
Virtual Annual Meetings

Flexibility and Patience

Tuning in to the Details of Virtual Annual Meeting

Think Creatively:

- Be thinking about something fun
- Make room for and invite conversation
- Take a break after worship
- Factor in Zoom fatigue

Adjust your schedule:

- One month (or more) out:
 - Remind your Vestry members and choose the best venue to include the most people
 - Request annual reports turned in early
- Two weeks out:
 - Announcement of Annual Meeting via worship services and email

- Assemble your packets early
 - Seven to ten days out:
 - Annual Report Packets sent via email and regular mail, if requested.
 - Week before:
 - Reach out to those who won't attend virtually.
 - Decide if you will be sharing your screen.
 - Day of:
 - Don't forget to open your polls at the start of worship.
 - Don't forget to certify your voters at the start of the meeting and do a sample poll - it really helps people feel better
 - Plan something FUN!
-

Polling in Zoom

Polling in Zoom

Advantages of using the Polling feature

- Our participants really found it to be FUN!
 - Increases interaction and participation.
 - As you are conducting the Poll, the host can see the percentage of voters who have submitted votes.
 - You can add your questions ahead of time AND during the meeting.
 - Zoom produces a polling report after the meeting that you can include with your minutes.
 - You can account for and include multiple voters who are logged in with the same device.
 - You are able to tally votes in real-time, and announce results rather than waiting for email or mail-in votes to be counted.
-

Practical How-to's

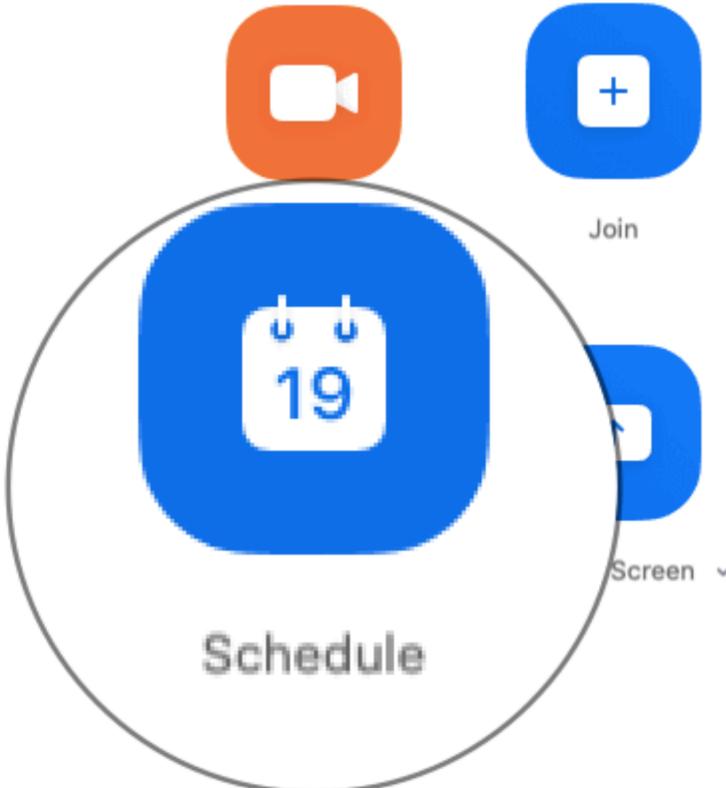
Scheduling a Meeting and Setting up Polls

