NAVIGATING THE CONFERENCE CALL SECURITY HIGHWAY

TRAVEL ALONG FOR TIPS TO SECURE YOUR CALLS*

ALWAYS...

Use your organization-approved web conference platform

Follow their policies for virtual meeting security

Be conscious of reusing access codes

Use a roll call to notify when attendees join

Don't record the meeting unless necessary

If available, use a dashboard to monitor attendees

If you record a sensitive meeting, encrypt it

Delete any recording stored on the web conference platform

Don't have side conversations after the call ends

Use a pre-conferencing/green room/waiting room

Identify all attendees/open lines and then lock the call

LOW RISK CALLS

MEDIUM RISK CALLS

If it's a web meeting, only share highly sensitive information if all participants are on devices issued by your organization

HIGH RISK CALLS

Use one-time PINs or meeting identifier codes

Consider distributing PINs at the last minute

*This list is not all-inclusive nor must you follow this order; select the measures that suit your needs

NIST CYBER

NCCoE — NATIONAL CYBERSECURITY CENTER OF EXCELLENCE