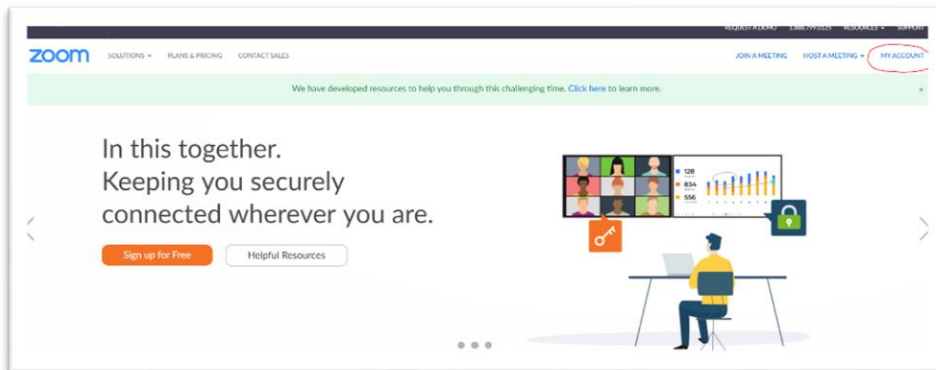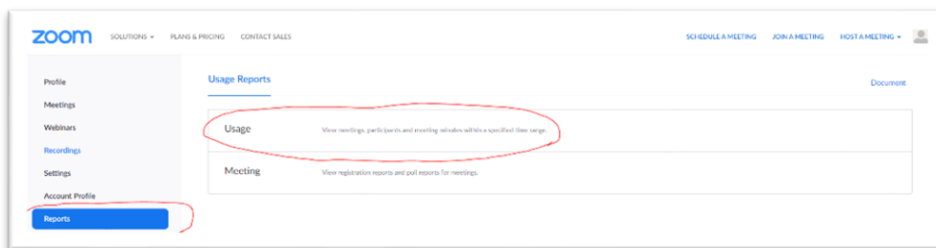# How to Generate Attendance Reports for Zoom Meetings

1. Navigate to the Zoom website at https://zoom.us/. Log in to your account.
2. Click on the 'My Account' tab at the top right of the page.

3. Click on 'Reports' on the left of the screen and then 'Usage' in the center.

4. You should now see a list of your recent meetings **(Note: meetings won't show up here until about a half hour after they have ended and will only stay on this page for a month)**

5. Click on the blue number underneath the 'Participants' column for the meeting you wish to view statistics for.
6. You will now see a list of participants like the one shown below. Exporting this list by clicking on the blue button in the top right will save a .csv file of the same information which you can keep for your records.