1. Go to https://ucdhs.webex.com
2. Click Sign In.
3. The on the left-hand side, **Click the down Arrow** next to your name
4. Click My Reports.
5. Click **Usage Report**.
6. Choose the date.
7. Click **Display Report**.

![Image of Webex Meetings interface]

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

![Image of Usage Summary Report]

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

![Image of Session Detail Report]