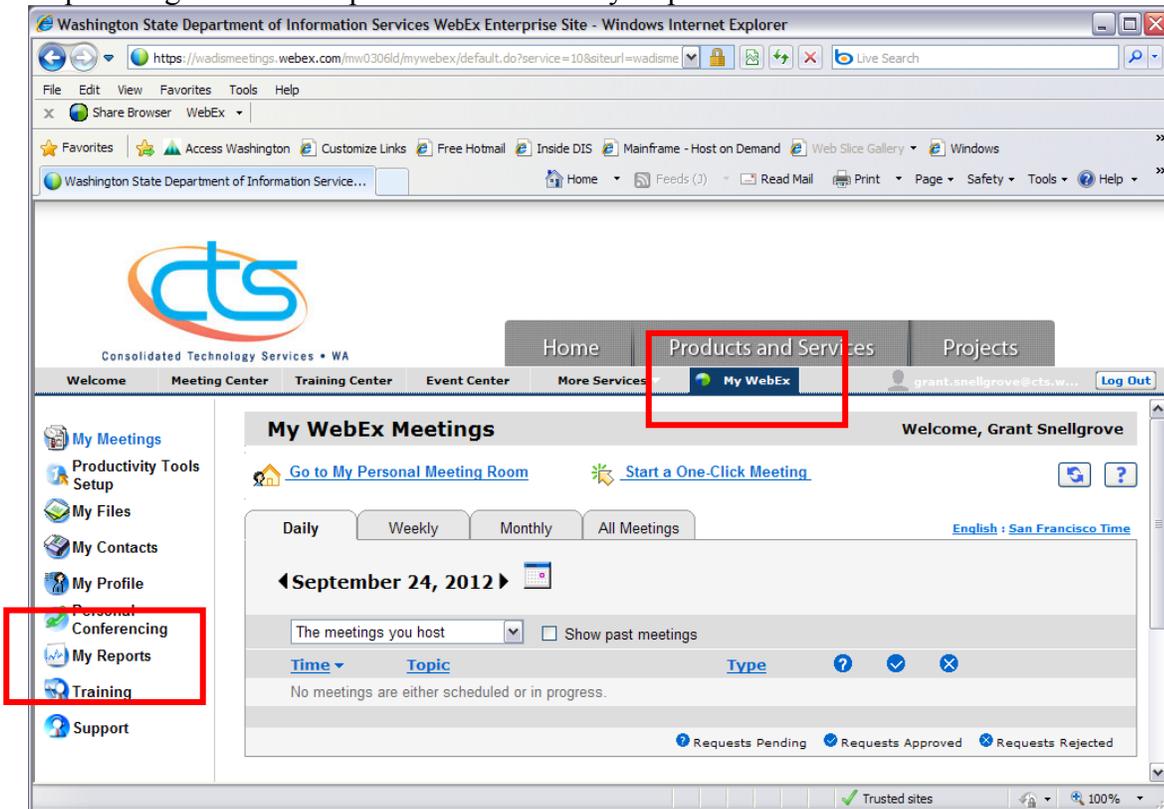
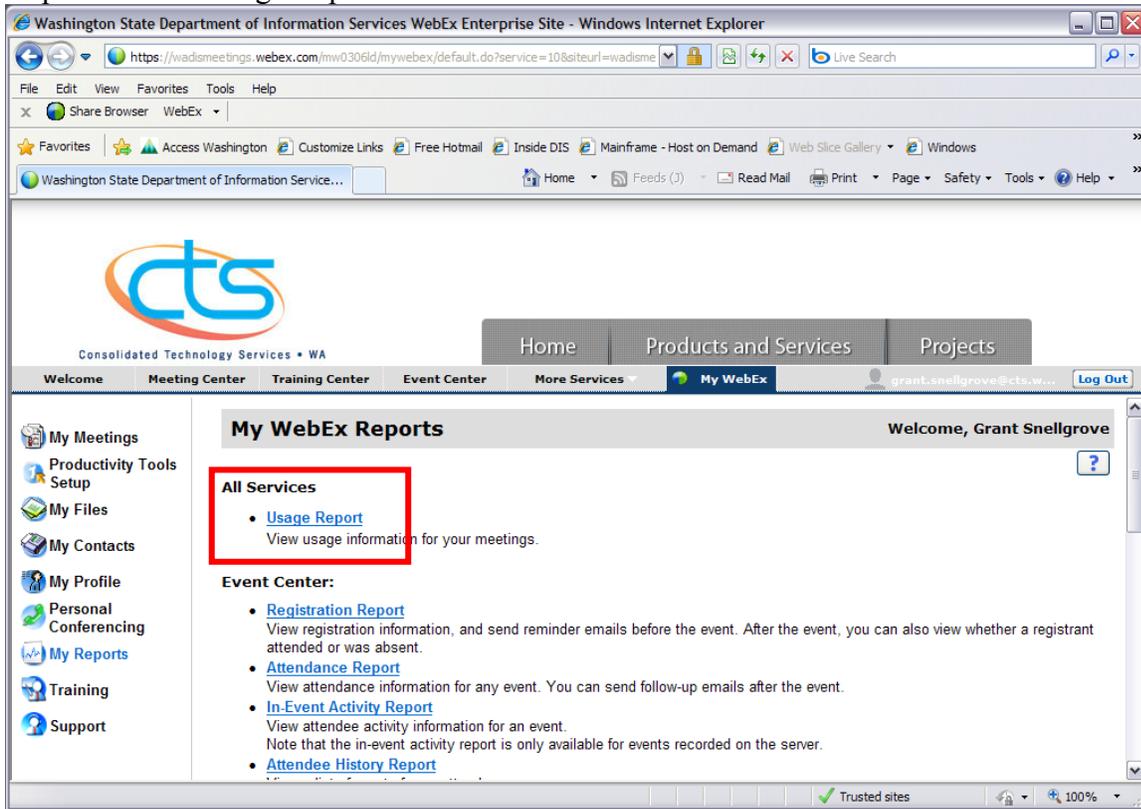


