

# View and export attendees

You view and export attendees only for past meetings, which can be found under the **Expired** tab. Move-over the ellipsis, and you can locate the following options:

- **Export Participants**
- **View Participants**

Conferencing

Upcoming Expired

Please click on the sync icon of the meeting if you have made changes through the Zoom portal.

Meeting Name	Date & Time	Duration (HH:MM)	Status
Online Consultation	24 Mar 2020 11:00 pm		

Export Participants

When you export attendees, you will get an excel file report that shows who attended the meeting.