The Practical How-To's

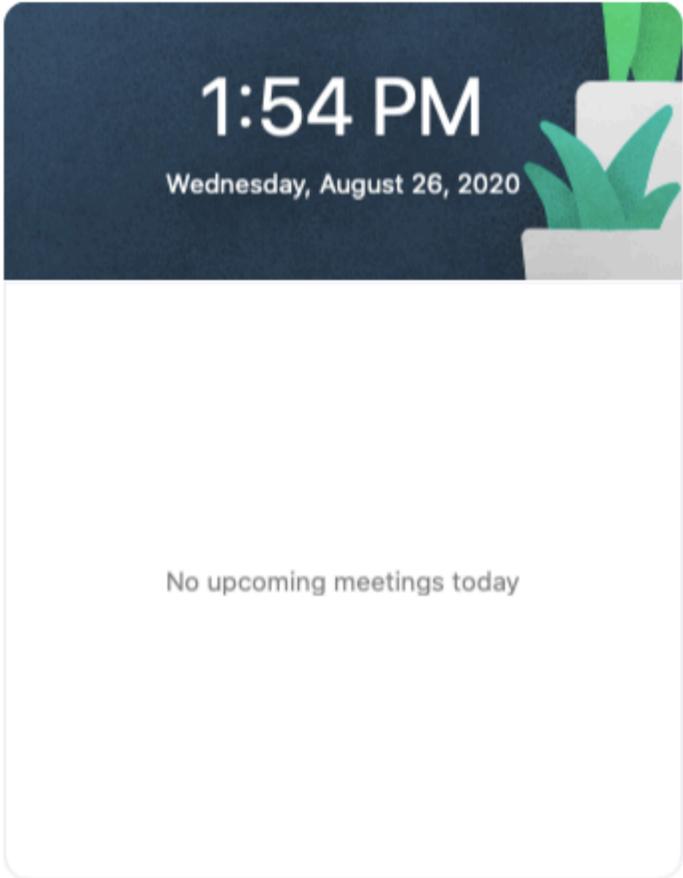
Scheduling your Annual Meeting
And
Setting up the Polls

Scheduling your meeting and setting up the Polls

Your ZOOM homepage



Click on the icon to schedule your annual meeting in Zoom



Scheduling your meeting and setting up the Polls

Schedule Meeting

Topic
Virtual Annual Meeting

Date
8/27/2020 11:00 AM to 8/27/2020 12:00 PM
 Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 771 925 6254

Password
 Require meeting password 178290

Video
Host On Off Participants On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 iCal Google Calendar Other Calendars

Advanced Options

Scheduling your meeting and setting up the Polls

The screenshot displays the Zoom web interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings, and Contacts, along with a search bar and a user profile icon labeled 'LB'. Below the navigation bar, the text 'Your ZOOM homepage' is visible. On the right side, a settings gear icon is highlighted with a red arrow and the text 'Click here to access settings'. The main content area features four primary action buttons: 'New Meeting' (orange icon with a camera), 'Join' (blue icon with a plus sign), 'Schedule' (blue icon with a calendar showing '19'), and 'Share Screen' (blue icon with an upward arrow). To the right of these buttons is a meeting card for a meeting at 2:30 PM on Wednesday, August 26, 2020. The card indicates 'No upcoming meetings today'.

Scheduling your meeting and setting up the Polls

The screenshot shows the Zoom Settings application window. On the left is a sidebar with various settings categories: General (selected), Video, Audio, Share Screen, Chat, Virtual Background, Recording, Profile, Statistics, Feedback, Keyboard Shortcuts, and Accessibility. The main area is titled 'Settings' and contains the following options:

- Use dual monitors [?]
- Enter full screen when starting or joining a meeting
- Copy invite link when starting a meeting
- Ask me to confirm when I leave a meeting
- Show my meeting duration
- Add Zoom to macOS menu bar
- Stop my video and audio when my display is off or screen saver begins
- Remind me minutes before my upcoming meetings

Theme

- Light
- Dark
- Use System Setting

Reaction Skin Tone

👍 👏 👏 👏 👏 👏

[View More Settings](#)

Click Here to access additional settings on your Zoom account ←

Scheduling your meeting and setting up the Polls

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

Important Notice Starting Sept. 27th, 2020, all meetings must have either a Waiting Room or Passcode enabled. Click [here](#) for more information. ✕

New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#). ✕

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

- > User Management
- ▾ Room Management
 - Zoom Rooms
 - Calendar Integration

Meeting Recording Telephone

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Security

Waiting Room Modified [Reset](#)

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Require a passcode when scheduling new meetings Modified [Reset](#)

A passcode will be generated when scheduling a meeting and

Click here

Scheduling your meeting and setting up the Polls

The image shows a screenshot of the Zoom settings page, specifically the 'In Meeting (Basic)' section. The page has a white header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. A user profile icon is in the top right. The main content area is divided into a left sidebar with menu items: Security, Schedule Meeting, In Meeting (Basic) (highlighted in blue), In Meeting (Advanced), Email Notification, and Other. The main content area lists several settings, each with a description and a toggle switch. The 'Polling' setting is highlighted with a red arrow pointing to its toggle switch, which is also labeled 'Toggle Switch' in red text. Another red arrow points from the text 'Scroll to here and make sure that this toggle switch is turned on' to the 'Polling' setting. The 'Polling' setting is currently turned on. Other settings include 'Feedback to Zoom' (on), 'Display end-of-meeting experience feedback survey' (off), 'Co-host' (on), 'Always show meeting control toolbar' (off), and 'Show Zoom windows during screen share' (off). 'Modified' and 'Reset' links are visible next to the 'Co-host' and 'Polling' settings.

Zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Feedback to Zoom

Add a Feedback tab to the Windows Settings or Mac Preferences dialog, and also enable users to provide feedback to Zoom at the end of the meeting

Display end-of-meeting experience feedback survey

Display a thumbs up/down survey at the end of each meeting. If participants respond with thumbs down, they can provide additional information about what went wrong. ⓘ

Co-host Modified [Reset](#)

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.

Polling Modified [Reset](#)

Add 'Polls' to the meeting controls. This allows the host to survey the attendees. ⓘ

Always show meeting control toolbar

Always show meeting controls during a meeting ⓘ

Show Zoom windows during screen share

Scroll to here and make sure that this toggle switch is turned on

Toggle Switch

Certification of Voters

Certifying Your Voters

At the start of the Business Portion of Your Annual Meeting, it is important to certify your voters.

Canons & Constitution of CNY, Canon V, section 1(i):

“The qualified voters at any election or special meeting of a parish shall be those persons of full age belonging to the parish, who have been baptized and are regular attendants at worship and contributors to its support for at least twelve months prior to such election or special meeting.”

Establish certification of Voters to be recorded in the minutes.

- If you are planning to ask each Voter to sign in on separate devices: Ask each participant to say aloud the name displayed on their Zoom participant window; provide their full name; and certify if they are eligible to be vote as a certified Voter according to the Canons.
- If you are allowing multiple Voters to sign in on one device: Ask each Zoom participant to say aloud the name displayed on their Zoom participant window; and then have them denote: Voter 1: Full name; certify eligibility. Voter 2: Full name; certify eligibility; Voter 3: Full name; certify eligibility.

Practical How-to's

Setting up the Polls for One Voter per Device

The Practical How-To's

Setting up the Polls for one voter
to be signed in on one device.

Sample Poll #1

Sample Poll #1



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



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PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

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> Account Management

> Advanced

Meetings

Get Training

Upcoming

Previous

Personal Room

Meeting Templates

Start Time to End Time

Schedule a Meeting

Tomorrow

11:00 AM - 12:00 PM

Virtual Annual Meetings

Meeting ID: 835 7088 3685

Start

Edit

Click on the title of your meeting to access the settings for your polls

Recurring

Recurring

TOTT meeting

Meeting ID: 885 7912 6306

Recurring

Bible Study

Sample Poll #1

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES Participant Off SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

[Attend Live Training](#)
[Video Tutorials](#)
[Knowledge Base](#)

Audio Telephone and Computer Audio
Dial from United States of America

Meeting Options

- × Enable join before host
- ✓ Mute participants upon entry 
- × Only authenticated users can join
- × Automatically record meeting

[Delete this Meeting](#) Save as a Meeting Template [Edit this Meeting](#) [Start this Meeting](#)

Poll Live Streaming

You have not created any poll yet. [Click here to add questions ahead of time for your meeting.](#)  [Add](#)

Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)

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Language
[English ▾](#)

Sample Poll #1

This format assumes that you will require each participant to log in on separate devices.

You will need to select single choice so that each voter can submit only one vote.



Edit Poll 1

Sample Question #1

Anonymous? ?

1.

Do you like ice cream?

233

Single Choice Multiple Choice

Voter 1: Yes

Voter 1: No

Voter 1: Abstain

Answer 4 (Optional)

Answer 5 (Optional)

Answer 6 (Optional)

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Answer 10 (Optional)

MEETING JOIN A MEETING HOST A MEETING

Edit this Meeting

Start this Meeting

Anonymous

Edit

Delete

Add

Practical How-to's Allowing more than 1 Voter per Device

The Practical How-To's

Allowing more than one voter to sign in on the same device.

