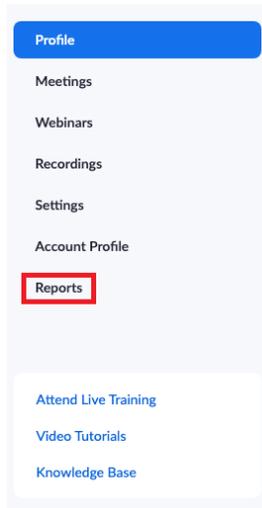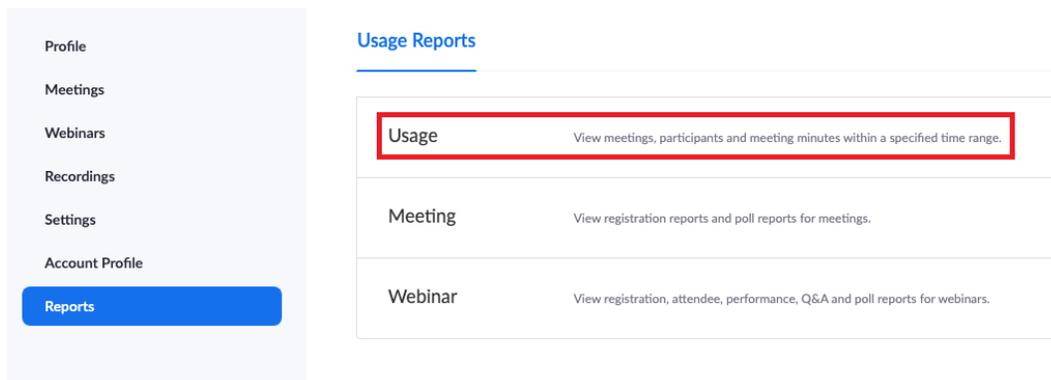# How to Generate a Zoom Meeting Attendees Report

To generate a report for attendees to any Zoom meeting hosted from your NCAT account, please follow the instructions below.
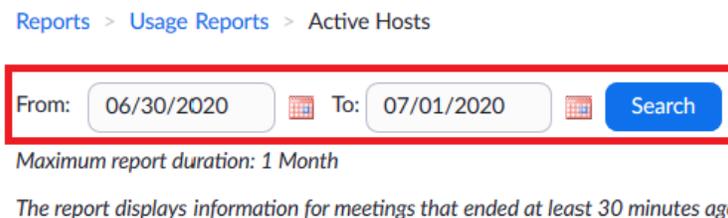
- Log in to your NCAT Zoom account at https://ncat.zoom.us/
- Click your Profile picture in the upper right corner to access your Profile page
- Click **Reports** in the left column banner (as shown below)

- Click **Usage** (as shown below)

- Select the date range for the meeting for the report desired and click **Search** (as shown below); note *Maximum report duration: 1 month*

- Click the number in the **Participants** column that corresponds with the meeting report desired to see the list of names of meeting participants (as shown below)

Participants

5

4

6
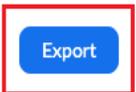
2

- **Check** the box to select what data is desired (as shown below). Note the differences in the data provided in each example.

Meeting Participants

☑ Export with meeting data
☑ Show unique users

Export

Meeting ID : 959 7845 XXX	Topic :	Zoom Meeting	User Email :	@ncat.edu
Duration (Minutes) : 14	Start Time : 06/30/2020 11:49:40 AM		End Time : 06/30/2020 12:03:13 PM	
Participants : 2				

Name (Original Name)	User Email	Total Duration (Minutes)
Host name	@ncat.edu	14
Participant Name	@ncat.edu	15

- The report example above provides Meeting ID, Topic, User Email, Duration in Minutes, Start Time, End Time, and the number of Participants. Notice that in one instance a phone number is shown for the name, as that participant phoned into the meeting. Also notice Unique Users was selected. Unique user means if one participant joins the meeting with both email for video and phone for audio, the user will only appear once in the report.

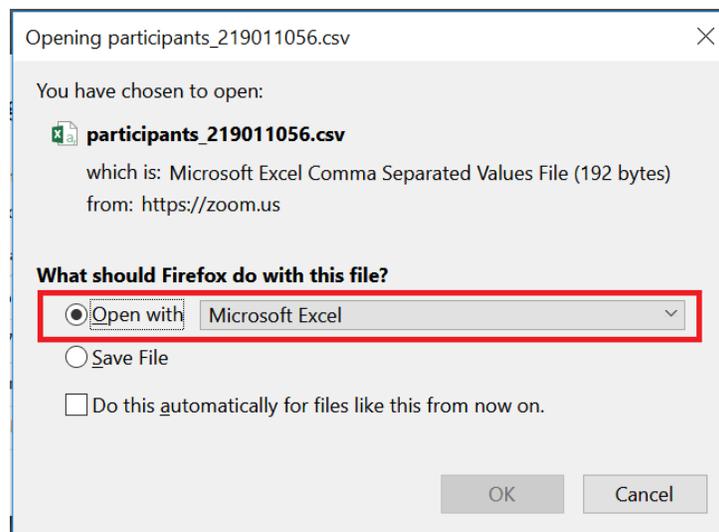# How to Generate a Zoom Meeting Attendees Report

Meeting Participants

☐ Export with meeting data
☑ Show unique users

Name (Original Name)	User Email	Total Duration (Minutes)
Host name	@ncat.edu	63
1336314	No email; phone number	61
Participant name	@ncat.edu	61
Participant name	email address	61

Export

- The report example above provides the Names of Unique Users, User Email, and Total Duration in Minutes for each user in the meeting. Unique user means if one participant joins the meeting with both email for video and phone for audio, the user will only appear once in the report.
- Once the desired data is selected, click **Export** to generate the report, and **Open with Microsoft Excel** (as shown below). The report will open as a .csv file.

Opening participants_219011056.csv ✕

You have chosen to open:

participants_219011056.csv

which is: Microsoft Excel Comma Separated Values File (192 bytes)
from: https://zoom.us

What should Firefox do with this file?

◉ Open with [Microsoft Excel ⌄]
○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

- **Edit** the report data as desired and **Save** the file in the preferred format.