

Cyber Hygiene: Remote Video Conferencing

Social distancing dramatically increased the use of video conferencing tools. Recent news of people high jacking conference calls, termed “Zoom bombing”, shows the need for extra security.

Get secure before your meeting:



Use a unique meeting ID

Most video conference apps give you the option to auto-generate meeting IDs. Keep large or public calls more secure by changing your meeting ID each time. This is not necessary for a recurring meeting with a small group of trusted people.



Require a meeting password

Passwords are always an important point of security. You may have an open invitation for a large group call, but can choose to give the password to people you have vetted to attend.



Create a waiting room

There are typically two options for the attendees of your meeting

1. Participants can either enter at anytime
2. they are put in a waiting room.

Allowing people to enter at any time opens the door for an uninvited participant to enter.



Create an invite-only meeting

If you have a set group of people you want in a meeting, an easy way to keep out unwanted guest is with an invite. Participants have to sign in using the email the invitation was sent to.

Keep secure during the meeting:



Make sure only the host can share their screen

To prevent someone from hijacking your meeting, check your settings on who can share their screen. For large or public groups, be sure it shows that only the host can share their screen.



Lock the meeting once it starts

Once all planned participants are present, lock the meeting. This blocks any other participants from joining.



Disable file transfers

Participants have the ability to chat with each other. In the chat window, they can also share files, images and GIFs. You can disable their ability to share files which limits the chat to text only.



Manage your participants

As host you have the ability to control elements of your participants' experience. You can:

- Mute their microphone
- Disable their camera
- Put them on hold
- Remove unwanted participants

* Features described are geared toward Zoom, but apply toward most video conferencing sites