



BROWN CIS IT Service Center

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Play a Chime When Participants Enter a Zoom Meeting

Stephanie Obodda - 2019-07-19 - 0 Comments - in Zoom Security

By default, no sound plays when a participant enters a Zoom meeting. You can enable a chime to play when participants enter. You can also enable or disable the chime once your meeting has started.

Enable a Chime for All Meetings You Host

1. Visit <https://brown.zoom.us> and Log In with your Brown username and password.
2. Select **Settings** from the menu.
3. Scroll down until you see the option **Play sound when participants join or leave**.
4. Toggle this option On.
5. Once enabled, you will see additional options: who hears the chime (just the host or all attendees) and whether participants should be prompted to record their names when joining by telephone.

Play sound when participants join or leave 
Play sound when participants join or leave

Heard by host and all attendees

Heard by host only

When each participant joins by telephone

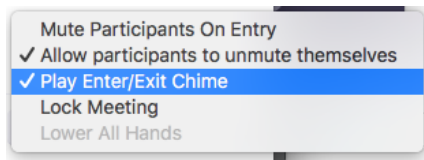
Record and play their own voice

This setting will apply to all meetings you host, including ones that were scheduled before you changed the setting.

Enable a Chime for a Meeting in Progress

If you would like to enable a chime on a meeting you are hosting that's already in progress:

1. Click Manage Participants to view the participant list of the meeting.
2. At the bottom of the participant list, select **More**.
3. From the menu that appears, enable the **Play Enter/Exit Chime** option.



Scheduling on Behalf of Someone Else?

If you schedule meetings on behalf of someone, and they would like to hear the chime, they should follow the instructions in the first section of this page (Enable a Chime for All Meetings You Host). Whether they hear the chime will depend on *their* setting (the person hosting the meeting), not yours (the person scheduling the meeting).

Tags

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