Introduction:

This guide will cover how to retrieve a list of all call participants on a past ZOOM call. This can be used for tracking attendance or participation in a virtual/remote class session or any other time a record of who attending a ZOOM video conference call is needed. Reports are stored for calls for the past 30 days.

Running Reports:

1) Login to UNT Dallas ZOOM Web Portal with EUID / Password.

2) Click on “Reports” in the left navigation.

3) Click “Usage” in the main panel of the screen.

4) Set the date ranges you want to research.

From: 09/22/2020 To: 09/23/2020

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 15 minutes ago.
5) Press “Search” button once date ranges are entered.

6) In the reports list, check at the bottom of the screen, check to see if a column titled “Participants” is visible.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Meeting ID</th>
<th>User Name</th>
<th>User Email</th>
<th>Department</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration (Minutes)</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Open Lab</td>
<td>[redacted]</td>
<td>Eric Evans</td>
<td>[redacted]</td>
<td>Distance Learning</td>
<td>09/22/2020 03:58:03 PM</td>
<td>04:56:59 PM</td>
<td>59</td>
<td>2</td>
</tr>
</tbody>
</table>

If “Participants” column is visible, skip to step 9 on next page. If “Participants” column is NOT visible, proceed to next step.

7) Click “Toggle Columns” button

8) Turn on (check) the option for “Participants”
9) Click on number under the “Participants” column for the call you want to view the participants list for.

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10) Select data you wish to export and export the file (if desired or needed).