1. On your internet browser, please visit rutgers.webex.com
2. Click “Sign In” and login with your Rutgers credentials.
3. On the left-hand column click on “Insights”
4. After clicking on “Insights”, on the top right corner click on “View more”.
5. Click on “Usage Report”

6. Select the preferred dates. When completed, click on “Display Report”. This will generate a report within the dates you have selected.

7. You can choose to select any “Topic” to view more details.

8. You can choose to export to an excel sheet.