Sample Poll #2

Sample Poll #2



SOLUTIONS ▾

PLANS & PRICING

CONTACT SALES

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



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Personal Room

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Start Time to End Time

Schedule a Meeting

Tomorrow

11:00 AM - 12:00 PM

Virtual Annual Meetings

Meeting ID: 835 7088 3685

Start

Edit

Click on the title of your meeting to access the settings for your polls

Recurring

Recurring

TOTT meeting

Meeting ID: 885 7912 6306

Recurring

Bible Study

Sample Poll #2



- Attend Live Training
- Video Tutorials
- Knowledge Base

| | | |
|-----------------|-------------------------------------|-----|
| Video | Host | Off |
| | Participant | Off |
| Audio | Telephone and Computer Audio | |
| | Dial from United States of America | |
| Meeting Options | × Enable join before host | |
| | ✓ Mute participants upon entry | |
| | × Only authenticated users can join | |
| | × Automatically record meeting | |

Lisa Busby LICENSED
lisajbusby@gmail.com

SIGN OUT

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting

Poll Live Streaming

You have created 2 polls for this meeting.

| Title | Total Questions | Anonymous | |
|-----------------------------|-----------------|-----------|--------------------|
| ▼ Poll 1:Sample Question #1 | 1 question | No | <p>Edit Delete</p> |

Go back to your settings page and add another poll or edit the previous one



Add

Sample Poll #2

This option assumes that you will allow multiple family members to sign in on one device.

Be sure to check multiple choice so that each voter can participate.

When polling, remind all voters (Voters 1, 2, 3) to make their choice, before they click **SUBMIT**

Sample Question #2

Anonymous? ?

1.

Do you enjoy chocolate?

Single Choice Multiple Choice

Voter 1: YES

Voter 1: NO

Voter 1: ABSTAIN

Voter 2: YES

Voter 2: NO

Voter 2: ABSTAIN

Voter 3: YES

Voter 3: NO

Voter 3: ABSTAIN

Answer 10 (Optional)

Delete

MEETING JOIN A MEETING HOST A MEETING

Edit this Meeting

Start this Meeting

Add

Anonymous

Edit

Delete



Practical How-To's

Adding a Poll during the Meeting

The Practical How-To's

Adding a poll during the meeting.

Approval of Minutes

Adding a Poll during the Meeting

Poll 1: Sample Question #1 Edit

Poll closed 0 voted

1. Do you like ice cream?

| | |
|----------------|--------|
| Voter 1: Yes | (0) 0% |
| Voter 1: No | (0) 0% |
| Voter 1: Absta | (0) 0% |

Share Results Re-launch Poll 1

To add a poll during a meeting, click on the Edit button and you will be redirected to the Zoom settings page in your browser

Lisa Richv

Mute Stop Video Security Participants Chat Share Screen Polling Record Breakout Rooms Reactions More End

Adding a Poll during a Meeting

zoom

Adding Polls
during a
meeting

Edit M

You have create

Title

▼ Poll 1:Sam

▼ Poll 2:Sam

▼ Poll 3:App

Edit Poll 3

×

Approve Meeting Minutes

Anonymous? ?

1.

Motion to approve Annual Meeting Minutes from 2019.

Single Choice Multiple Choice

Voter 1: Yes

Voter 1: No

Voter 1: Abstain

Voter 2: Yes

Voter 2: No

Voter 3: Abstain

Answer 7 (Optional)

Answer 8 (Optional)

Answer 9 (Optional)

Add

Poll is ended

Poll is ended

Delete

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Practical How-To's Launching the Poll during the Meeting

The Practical How-To's

Launching the Poll

Sample Poll #2

Launching the Poll

Polls

Poll 2: Sample Question #2 ▼ ✎ Edit

1. Do you enjoy chocolate?

Voter 1: YES

Voter 1: NO

Voter 1: ABSTAIN

Voter :

Voter :

Voter :

Voter 3: YES

Voter 3: NO

Voter 3: ABSTAIN

[Launch Poll](#)



Click here to launch poll.

