TRAVEL ALONG FOR TIPS TO SECURE YOUR CALLS*

ALWAYS...
Use your organization-approved web conference platform.
Follow their policies for virtual meeting security.

LOW RISK CALLS
Be conscious of reusing access codes.
Use a roll call to notify when attendees join.

MEDIUM RISK CALLS
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.

HIGH RISK CALLS
Use a pre-conferencing/green room/waiting room.
Identify all attendees/open lines and then lock the call.

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