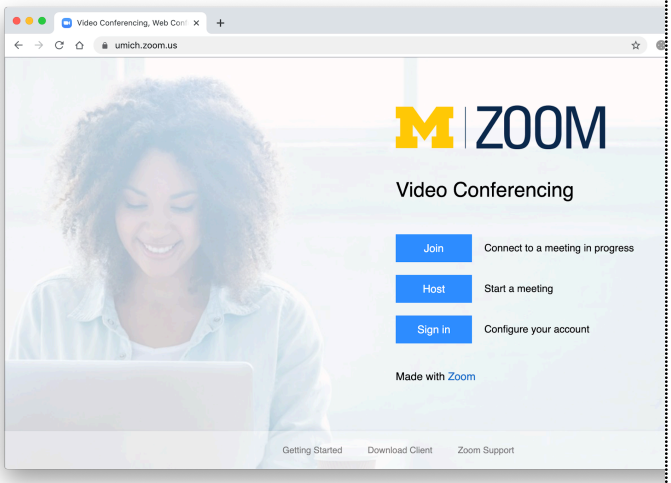
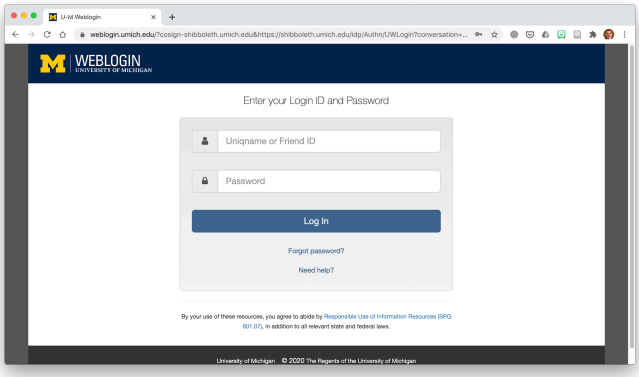
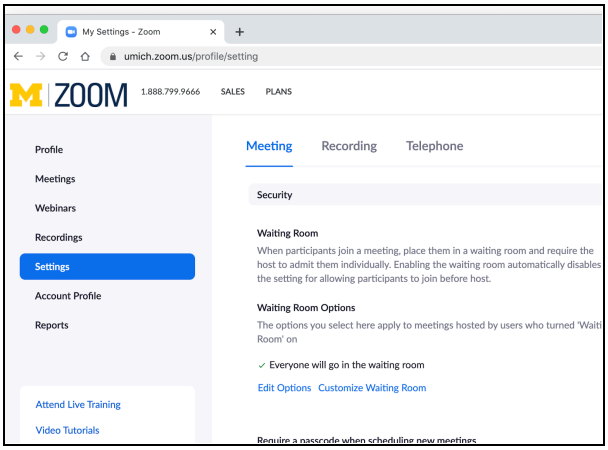
SCHOOL OF DENTISTRY
DENTAL INFORMATICS
UNIVERSITY OF MICHIGAN

How do I turn off of the “doorbell” sound when someone enters or leaves a Zoom Meeting?

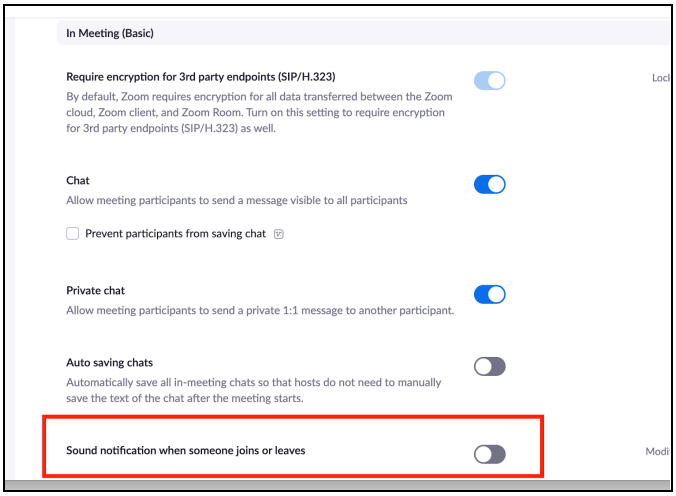
In large zoom meetings the “doorbell” can become very distracting as people enter and leave throughout the course of the meeting. This can be turned off for all meetings (globally) via settings (from umich.zoom.com) or turned off while in a specific meeting.

