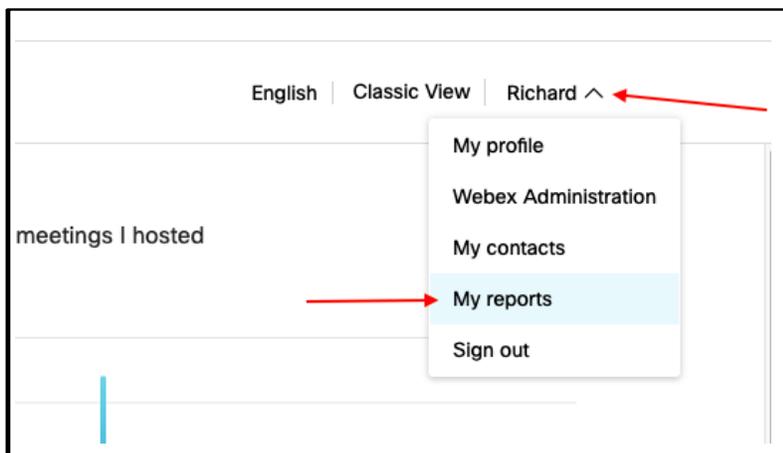


1. Go to <https://ucdhs.webex.com>
2. Click **Sign In**.
3. On the left-hand side, **Click the down Arrow** next to your name
4. Click **My Reports**.



5. Click **Usage Report**.



- Choose the date.
- Click **Display Report**.



- Click the name of the appropriate meeting to view the participants.



Example report below. It can be exported to Excel, as well.

| Session Detail Report | | | |
|--|-----------------|----------------------|----------------------|
| Session detail for "Richard Bushard's Personal Room". | | | |
| All sessions in Pacific Daylight Time (San Francisco, GMT-07:00) | | | |
| Participant 1 | | | |
| Name: | Jesse Barber | Email: | jbarber@ucdavis.edu |
| Invited: | No | Registered: | N/A |
| Date: | 3/11/20 | Start time: | 1:13 pm |
| End time: | 1:45 pm | Duration: | 33 mins |
| Company: | | Title: | |
| Phone Number: | | Address 1: | |
| Address 2: | | City: | |
| State/Province: | | Country/region: | |
| ZIP/Postal Code: | | Network joined from: | External |
| Internal Participant: | No | | |
| Participant 2 | | | |
| Name: | Richard Bushard | Email: | rbushard@ucdavis.edu |
| Invited: | No | Registered: | N/A |
| Date: | 3/11/20 | Start time: | 1:12 pm |
| End time: | 1:46 pm | Duration: | 34 mins |
| Company: | | Title: | |
| Phone Number: | 1-9167032839 | Address 1: | |
| Address 2: | | City: | |
| State/Province: | | Country/region: | 1 |
| ZIP/Postal Code: | | Network joined from: | External |
| Internal Participant: | N/A | | |
| For more detailed information, contact your site administrator. | | | |
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