

# How to host a **secure virtual meeting**



## As a participant

- 1 Do not forward meeting invitations without consent.
- 2 Join meetings from a company-issued device and use a company approved app.
- 3 Find a private space where people can't "shoulder surf" or use a privacy filter.
- 4 If in public, be aware of whether people can eavesdrop.

## As the host

- 1 Use only company approved apps (e.g., Teams, Zoom)
- 2 Do not include confidential info/ attachments in the invite.
- 3 Check whether the invitees are legitimate.
- 4 Make sure that every attendee speaks at the start of the call or shares their video.
- 5 Tell participants to not share confidential files or messages in the chat and to not take photos or screenshots.
- 6 For recurring meetings, regularly review and update the participants.

