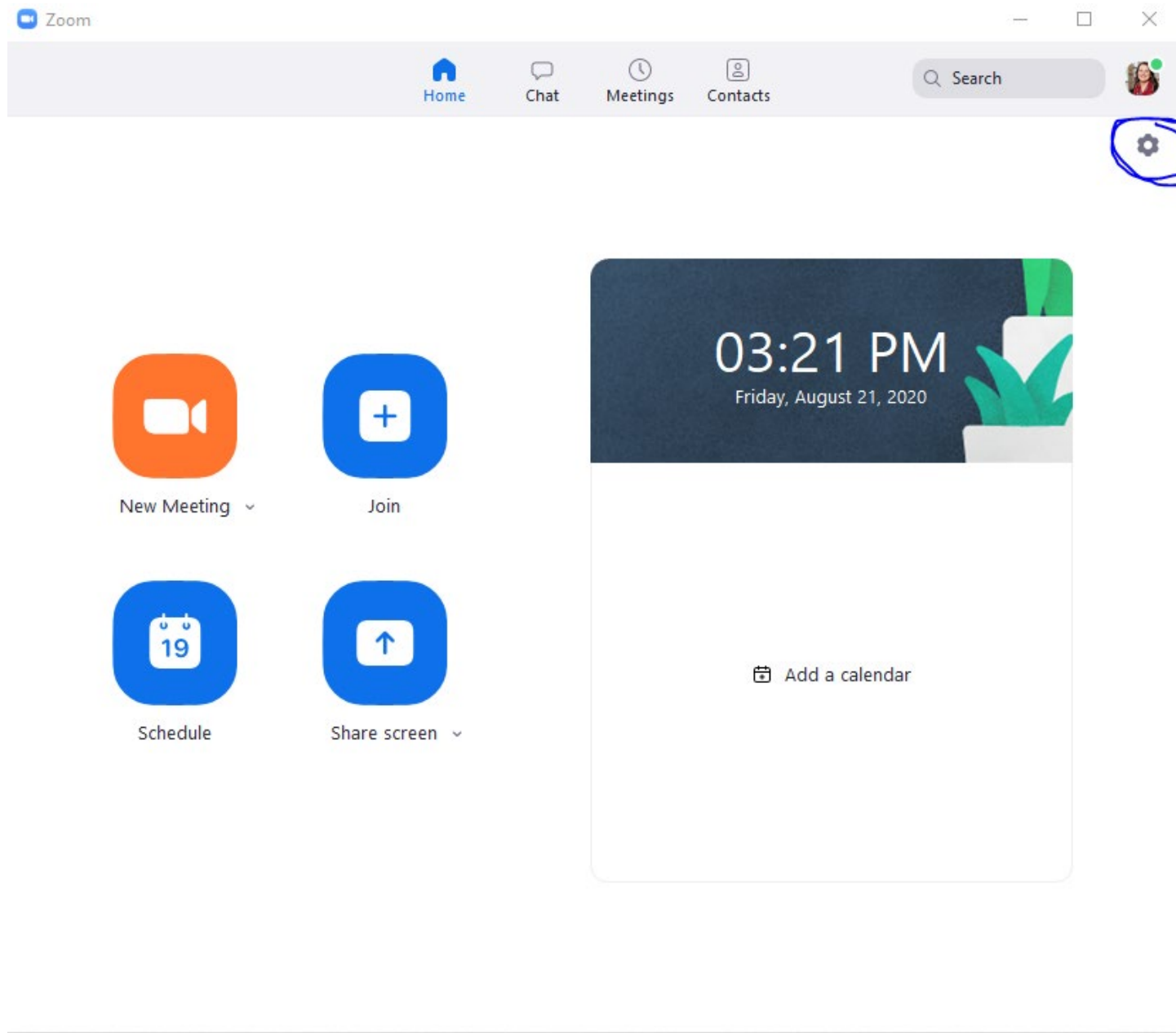


## Usage Report from Zoom

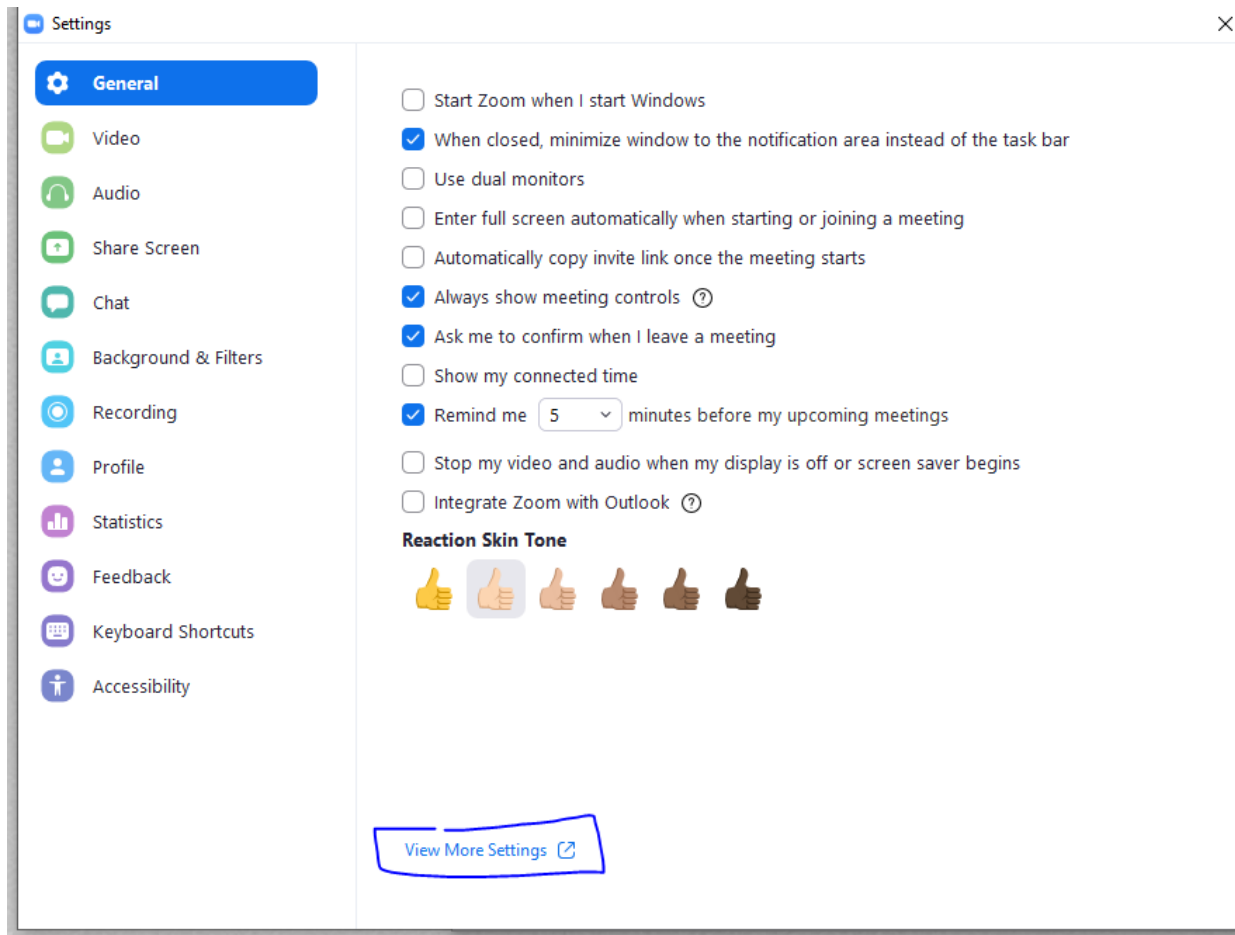


### Special note:

The Usage Report from Zoom can only be downloaded by the person who created the meeting itself.

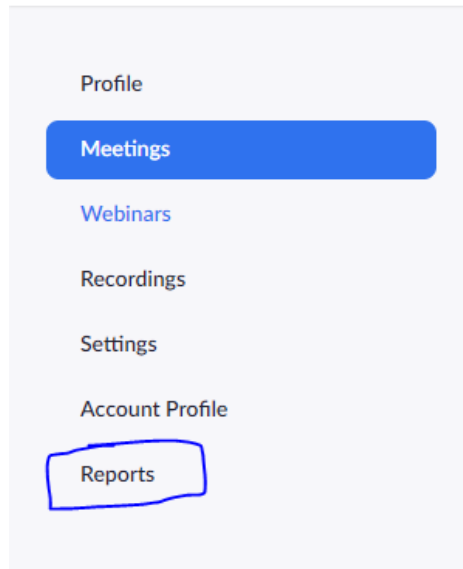
Step 1: From the Zoom desktop app, click the Gear in the corner to go to your settings.

