

# Best Practices to Lower Your Online Meeting Security Risks

## You are advised to :

- ▶ Apply security patches to your software once they become available;
- ▶ Avoid sharing files or clicking links in chat rooms
- ▶ Connect to trusted networks and secure Wi-Fi only
- ▶ Chat mindfully and never share sensitive information in meetings until you are certain who is in attendance
- ▶ Disable unnecessary features
- ▶ Lock your meeting (as host), if feasible, once all attendees have joined
- ▶ Manage access to shared meeting content
- ▶ Password protect the meetings, and provide meeting passwords only to authorized users
- ▶ Protect your data and backup your files
- ▶ Require participants to login
- ▶ Reject anonymous users or require them to first stand-by in a “waiting room”
- ▶ Update your online meeting software, web browsers to the latest available compatible version