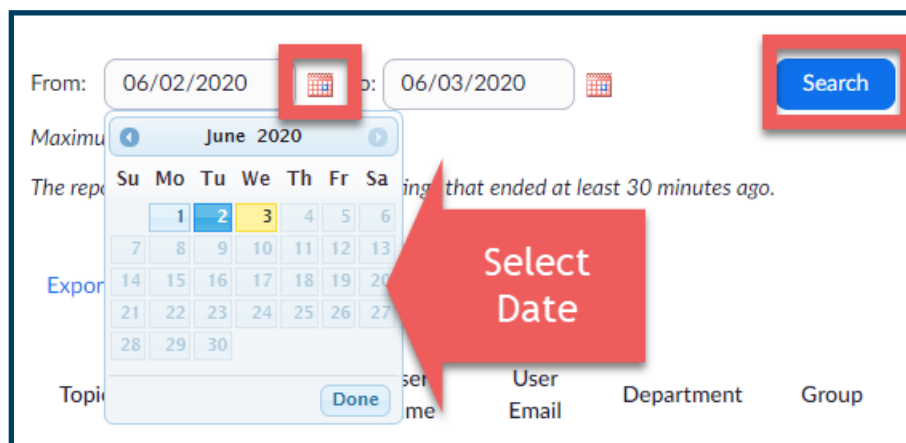
- 4) Double Check to make sure which account you are using
 - a) Click your image in the upper right corner
 - b) make sure the account is the VCCS Enterprise account (your username @email.vccs.edu)



- 5) On the Left Menu, at the bottom, click **Reports**.
- 6) Then click **Usage**
- 7) The report Dialog will display.



- 8) Use the Calendar Drop-downs to set Start and End date for your Search. Click **Search** when ready. All meetings you have hosted within those dates will be displayed (See next page).
 - * Meetings must have Ended at least 30 minutes prior to report.



9) Find the Specific Meeting you wish, click on the **Blue** Participants number to see the list.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants Source
Outlook Professional Develo...	918 7693 9083	Timothy Hoffman	jsrteachthoffman@email.vccs.edu	Staff@RC278	RCC-ALL-AC-Staff	No	05/11/2020 11:23:47 AM	05/12/2020 11:53:43 AM	05/12/2020 12:36:52 PM	44	36 Zoom

10) Narrow your list by Checking the **Show Unique Users** box

11) Names will show, Emails if users are authenticated by Zoom, and Duration of participation

12) Click **Export** to download the list to a file for retention.

Meeting Participants

Export with meeting data

Show unique users **10**

12 [Export](#)

Name (Original Name)	User Email	Total Duration (Minutes)
Timothy Hoffman 11	jsrteachthoffman@email.vc...	44
[Redacted]	[Redacted]	39
[Redacted]	[Redacted]	42
[Redacted]	[Redacted]	37
[Redacted]	[Redacted]	35
[Redacted]	[Redacted]	36
[Redacted]	[Redacted]	34