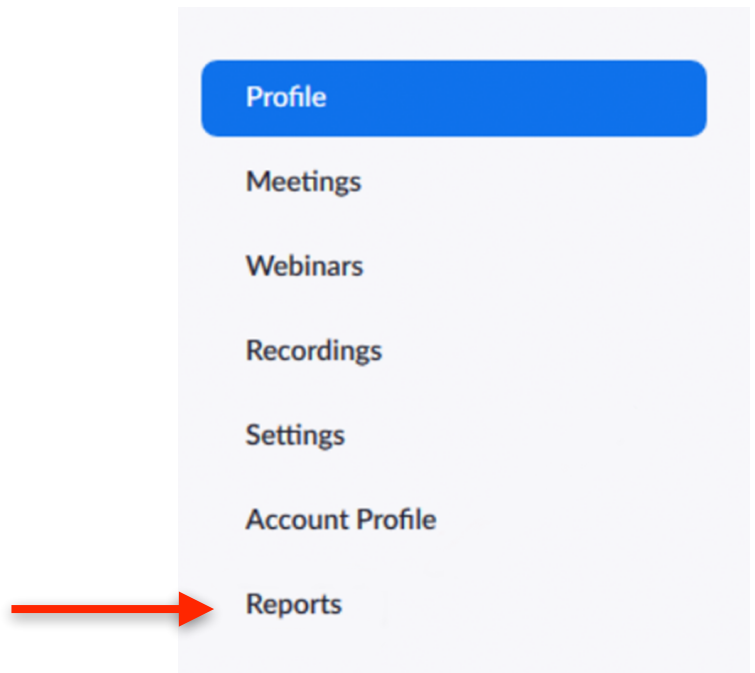


Accessing Usage Reports in Zoom

1. Open a web browser and go to tcu.zoom.us
2. Click on the button that says “Settings”
3. Log in with your TCU credentials when prompted.



4. On the left hand side of the page, towards the bottom, you will see a section labeled “Reports,” click there.

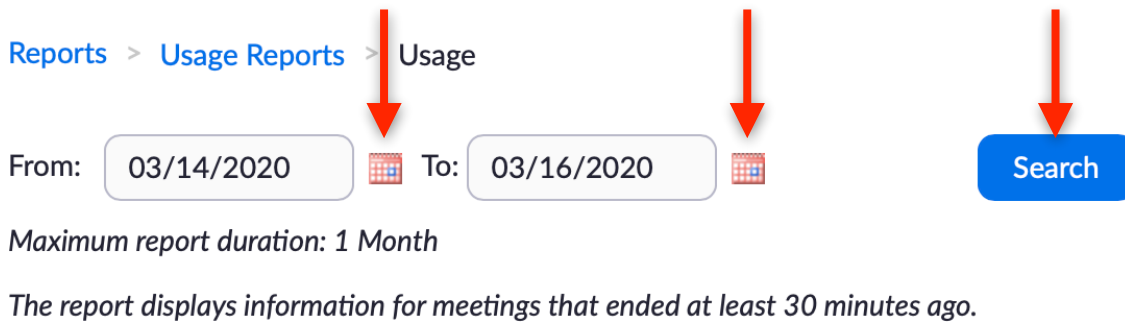


5. Click on the word “Usage” in order to view your meetings and participants.

Usage Reports

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

6. You may see some, but not all of your reports. Use the “From” and “To” sections to enter the date range of the meeting(s) you are trying to view. Then click “Search.”



7. You’ll then see a list of all of your meetings. Under the word “Participants” you will see a blue number. Click on the number that is listed with the meeting you wish to see a report for.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source	Employee Unique ID
				Information Technology		No	03/16/2020 07:51:00 AM	03/16/2020 07:51:01 AM	03/16/2020 07:56:43 AM	6	1	Zoom	
				Information Technology		No	03/14/2020 12:43:08 PM	03/16/2020 08:04:53 AM	03/16/2020 09:47:18 AM	103	56	Zoom	

8. Clicking the blue number will show you a list of everyone that joined the call. You will also see a blue button that says “Export” if you wish to export this information.

Important Notes

It is important that your participants are logging in with their TCU credentials so that their name is displayed correctly in the reports and on the call.

Before joining a zoom call, participants should visit tcu.zoom.us and download the application.

Usage Reports can be generated for meetings that have occurred within the past 12 months, but you can only view 30 days at time.

Meetings must have ended at least 30 minutes prior to when a report is generated.