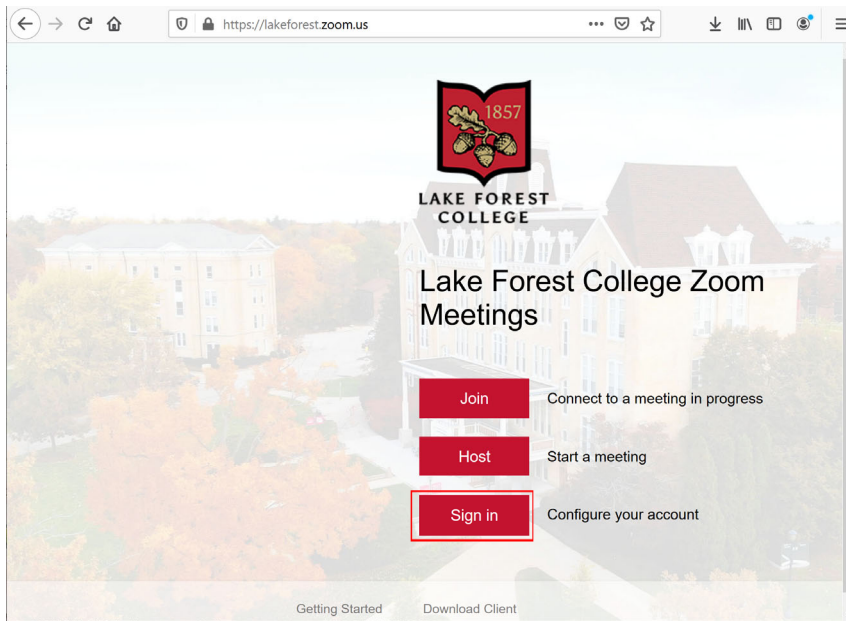



Retrieving a Participant List in Zoom for Attendance

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



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



LAKE FOREST
COLLEGE

Username

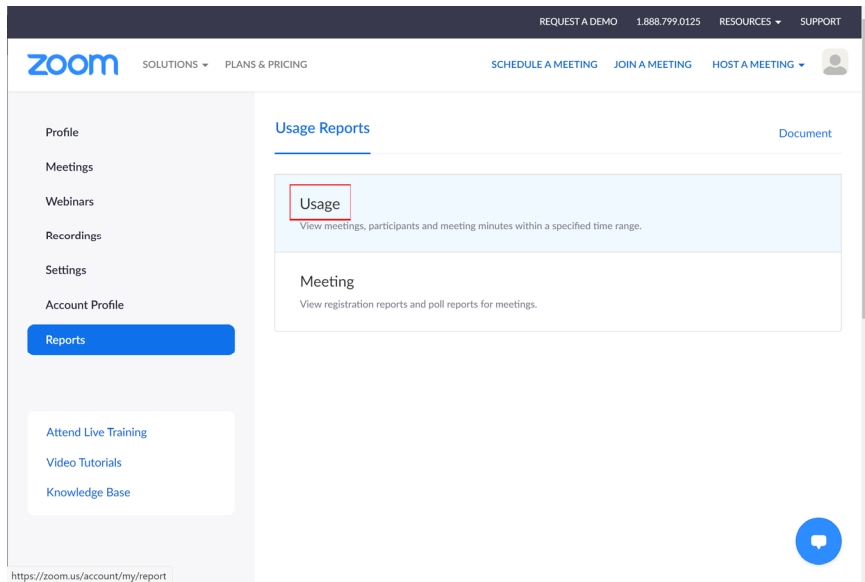
> [Forgot your password?](#)

Password

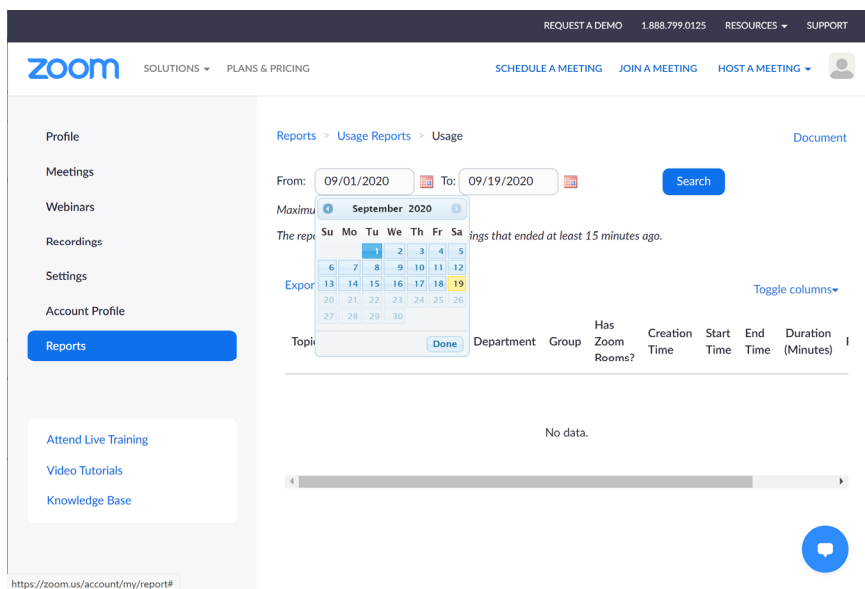
> [Need Help?](#)

