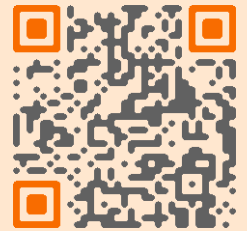


## IS MY ONLINE MEETING SECURE?

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 to ensure control.
- **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.