

WebEx Meetings

Controlling Sounds

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It can be distracting when unwanted noise interrupts a WebEx meeting. There are options to block some sources of audio interference.

Mute callers

After the host starts the meeting, they have the ability to turn on mute for all callers.

- Select “Participants” at the top of the screen
- Select “Mute on Entry”

Callers may not be aware of their status at the beginning of a meeting. It’s a good practice to remind all participants to stay on mute and only unmute when they speak. That will avoid background noise that can distract.

Stop the beeping sound

The default setting in WebEx allows an audible beep as attendees join or depart the meeting. The host can control this setting.

When you choose “Add WebEx Meeting” in Outlook, a gear icon “Change Settings” will appear to the right on the ribbon.

- Select “Change Settings”
- Go to “Entry and exit tone”
- Select the drop-down arrow
- Select the desired option, such as “No tone”
- Your selection will persist when you schedule future meetings
- Note that the default may reset to “Beep” when WebEx is upgraded

When you choose “Add Personal Room” in Outlook, you can only change this setting in an active meeting.

- While in an active Personal Room meeting, select “Participants”
- Uncheck “Entry and Exit tone”
- This setting does not persist
- You will need to uncheck “Entry and Exit tone” during each meeting