Zoom How To: Running a Participant Report

UTRGV
CENTER FOR STUDENT INVOLVEMENT
STUDENT ORGANIZATIONS

Student Organizations

Center for Student Involvement

getinvolved@utrgv.edu

Getting Started

Step 4:

Select Usage.

Set the date range.

Pick the meeting you want.

Click on participants to see the participant list.

Export the report (.csv file)!

Step 5:   Save the report as:

"[ORGANIZATION NAME] Risk Management Meeting"