How to Create a Webex Attendee Report

1. Go to https://ucdhs.webex.com
2. Click Sign In.
3. The on the left-hand side, click Insights.

4. Click View More at the top right of the Participants Graph.

5. Click Usage Report.
6. Choose the date.
7. Click Display Report.

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

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