How To change the Setting for all Future Meetings you will Host	
1. From a web browser, go to https://umich.zoom.com and click **“sign in.”**	
2. Login using your **“uniqname”** and level 1 password.	

3. Click **“Settings”** on the left side of the screen, after you login.



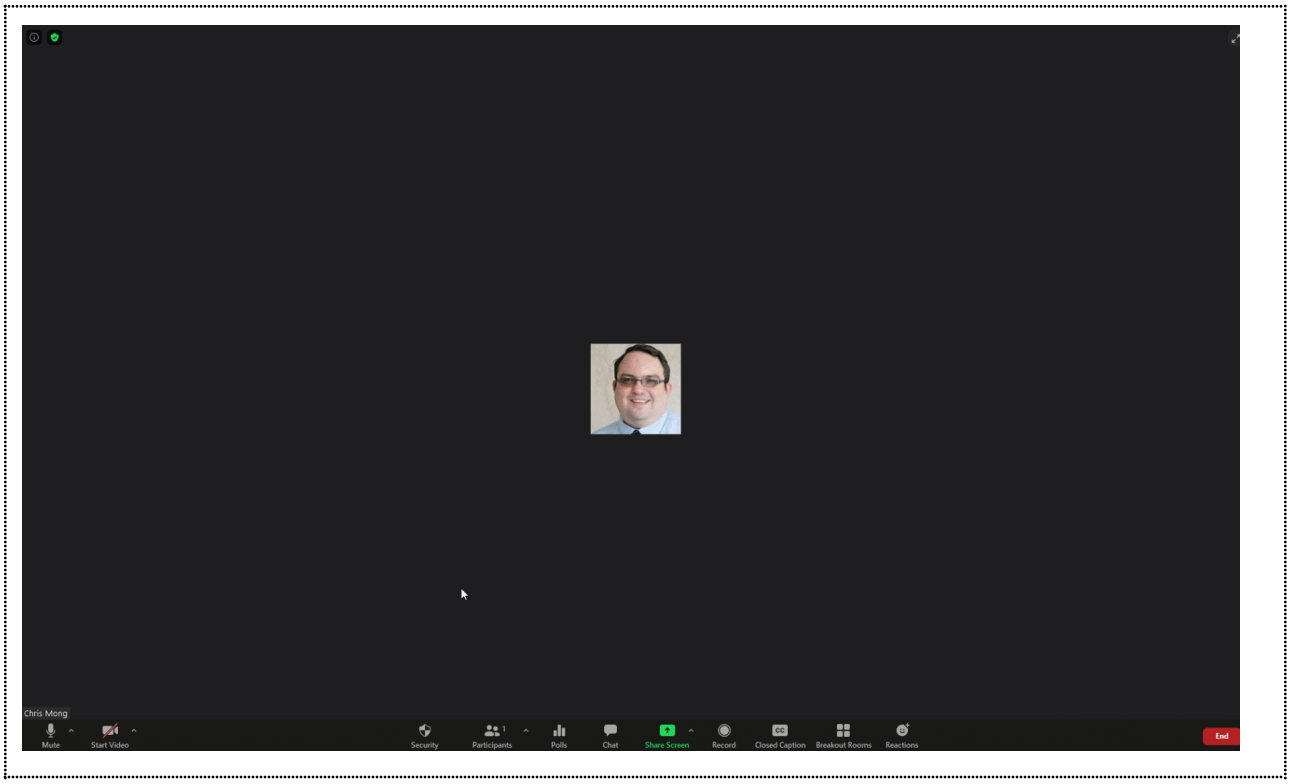
4. Scroll down to the **“In Meeting Basic”** settings, and turn off **“Sound notification when someone joins or leaves”** by clicking the toggle button off (so it’s gray and not blue).



How to Turn off the Doorbell from your Zoom Meeting

NOTE: Turning it on/off from your Zoom meeting does not propagate to all zoom meetings

1. The host or co-host can click on **participants**, then click on more
2. Uncheck “**Play Sound When Someone Joins/Leaves**”
   (see animated gif on the following page)


Chris Mong
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Breakout Rooms
Reactions
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