

# RUNNING SECURE LIVE SESSIONS

## T I P S

To ensure that you are able to continue running your classes and meetings securely, we recommend that you follow the safety measures below.

### IMMEDIATE MEASURES FOR RUNNING SECURE LIVE SESSIONS

>1,800  
WEBEX SESSIONS  
IN 1 MONTH

84 MIN  
AVERAGE DURATION  
OF SESSION

**01** **SAFELY DOWNLOAD THE APP**  
Download the web-conferencing application **ONLY** from the official website.

**02** **SMARTLY CHOOSE YOUR TOPIC**  
Choose the meeting topic carefully, minimizing exposure of sensitive data and information such as detailed event names.

**03** **CAREFULLY USE UNIQUE IDs**  
Don't use your personal ID. Instead, use the "schedule meeting feature" in WebEx or automatically generate a meeting ID in Zoom.

**04** **CREATIVELY SET A PASSWORD**  
Passwords protect against unauthorized attendance. Choose a strong password (uppercase/lowercase, numbers, and characters).

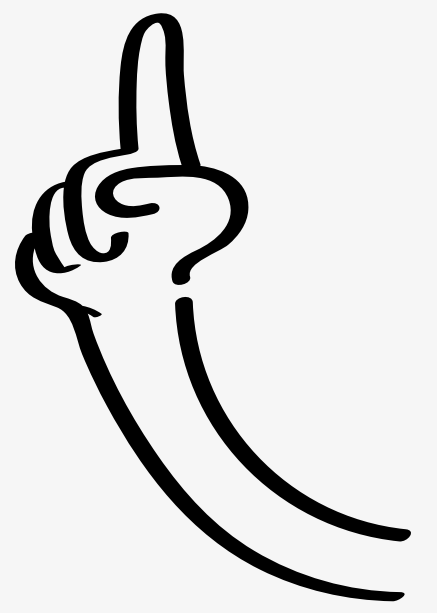
**05** **DON'T FORWARD THE INVITATION**  
Ask your invitees not to forward the invitation to anyone else. This is especially important for confidential meetings.

**06** **DON'T BROADCAST THE LINK**  
Provide the link directly through email/calendar invite/course only. Do not share the meeting's link on social media platforms.

### MORE MEASURES FOR RUNNING SECURE LIVE SESSIONS

#### IMPORTANT NOTE!

Keep these tips in mind so you can keep you, your colleagues, and your students protected.



**07** **HOST BEFORE GUESTS**  
Disable the "join before host feature" to keep participants out before the host arrives as attendees may leverage the scheduled meeting for their own purposes.

**08** **ENABLE THE WAITING ROOM**  
Enable the "waiting room" feature to allow you to choose who to admit into the meeting room.

**09** **KEEP AN EYE ON YOUR PARTICIPANTS**  
During the meeting, check the participants list and remove any unauthorized attendee from the meeting.

**10** **LOCK THE MEETING ROOM**  
Lock the meeting room/restrict access to the meeting when all attendees are present. This prevents new participants from joining the meeting.

**11** **KNOW WHAT TO SHARE**  
Share Application, not the screen when feasible to avoid accidental exposure of sensitive information on your screen.

**12** **STAY IN CONTROL OF THE SCREEN**  
Disable file transfer and screen sharing for non-hosts. This prevents participants from taking control of the screen and sharing unwanted content.

**13** **LOCK YOUR RECORDINGS**  
Assign passwords to meeting recordings when feasible to prevent unauthorized access to recordings or share the recording via a secure location.

**14** **ASSIGN A CO-HOST**  
To ensure you don't lose the meeting if you lose power, make sure to assign a co-host to prevent re-assigning the host role to an unexpected or unauthorized attendee.

### LEARN HOW TO ENABLE ALL THE FEATURES ABOVE



Guide  
**WEBEX**

For other tools, please visit the service provider's website.