## Usage Report from Zoom



Step 2: Click “View More Settings” on the General tab of the settings.

## Usage Report from Zoom



Step 3: Click "Reports" on the side menu.

Step 4: Select "Usage." If you had a webinar and had pre-registration, you can view registration reports under "Meetings."

### Usage Reports

|                                                                                           |                                                                                |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|  Usage | View meetings, participants and meeting minutes within a specified time range. |
| Meeting                                                                                   | View registration reports and poll reports for meetings.                       |

## Usage Report from Zoom

Step 5: Making sure the date range at the top is correct, you can click on the participant totals of the event to view a list of those who participated.

[Reports](#) > [Usage Reports](#) > [Usage](#)

[Document](#)

From:  To:

[Search](#)

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 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 |
|---------------------------------|------------|-----------|-------------------|------------------|-----------------------|-----------------|------------------------|------------------------|------------------------|--------------------|--------------|--------|
| Joni Ford's Personal Meeting... | [REDACTED] | Joni Ford | joni.ford@wsu.edu | WSU ONLINE ADMIN | 59   WSU Online Admin | No              | 09/01/2015 10:50:50 AM | 08/17/2020 07:17:04 AM | 08/17/2020 08:13:14 AM | 57                 | 2            | Zoom   |
| Joni Ford's Personal Meeting... | [REDACTED] | Joni Ford | joni.ford@wsu.edu | WSU ONLINE ADMIN | 59   WSU Online Admin | No              | 09/01/2015 10:50:50 AM | 08/17/2020 08:13:28 AM | 08/17/2020 04:44:19 PM | 511                | 12           | Zoom   |
| Convocation Committee Plan...   | [REDACTED] | Joni Ford | joni.ford@wsu.edu | WSU ONLINE ADMIN | 59   WSU Online Admin | No              | 06/02/2020 05:05:53 PM | 08/18/2020 01:49:38 PM | 08/18/2020 02:50:07 PM | 61                 | 11           | Zoom   |
| Joni Ford's Personal Meeting... | [REDACTED] | Joni Ford | joni.ford@wsu.edu | WSU ONLINE ADMIN | 59   WSU Online Admin | No              | 09/01/2015 10:50:50 AM | 08/19/2020 08:53:10 AM | 08/19/2020 08:54:41 AM | 2                  | 1            | Zoom   |
| Joni Ford's Personal Meeting... | [REDACTED] | Joni Ford | joni.ford@wsu.edu | WSU ONLINE ADMIN | 59   WSU Online Admin | No              | 09/01/2015 10:50:50 AM | 08/19/2020 08:54:49 AM | 08/19/2020 08:57:30 AM | 3                  | 1            | Zoom   |

## Usage Report from Zoom

Step 6: Click "Export with meeting data" and then click "Export"

### Meeting Participants

☒ Export with meeting data

Export

Meeting ID : 917 4876 3036

Topic : Convocation Committee Planni...

User Email : joni.ford@wsu.edu

Duration (Minutes) : 61

Start Time : 08/18/2020 01:49:38 PM

End Time : 08/18/2020 02:50:07 PM

Participants : 11

| Name (Original Name) | User Email | Join Time              | Leave Time             | Duration (Minutes) |
|----------------------|------------|------------------------|------------------------|--------------------|
| [REDACTED]           | [REDACTED] | 08/18/2020 01:49:38 PM | 08/18/2020 02:44:20 PM | 55                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 01:55:19 PM | 08/18/2020 02:44:20 PM | 50                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 01:57:15 PM | 08/18/2020 02:44:19 PM | 48                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 01:57:28 PM | 08/18/2020 02:30:43 PM | 34                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 01:58:27 PM | 08/18/2020 02:44:27 PM | 46                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 01:59:32 PM | 08/18/2020 02:44:14 PM | 45                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 01:59:39 PM | 08/18/2020 02:50:07 PM | 51                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 02:00:01 PM | 08/18/2020 02:50:07 PM | 51                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 02:00:14 PM | 08/18/2020 02:50:07 PM | 50                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 02:00:47 PM | 08/18/2020 02:44:21 PM | 44                 |
| [REDACTED]           | [REDACTED] | 08/18/2020 02:01:09 PM | 08/18/2020 02:44:17 PM | 44                 |

## Usage Report from Zoom

Step 7: Now you have an excel list of participants, when they joined, when they left, and the total duration of their time in the zoom room.

[illegible]