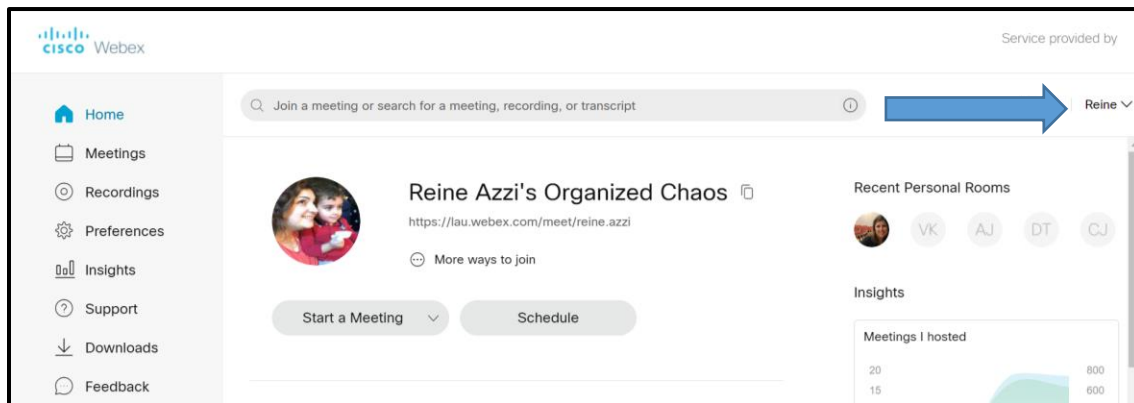


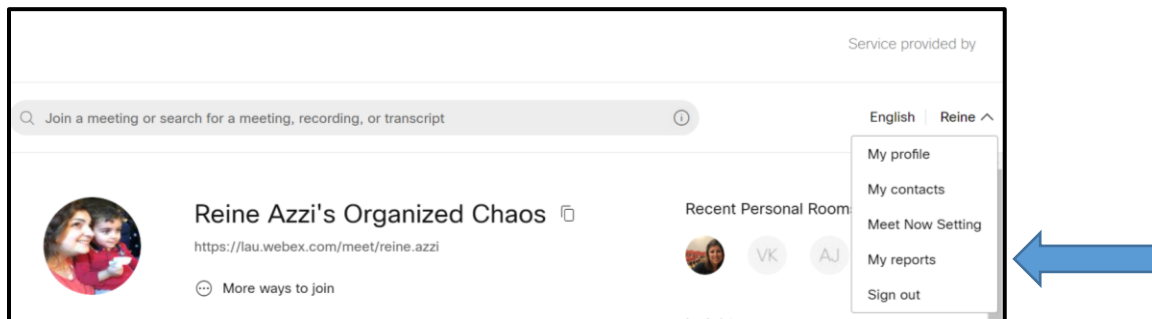
# Taking Attendance on Webex

1. Go to the website [signin.webex.com](https://signin.webex.com) and enter your LAU credentials.

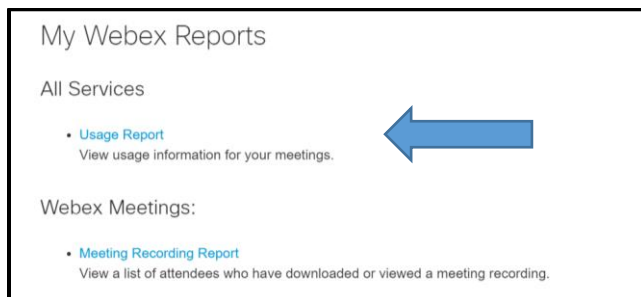
2. From the homepage, click on your name on the top right menu.



3. Click on 'My Reports'.



4. This will take you to a new page. Click on 'Usage Reports'.




5. Choose the date range and then click 'Display Reports'.

### Usage Report

View usage, such as attendance, duration, and more across all your meetings.  
**Note:** You can generate a report for any dates up to three months prior to today.

**From:** September 13 2020  
**To:** September 19 2020  
**Topic:** (optional)  
**Sort results by:** Date Display Report

6. Choose the meeting/event you want to access and click on the title under 'topic'.



Topic	Meeting Type	Date	Start time
<a href="#">Reine Azzi's Organized Chaos</a>	PRO	9/18/20	10:29 pm
<a href="#">Reine Azzi's Organized Chaos</a>	PRO	9/18/20	4:30 pm
<a href="#">Reine Azzi's Organized Chaos</a>	PRO	9/18/20	2:01 pm
<a href="#">Reine Azzi's Organized Chaos</a>	PRO	9/18/20	1:00 pm
<a href="#">ENG 212 - Section 13</a>	PRO	9/18/20	10:55 am
<a href="#">Reine Azzi's Organized Chaos</a>	PRO	9/17/20	8:29 pm
<a href="#">ENG 202 - Section 18</a>	PRO	9/17/20	12:25 pm
<a href="#">ENG 102 - Section 23</a>	PRO	9/17/20	9:25 am

Note: That should give you access to your meeting report. If you access the report directly after the Webex meeting, you will have a preliminary version with only participant names and emails. Once you wait a couple of hours, you should be able to access the detailed report.

### Session Detail Report

Session detail for 'ENG 212 - Section 13':  
All sessions in Greece Summer Time (Athens, GMT+03:00)

Printer-friendly Format Export Report

Page: 1 2

<b>Participant 1</b>			
Name:	Firas	Email:	firas
Invited:	No	Registered:	N/A
Date:	9/18/20	Start time:	11:08 am
End time:	11:57 am	Duration:	50 mins
Company:		Title:	
Phone Number:		Address 1:	
Address 2:		City:	
State/Province:		Country/region:	
ZIP/Postal Code:		Network joined from:	External
<b>Participant 2</b>			