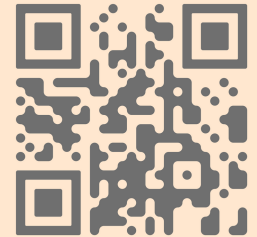


## IS MY ONLINE MEETING SECURE?

Given the concerns for unwanted guests entering your online classroom setting, we have gathered tips and tricks to ensure you are hosting a safe environment for your students.



### ✓ BEST PRACTICES

#### ● SOCIAL MEDIA

Don't share a meeting unless you intend to invite everyone.

#### ● WAITING ROOM/ LOBBY

Manage participants joining or re-joining after leaving a meeting.

#### ● PRESENTER/ CO-HOST

Limit who can be a presenter or co-host.

#### ● FILE SHARING

If possible, disable file sharing.

#### ● MUTE PARTICIPANTS

Mute all participants who do not need to speak.

#### ● DETAILED INSTRUCTIONS

[Blackboard Collaborate](#)  
[WebEx Security](#)

### ✓ TEAMS MEETINGS

#### ● BEFORE A MEETING

Send out invite from Teams, from calendar, click on the meeting and select "Meeting options" and limit who can present.

#### ● CHANGING ROLES

To change a role once a meeting has started, go to calendar, click on the meeting, and select "Meeting options". Use the dropdown menu for "Who can present?" to select roles.

#### ● WHAT'S IN A ROLE?

**Attendees** can chat, speak and share video, and privately view power point shared by someone else. **Presenters** have full access.

Have questions? Contact us. We are here to help.