

How to retrieve the attendance list for a Zoom meeting

1. Go to zoom.us using a browser (not the desktop Zoom app) and select *Sign In*.
2. Select the *Sign in with SSO* option and enter **potsdam-edu** for the domain.
3. Sign in with your regular username and password.
4. Select **Reports** from the left panel and then select **Usage**.
5. Enter the time range (1-month window) and select **Search**.
6. Find the specific session, scan over to the left, and click on the number in the **Participants** column.
7. Select the *Show unique users* checkbox for a cleaner list.
8. Select the *Export with meeting data* checkbox and select **Export** to download a .csv file.