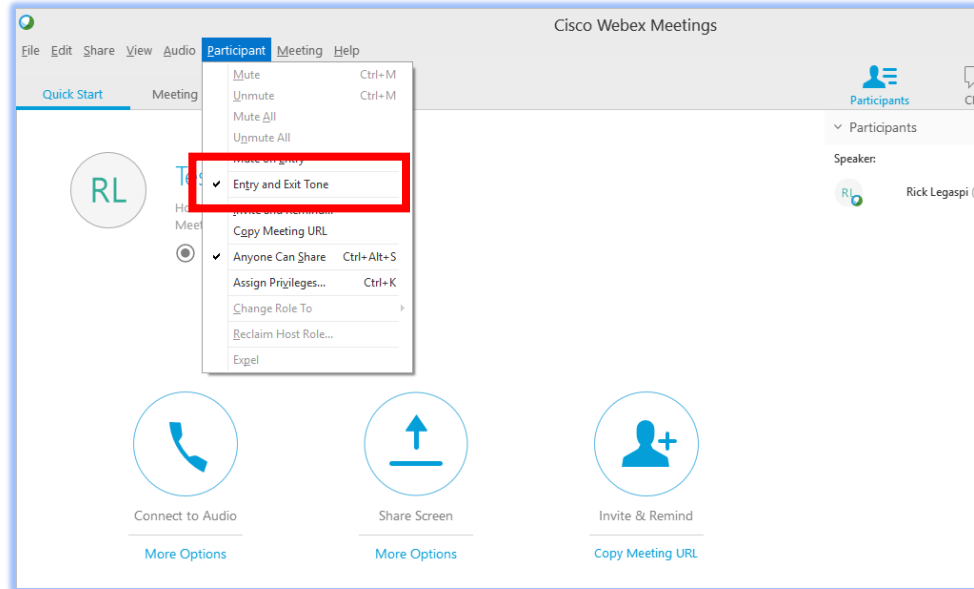**Use entry and exit tones to let you know when attendees join and leave the meeting**:

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.