Launching the Poll

The screenshot shows a poll interface with the following elements:

- Header: "Polls" (title), "Sample Question #2 in Progress" (question title), and "00:00:06" (timer).
- Status bar: "Attendees are now viewing questions" and "0 of 0 (0%) voted".
- Question: "1. Do you enjoy chocolate?(Multiple Choice)".
- Voter 1: YES (0/0) 0%
- Voter 1: NO (0/0) 0%
- Voter 1: ABSTAIN (0/0) 0%
- Voter 2: YES (0/0) 0%
- Voter 2: NO (0/0) 0%
- Voter 2: ABSTAIN (0/0) 0%
- Voter 3: YES (0/0) 0%
- Voter 3: NO (0/0) 0%
- Bottom button: "End Poll"

Verify that all of your votes are in.

You will know this based on the actual number of "Participants" who are voting. This number will not be the same as actual voters. (i.e. you have 5 participants, and each have two voters. You should have 5 out of 5).

Click here to end poll.

Launching the Poll

Polls

Poll 2: Sample Question #2 ▼ ✎ Edit

Poll closed 0 voted

1. Do you enjoy chocolate?(Multiple Choice)

| | |
|------------------|----------|
| Voter 1: YES | (0/0) 0% |
| Voter 1: NO | (0/0) 0% |
| Voter 1: ABSTAIN | (0/0) 0% |
| Voter 2: YES | (0/0) 0% |
| Voter 2: NO | (0/0) 0% |
| Voter 2: ABSTAIN | (0/0) 0% |
| Voter 3: YES | (0/0) 0% |
| Voter 3: NO | (0/0) 0% |

[Share Results](#) [Re-launch Poll 2](#)



Click here to share results with group.

After the Meeting: Accessing the Poll Report

Accessing the Poll Report

The screenshot displays the Zoom web application interface. At the top, the Zoom logo is on the left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES' are in the center. On the right, there are links for 'REQUEST A DEMO', '1.800.771.3726', 'RESOURCES', and 'SUPPORT'. Below the navigation bar, there are two green notification banners. The first banner states: 'Important Notice Starting Sept. 27th, 2020, all meetings must have either a Waiting Room or Passcode enabled. Click [here](#) for more information.' The second banner states: 'New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#).' The main content area is titled 'Meetings' and includes a 'Get Training' link. Below the title are tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. A search bar with a calendar icon and the text 'Start Time to End Time' is present, along with a 'Schedule a Meeting' button. The 'Upcoming' tab is active, showing a list of meetings. The first meeting is scheduled for 'Tomorrow' at '11:00 AM - 12:00 PM' and is titled 'Virtual Annual Meetings' with Meeting ID: 835 7088 3685. The second meeting is a 'Recurring' meeting titled 'TOTT meeting' with Meeting ID: 885 7912 6306. On the left sidebar, under the 'PERSONAL' section, the 'Meetings' menu item is highlighted in blue, and a black arrow points to it.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.800.771.3726 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

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PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Meetings Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time Schedule a Meeting

Tomorrow

11:00 AM - 12:00 PM **Virtual Annual Meetings**
Meeting ID: 835 7088 3685

Recurring

Recurring **TOTT meeting**
Meeting ID: 885 7912 6306

Accessing the Poll Report

REQUEST A DEMO 1.800.771.3726 RESOURCES SUPPORT



SOLUTIONS

PLANS & PRICING

CONTACT SALES

view the new enhancements for ensuring the security and privacy of your

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING



PERSONAL

Profile

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ADMIN

> User Management

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Account Settings

Billing

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Get Training

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Personal Room

Meeting Templates

Start Time to End Time

Schedule a Meeting

Tomorrow

11:00 AM - 12:00 PM

Virtual Annual Meetings

Meeting ID: 835 7088 3685

Recurring

Recurring

TOTT meeting

Meeting ID: 885 7912 6306

Recurring

Bible Study

Meeting ID: 889 6889 6206

Recurring

St John's Vestry Meeting

Meeting ID: 875 2198 0773



Accessing the Poll Report

The screenshot displays the Zoom Admin console interface. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING are on the right. Below the logo, the 'Usage Reports' and 'User Activity Reports' sections are visible. The left sidebar contains a navigation menu with categories: Profile, Meetings, Webinars, Recordings, Settings, ADMIN, and Reports (highlighted in blue). An arrow points to the 'Recording Management' item in the sidebar. The main content area shows a list of report types with their descriptions:

| | |
|-----------------|--|
| Daily | Show daily number of new users, meetings, participants and meeting minutes in a month. |
| Active Hosts | View meetings, participants and meeting minutes within a specified time range. |
| Inactive Hosts | Show the users who are not active during a period. |
| Upcoming Events | View upcoming meetings and webinars. |
| Meeting | View registration reports and poll reports for meetings. |
| Cloud Recording | View detailed information about cloud storage usage by host. |
| Remote Support | View in-meeting support sessions during a certain period. |

At the bottom of the page, a note states: "If a participant requests removal of their personal information from your account, please go to [Delete Participant's Personal Data](#)".

