Note: As our world comes together to slow the spread of COVID-19 pandemic, the Zoom Support Center has continued to operate 24x7 globally to support you. Please see the updated Support Guidelines (https://support.zoom.us/hc/articles/201362003) during these unprecedented times.

Important: Starting September 27, Zoom will require that all meetings have a Passcode or a Waiting Room enabled for accounts with a single licensed user, Pro accounts with 2 or more licenses, and Business accounts with 10-100 licenses. For further information, please reference our Frequently Asked Questions (https://support.zoom.us/hc/en-us/articles/360045009111).

How can we help?

Generating Meeting Reports for Registration and Polling

Overview

If your Zoom meeting has registration (https://support.zoom.us/hc/en-us/articles/211579443) or polling (https://support.zoom.us/hc/en-us/articles/213756303) enabled, you can generate a registration or polling report for further analysis.

The registration report contains the following information of registered participants:

- First and last name
- Email address
- Date and time of registration
- Approval status

The polling report contains the following information of participants that answered a poll question:

- Username and email address
- Date and time they submitted their answer
- The poll question and the participant's answer

Note:

- Meeting reports are automatically deleted 30 days after the scheduled date. This is also when the meeting is removed the from the **Previous Meetings** (https://zoom.us/meeting?type=previous) page in the web portal.
- If you delete a meeting from your **Meetings** (https://zoom.us/meeting) list in the web portal, you cannot generate reports for that meeting. You can still download any reports you generated before deleting the meeting.
- You should generate meeting reports after your meeting has ended. If generated a report before starting the meeting, you should re-generate the report to obtain the data collected during the meeting.

Prerequisites

- Host of the meeting, role (https://support.zoom.us/hc/en-us/articles/115001078646-Role-Based-Access-Control) with Usage Reports enabled, Account Admin (https://support.zoom.us/hc/en-us/articles/201363253-Account-Management) or Owner
- Pro, API Partner, Business or Education plan

Polling for meetings (/hc/en-us/related /click?data=BAh7CjobZGVzdGluYXRpb25f...)

Setting up registration for a meeting (/hc/en-us/related /click?data=BAh7CjobZGVzdGluYXRpb25f...)

Getting started with reports (/hc/en-us/related /click?data=BAh7CjobZGVzdGluYXRpb25f...)

Managing Breakout Rooms (/hc/en-us/related /click?data=BAh7CjobZGVzdGluYXRpb25f...)

Frequently asked questions for admins (/hc/en-us/related /click?data=BAh7CjobZGVzdGluYXRpb25f...)

Instructions

1. Sign in to the Zoom web portal.

2. Navigate to **Account Management** > **Reports** (https://zoom.us/account/report/).

3. In the **Usage Reports** tab, click **Meeting**.

Meeting	View registration reports and poll reports for meetings.

A list of upcoming and previous meetings will be generated. You can search by time range or by meeting ID.

4. Next to **Report Type**, select the **Registration Report** or **Poll Report**.

Meeting Report   Report Queue

Report Type   ◯ Registration Report ◉ Poll Report

Search by time range ▾   From: 05/07/2019   To: 05/08/2019   Search

Maximum report duration: 1 Month

5. In the drop-down menu below **Report Type**, select one of these options:

   - **Search by time range**: Select a time range then click **Search**.
   - **Search by meeting ID**: Enter the meeting ID and click **Search**.

6. Click **Generate** in the last column. You can also use the check boxes to select multiple meeting then click **Generate** at the top.

	Scheduled Time	Topic	Meeting ID	
☐	05/08/2019 14:00:00	1:1 The Director	492-740-906	Generate

Zoom will redirect you to the **Report Queues** tab where you can download the report as a CSV file.

Report Type	Scheduled Time	Start Time	Topic	Meeting ID	Generate Time	
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24			2017-08-26 11:55:24	Download
Poll Report	2017-08-26 10:30:00	2017-08-26 10:53:19			2017-08-26 11:47:40	Download
Poll Report	2017-08-26 12:00:00	2017-08-26 11:32:24			2017-08-26 11:35:50	Download

Was this article helpful?   👍   👎   (/hc/en-us/signin?return_to=https%3A%2F%2Fsupport.zoom.us...Polling)

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