HOW TO PULL USAGE REPORTS

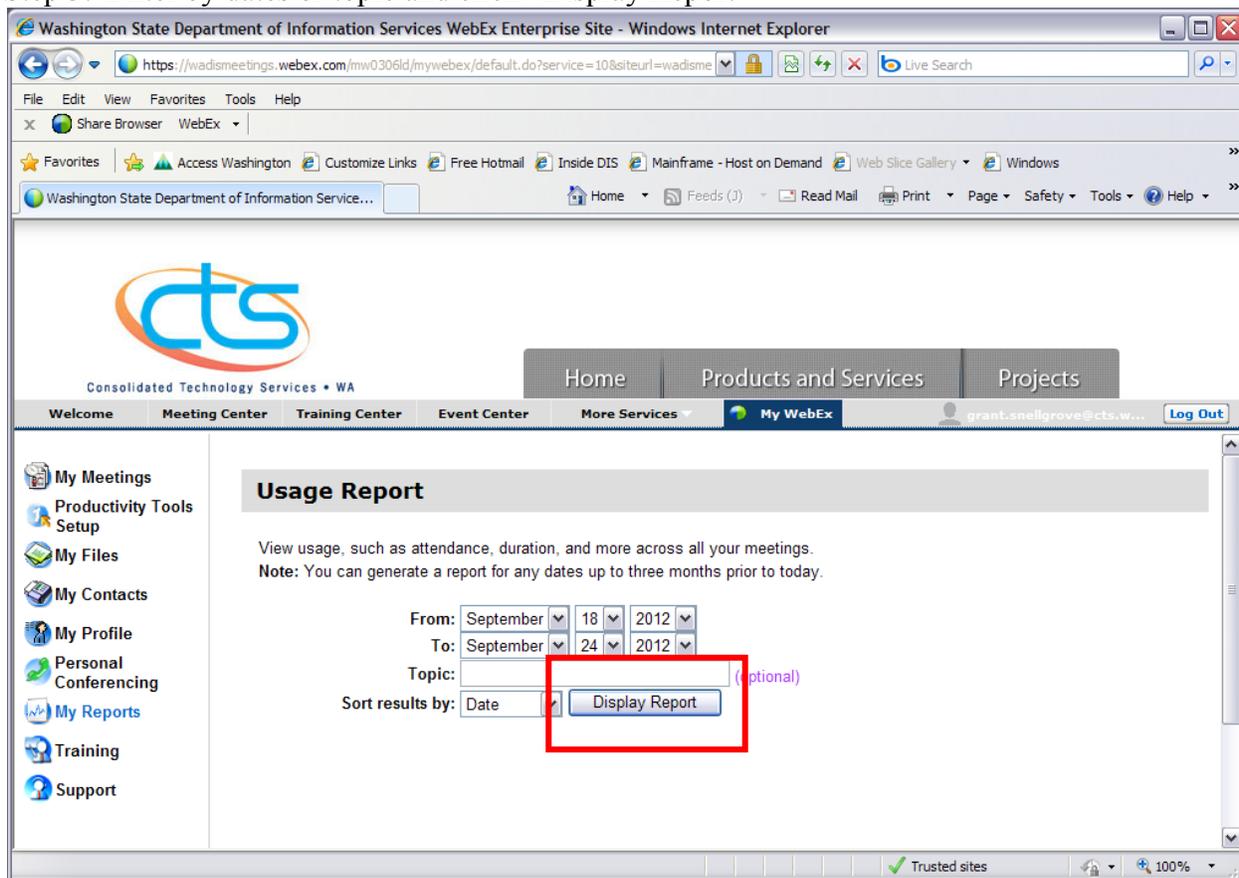
Step 1: Log into WebEx portal and select “My Reports”



Step 2: Select “Usage Report”



Step 3: Filter by dates or topic and click “Display Report”



Step 4: Select “Export Report” to download usage report into a spreadsheet (FYI: you can click on the topic to see information on participants- also exportable)

