How to get a list of meeting participants

Zoom keeps a record of who attends each meeting. The list of participants for any meeting you host can be found by logging in to uga.zoom.us and following the steps below.

1. Using any web browser, go to https://uga.zoom.us/ and click "Sign In" on the homepage. You’ll be take to the MyID log in page. Enter your MyID and password to continue.

2. You should be taken to your Profile page, shown below. If you’re taken to the main Zoom website instead of the UGA-specific site simply go back to https://uga.zoom.us/ and click "Sign In" again. Because you’ve already logged in you’ll be taken directly to your profile. From there click “Reports”.

3. On the reports page you should have two options, "Usage" and "Meeting". Click "Usage".

4. On the usage reports page you can view information about any past meeting. Use the “From” and “To” boxes at the top of the page to select the date range of the meeting(s) you want to view the information about. Click the blue number under the “Participants” column to bring up the
4. The participants list gives you the name and email address of each participant, along with the time they joined and left the meeting. Clicking the "Export" button in the top-right corner will export the information in .csv format.

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