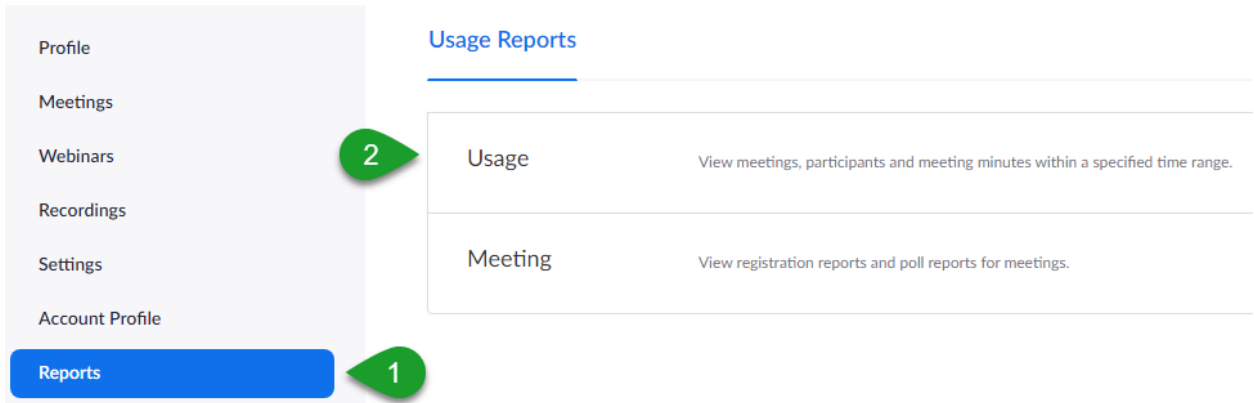# Downloading Zoom Meeting Attendance Records

This guide explains how you can download a .CSV (Microsoft Excel) file to your to computer to store attendance records. Please see the steps below:

1. Log into ConferZoom at conferzoom.org

2. On the left navigation bar, selecting **"Reports"** will display two options for **"Usage**" and **"Meeting."** Please select **"Usage."**

3. Please set the date range for the reports you wish to access and select **"Search."** Keep in mind that the maximum date range is 1 Month.

4. Locate the **"Start Time/End Time"** columns and use them to help you locate the meeting for which a report will be generated. In the "**Participants**" column, across from the appropriate start/end time, you will find a link in the form of a blue number. Click this number.

5. Once the blue number link is clicked, you will be given the options to **"export with meeting data"** and **"show unique users."** We recommend that you check both boxes. Next, select the blue "Export" button towards the top right of the window.

   Tip: the option to "show unique users" combines separate records for each participant so that there aren't duplicate name entries for the same participant.

6. Your web browser will download the CSV file to your computer. The file extension is a .CSV and can be opened with Microsoft Excel.