**Taking attendance in Zoom**

**Be sure to set up your meeting with:**

Only authenticated users can join" box, and then selecting the "UNC Zoom SSO" option below that. This will ensure that everyone joining your meeting is A. UNC-affiliated, and B. using their SSO licensed Zoom account.

**After the meeting:**

Sign into zoom.unc.edu and choose reports.

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Click **Usage**.  
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Click the blue, hyperlinked number under the **Participants** column**.**  
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You will now see your meeting's attendance report. If you wish, you can press the blue **Export** button to save this information to your device.A screenshot of a cell phone

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