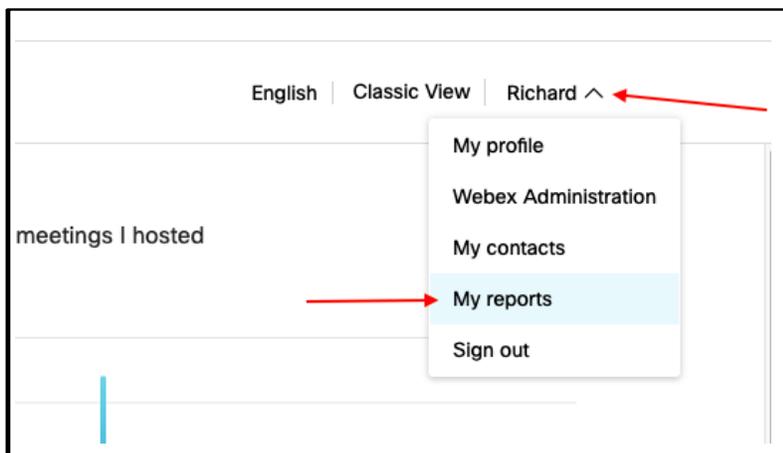1. Go to https://ucdhs.webex.com
2. Click **Sign In**.
3. The on the left-hand side, **Click the down Arrow** next to your name
4. Click **My Reports**.



5. Click **Usage Report**.

6. Choose the date.
7. Click **Display Report**.



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



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