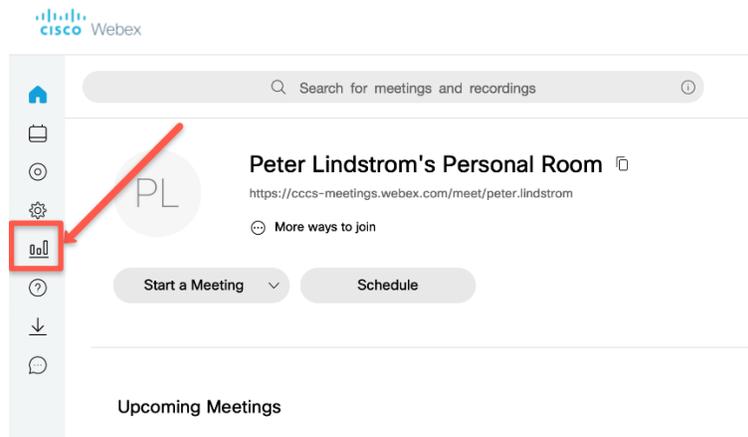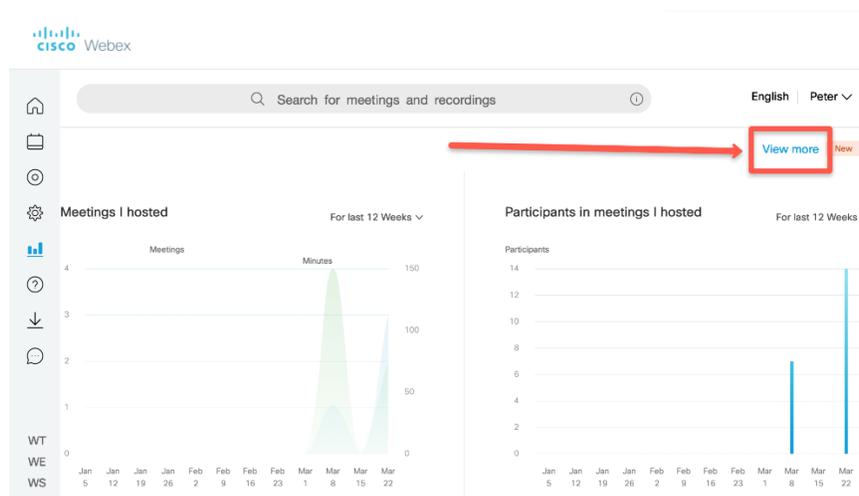# How to Check Attendance in WebEx Sessions
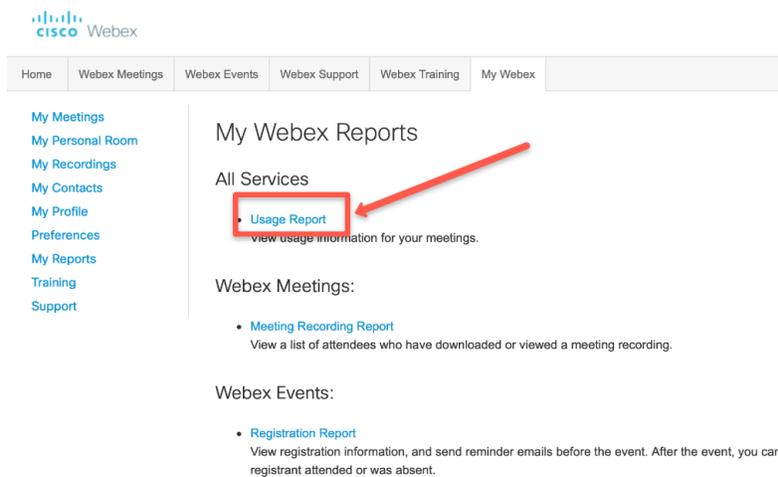
1. Click on the Analytics Icon

2. Click on the View More link

3. Select Usage Report

4. Enter appropriate time window for WebEx sessions

5. Select WebEx session in which you want an attendance record

6. Click Export Report and export it as a .csv file for usability