Accessing the Poll Report

The screenshot displays a web application interface with a left-hand navigation menu and a main content area. The navigation menu is divided into two sections: PERSONAL and ADMIN. The PERSONAL section includes Profile, Meetings, Webinars, Recordings, and Settings. The ADMIN section includes User Management, Room Management, Account Management (which is expanded), Account Profile, Account Settings, Billing, Recording Management, and IM Management. The 'Reports' option at the bottom of the navigation menu is highlighted in blue. A red arrow points from the '1) Click on Reports' instruction to this highlighted button. The main content area has two tabs: 'Usage Reports' (selected) and 'User Activity Reports'. A 'Document' link is visible in the top right corner. Below the tabs is a table listing various report types with their descriptions. A red arrow points from the '2) Click on Meeting' instruction to the 'Meeting' row in the table. At the bottom of the page, there is a footer note and a blue chat icon.

| Usage Reports | User Activity Reports | Document |
|-----------------|--|----------|
| Daily | Show daily number of new users, meetings, participants and meeting minutes in a month. | |
| Active Hosts | View meetings, participants and meeting minutes within a specified time range. | |
| Inactive Hosts | Show the users who are not active during a period. | |
| Upcoming Events | View upcoming meetings and webinars. | |
| Meeting | View registration reports and poll reports for meetings. | |
| Cloud Recording | View detailed information about cloud storage usage by host. | |
| Remote Support | View in-meeting support sessions during a certain period. | |

If a participant requests removal of their personal information from your account, please go to [Delete Participant's Personal Data](#)

Accessing the Poll Report

The screenshot shows the Zoom web interface. The browser address bar displays `us02web.zoom.us`. The top navigation bar includes links for `REQUEST A DEMO`, `1.888.799.5926`, `RESOURCES`, and `SUPPORT`. The Zoom logo and navigation menu are visible. The left sidebar shows the `PERSONAL` section with options like `Profile`, `Meetings`, `Webinars`, `Recordings`, and `Settings`. The main content area shows the `Meeting Report` section with a `Report Queue` tab. The `Report Type` dropdown is set to `Poll Report`. The `Search by time range` dropdown is set to `From: 08/02/2020` and `To: 08/26/2020`. The `Maximum report duration` is set to `1 Month`. A `Search` button is visible. The `Total: 18` results are shown. The `Document` link is visible in the top right corner.

1) Click on Poll Report

2) Enter Date of your meeting

Click Search

Accessing the Poll Report

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾ 

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- < Account Management
- Account Profile
- Account Settings
- Billing
- Recording Management
- IM Management

Reports > Usage Reports > Meeting Document

Meeting Report Report Queue

Report Type Registration Report Poll Report

Search by time range ▾ From:  To: 

Maximum report duration: 1 Month

Total: 18

| <input type="checkbox"/> | Scheduled Time | Start Time | Topic | Meeting ID | Attendees | |
|--------------------------|------------------------|------------------------|-----------------------------------|---------------|-----------|--------------------------|
| <input type="checkbox"/> | 08/01/2020 08:26:00 AM | 08/05/2020 09:24:46 AM | Sunday Worship and Morning Prayer | 825 7424 5257 | 5 | Generate |
| <input type="checkbox"/> | 06/25/2020 12:57:00 PM | 08/04/2020 01:01:17 PM | Spiritual Direction | 820 1529 2624 | 2 | Generate |
| <input type="checkbox"/> | 08/01/2020 08:26:00 AM | 08/02/2020 09:06:28 AM | Sunday Worship and Morning Prayer | 825 7424 5257 | 60 | Generate |

Total: 18

**Find the Correct Meeting Date, click Generate.
Note: Zoom tracks the # of Attendees (which equals participants, not necessarily voters)**



Poll Report

Questions???
