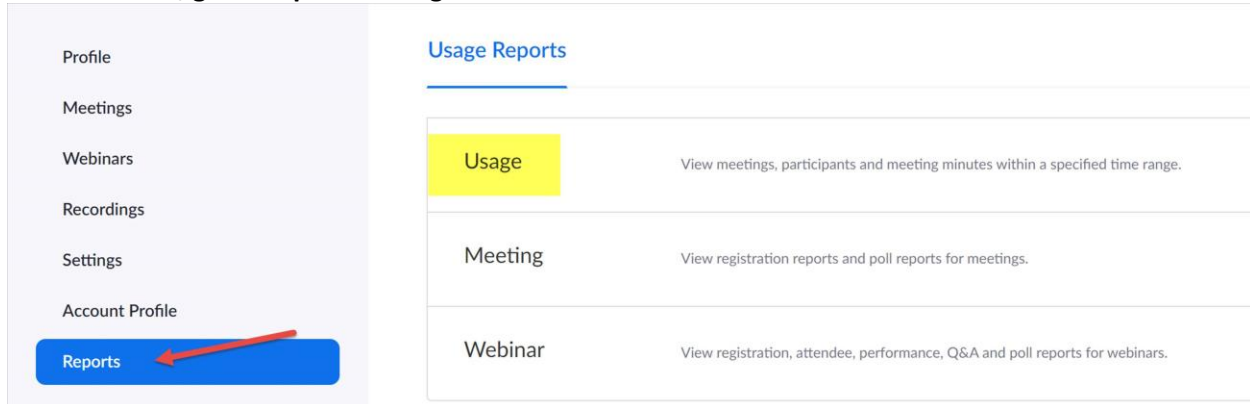


# Zoom Usage report

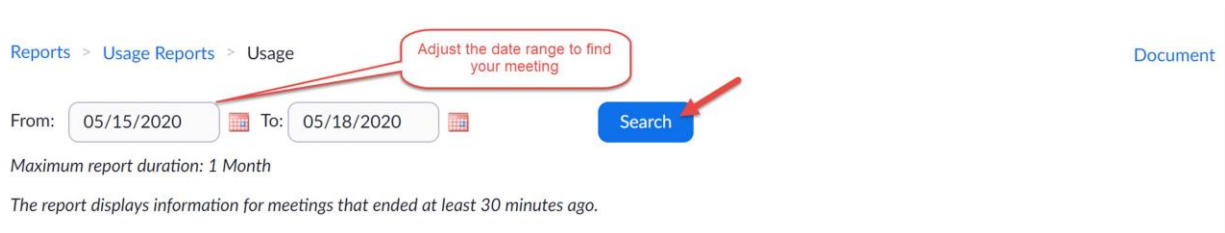
Monday, May 18, 2020

9:22 AM

## 1. In Zoom, go to Reports > Usage.



## 2. Adjust the date range to find your meeting.



## 3. Once you find your meeting, scroll to the right and look under Participants, click on the number link.

[Export as CSV File](#) [Toggle columns](#)

Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
970 1agers ... 2680 9018	LMS Staff	LMSStaff@everettsd.org	LMS		No	04/22/2020 09:44:04 AM	05/15/2020 01:32:20 PM	05/15/2020 03:34:38 PM	123	<a href="#">25</a>	Zoom

4. Check the box for Export meeting data and click on Export to get the Excel version of your usage report.

### Meeting Participants

☒ Export with meeting data

Export

Meeting ID : 970 2680...  
Duration (Minutes) : 123  
Participants : 25

Topic : Elementary Office Managers...

User Email : LMSStaff@everettsd.org  
Start Time : 05/15/2020 01:32:20 PM  
End Time : 05/15/2020 03:34:38 PM

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)
LMS Staff	LMSStaff@everettsd.org	05/15/2020 01:32:20 PM	05/15/2020 03:34:37 PM	123
Claudia Gray		05/15/2020 01:32:30 PM	05/15/2020 03:34:37 PM	123