Don't Remember Login

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

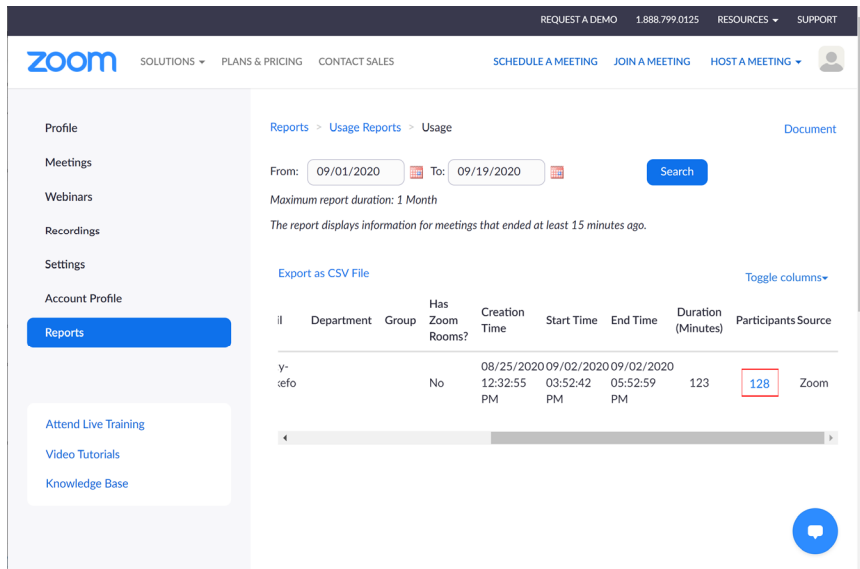


- In the window that appears, your meetings that have ended at least 15 minutes before the present time will be displayed for the current day. If you wish to look up a past meeting, select the date range using the **From:** and **To:** date pickers.



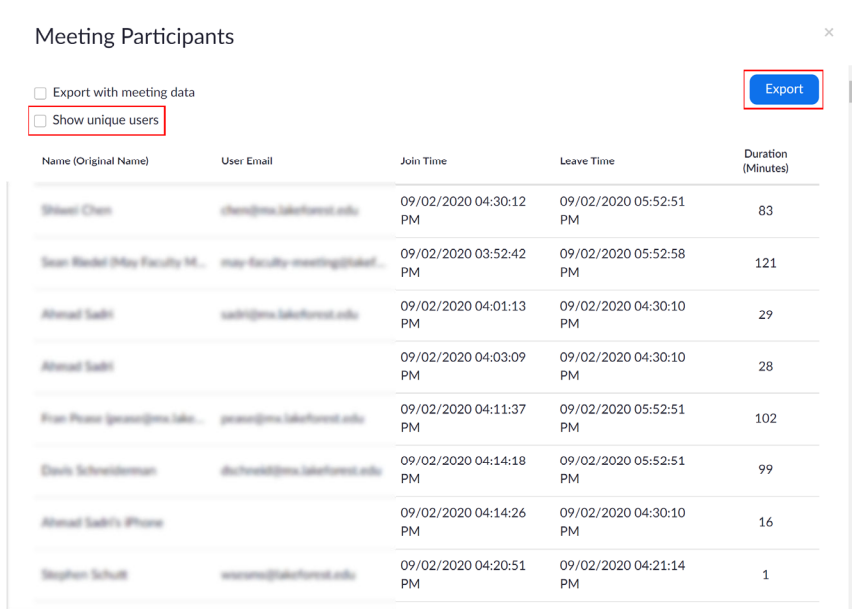
Note: The maximum date range of your report selection is one month.

- 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.



- 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.



- 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.