Retrieving a Participant List in Zoom for Attendance

1. Go to <u>https://lakeforest.zoom.us</u> in a Web browser. Click on the **Sign in** button.



2. Enter your Lake Forest College Username (this is only the name and <u>not</u> your full email address) and the Password you use to login to email. Press the **Login** button.

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Username	
tjackson	> Forgot your password?
Password	> Need Help?
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🗹 Don't Remember Login	
Login	

3. Once logged in, click on the **Reports** button in the left navigation column and then click on the **Usage** heading under **Usage Reports**.

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4. In the window that appears, your meetings that have ended at least 15 minutes before the present time will be displayed for the current day. If you wish to look up a past meeting, select the date range using the **From:** and **To:** date pickers.

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Note: The maximum date range of your report selection is one month.

5. Once the class meeting you wish to review is displayed, scroll to the right as needed to see the **Participants** column heading. Click on the participants number shown for your chosen meeting.

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Knowledge Base												

6. The list of the participants will open in a Meeting Participants window. The default view shows all of the connections, including multiple connections from the same individual so you can see if someone left and rejoined. If you want the list only to show the individual connections from the same name once, click the Show unique users checkbox in the upper left corner.

Note: The names and email addresses in the image below have been intentionally obscured.

Meeting Participar	nts				×
 Export with meeting data Show unique users 				Export	ĺ
Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	
Shiaei Chen	chen@mclakeforest.edu	09/02/2020 04:30:12 PM	09/02/2020 05:52:51 PM	83	
Sean Riedel (May Faculty M.,	may faculty-meeting@lakef	09/02/2020 03:52:42 PM	09/02/2020 05:52:58 PM	121	
Abread Sadri	sadrijera.lakeforest.edu	09/02/2020 04:01:13 PM	09/02/2020 04:30:10 PM	29	
Ahmad Salti		09/02/2020 04:03:09 PM	09/02/2020 04:30:10 PM	28	
Fran Peace (peace)(intellate	praneijera. Iakeforest. edu	09/02/2020 04:11:37 PM	09/02/2020 05:52:51 PM	102	
Davis Schneiderman	du/webl/jms.lakefurest.edu	09/02/2020 04:14:18 PM	09/02/2020 05:52:51 PM	99	
Abread Sale's Phone		09/02/2020 04:14:26 PM	09/02/2020 04:30:10 PM	16	
Stephen Schutt	www.paleforest.edu	09/02/2020 04:20:51 PM	09/02/2020 04:21:14 PM	1	

7. You can export this list as a .csv file to open in Excel by clicking on the **Export** button. The file will download to your browser's **Downloads** folder.