

Zoom

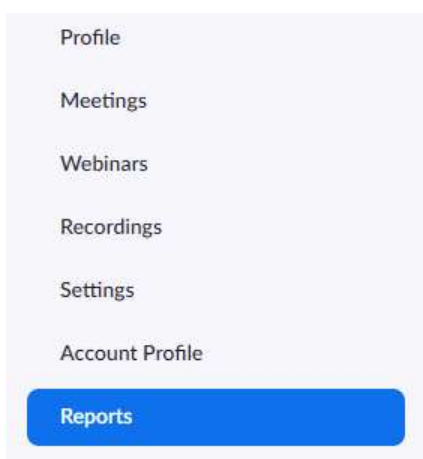
When using Zoom, you can download a list of attendees after the Zoom meeting has ended.

Points to note:

- The attendance list can only be downloaded after the meeting has ended;
- It may take up to 15 minutes after the meeting has ended before the list is available;
- Attendance lists are accessed via the web, they are not available from the Zoom app;
- Only the meeting organiser will have access to download the attendance list

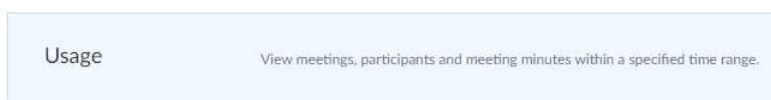
Steps:

1. Go to **Zoom on the web** and log in: <https://ucl.zoom.us/>
2. Select Reports from the list of options found to the left of the page



3. Select 'Usage' from the 'Usage Reports' tab

Usage Reports



4. Use the date range to filter, reports will be available up to one month after the event

Reports > Usage Reports > Usage Document

From: To:

Maximum report duration: 1 Month
The report displays information for meetings that ended at least 15 minutes ago.

Export as CSV File Toggle columns

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
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5. Click on the number displayed in the 'Participants' column. This will provide further details of attendees, and can be exported as a .CSV file.

Reports > Usage Reports > Usage

Document

From: 09/30/2020 To: 10/01/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.

Export as CSV File

toggle columns

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
Bukola Soyombo's Zoom Me...	982 6675 5363	Bukola Soyombo	b.soyombo@ucl.ac.uk			No	09/30/2020 04:18:28 PM	09/30/2020 04:18:29 PM	09/30/2020 04:27:13 PM	9	2	Zoom
Bukola Soyombo's Zoom Me...	974 1722 0307	Bukola Soyombo	b.soyombo@ucl.ac.uk			No	09/30/2020 04:55:19 PM	09/30/2020 04:55:20 PM	09/30/2020 04:59:30 PM	5	3	Zoom
Bukola Soyombo's Zoom Me...	913 1812 5138	Bukola Soyombo	b.soyombo@ucl.ac.uk			No	09/30/2020 05:00:07 PM	09/30/2020 05:00:24 PM	09/30/2020 05:07:18 PM	9	3	Zoom