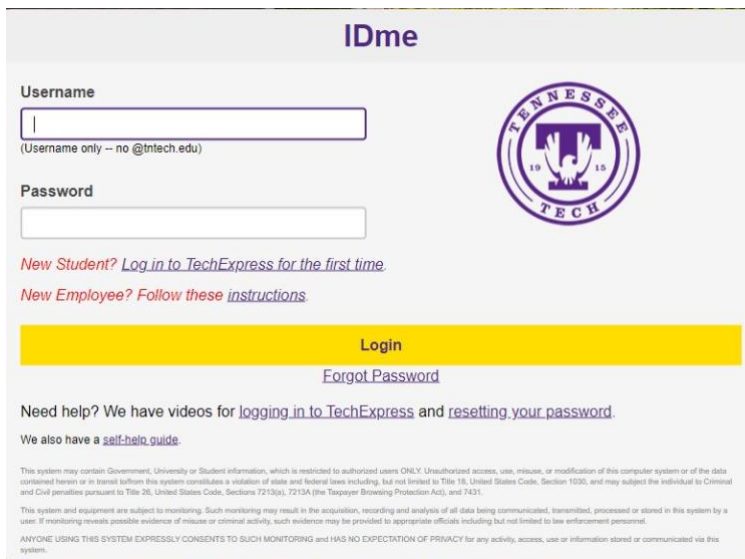This document outlines how to check and export the attendance of a Zoom meeting.

Zoom Attendance

To check and export the attendance of a Zoom meeting, follow the steps outlined.
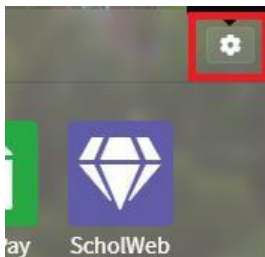
Checking Attendance

1. To access Zoom, login to Tech Express using your Username (TN Tech email without @tntech.edu) and Password.
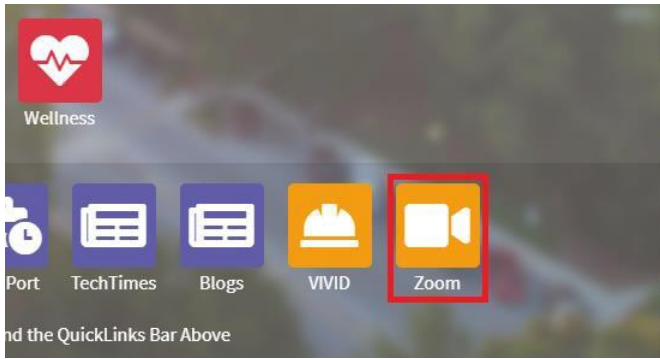

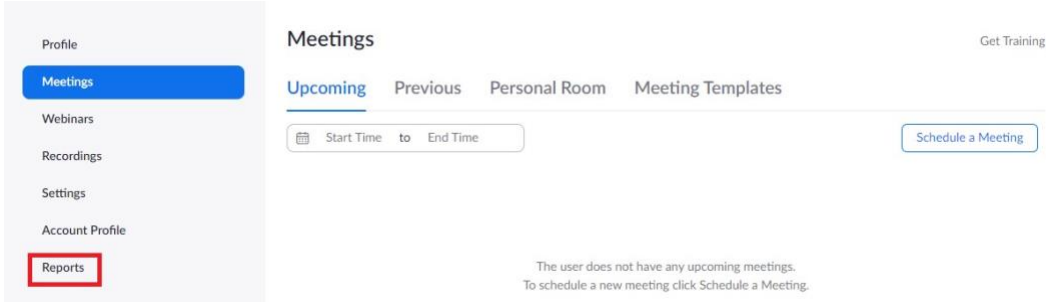2. Click on the **Zoom icon** in the *QuickLinks* toolbar.

   a. If the Zoom icon is not in your QuickLinks toolbar, click on the **gear icon** in the top right corner.
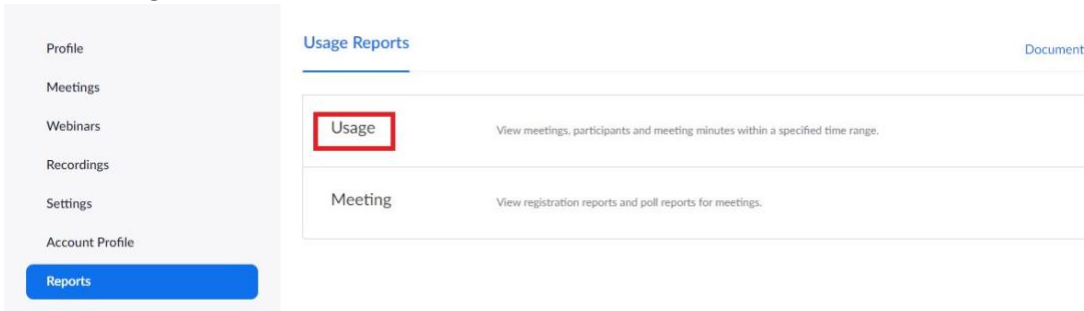

   b. Click and drag the **Zoom** icon from the dropdown to the *QuickLinks* toolbar above and release it.

3. Once on Zoom, click on **Reports** in the left hand menu.

4. Click on **Usage**.

5. Go the meeting you want to see the attendance for and click on the **number** in the *Participants* column.

6. A list of the participants will appear.

Export Attendance

1. Follow the steps to Check Attendance.
2. Once on the *Meeting Participants* page, click **Export**.

a. There are optional export settings under the *Meeting Participants* header.