Use entry and exit tones to let you know when attendees join and leave the meeting:

1. In a WebEx meeting, click on the Participant menu at the top of the window.
2. Make sure there is a check next to Entry and Exit Tone.
3. If checked, no action is needed. If unchecked, select the Entry and Exit Tone menu item to add a check mark.
4. A tone will be played if a participant joins the meeting or leaves the meeting.