

SAFETY TIPS FOR

VIRTUAL MEETINGS

LIMIT WHAT YOU SHARE

- Limit the amount of sensitive and regulated information shared during a meeting.
- Disable sharing for attendees. Limit the ability to share to the host of the meeting.

NOTE: Attendees can record your meeting without your approval or consent. Keep this in mind when sharing proprietary information.

USE PASSWORDS & WAITING ROOMS

- Password protect the meeting; send directly to attendees.
- Use a Meeting ID for each meeting, and make sure it is a different ID for each meeting.

NOTE: If you are recording the meeting, password protect recordings of meetings for added protection.

USE IT APPROVED SOFTWARE

- Download the meeting software directly from the manufacturer.
- Take advantage of the built-in safety features to avoid being meeting or conference "bombed"

NOTE: Always keep your meeting client software up to date with security patches and features.