How to: Keep your TTU online meetings and events secure

Details

In order to help TTU faculty, staff, and students navigate the online learning, teaching, and working experience, we have compiled an overview of information and guidelines.

Best practices for secure online meetings and courses

When meeting online, be sure to practice safe computing and avoid unwanted guests ("Zoombombing"). General tips for hosting secure online meetings:

- **Use unique meeting identifiers for scheduled meetings so that your meeting is only available to those with that code;**
- For Zoom, **require a password for instant meetings (vs. scheduled meetings);** for Skype for Business and Teams meetings, permissions are controlled through eRaider access;
- Ensure you are using the most up-to-date version of online meeting apps;
- Do not publicly post meeting links to social media unless you intend to invite all those that can read your social media feed;
- Use a waiting room to manage participants joining prior to the host or rejoining after leaving the meeting; validate the participant list against invited attendees;
- Limit who can join meetings as a presenter; enable only specific individuals to help co-host the meeting;
- Keep in mind, data security and compliance with applicable TTU policies must still be maintained;
- Disable file sharing, if possible; If you must share files, use TTU resources such as OneDrive for Business. Note that the Microsoft cloud storage service is fully FERPA compliant, so TTU institutional data is protected;
- Mute participants who do not need to speak;
- Use a privacy shield or cover over your webcam when it is not in use;
- Do not record the meeting unless it is necessary, and be aware that others may be able to record the meeting; and
- Before sharing your screen, close unused windows to ensure you do not share sensitive or confidential information.

Skype for Business

When a meeting organizer schedules an online meeting or starts an ad-hoc meeting, Skype for Business uses their personal conferencing ID.

**EXAMPLE:** https://meet.ttu.edu/john.doe/a1b2345cd

In the example above, the conferencing ID is a1b2345cd and will remain the same for every meeting initiated by John Doe. To make a meeting more secure, the organizer can choose to generate a unique conferencing ID for a meeting when scheduling it. Instructions are linked below.

- Outlook for Mac
- Outlook for Windows

Microsoft Teams

Please visit https://support.office.com/en-us/article/change-participant-settings-for-a-teams-meeting-53261366-db65-45f9-aae9-a70e6354f88e for the latest information.

Blackboard Collaborate Ultra

Please visit https://help.blackboard.com/learn/instructor/interact/blackboard_collaborate/blackboard_collaborate_sessions for the latest information.

Zoom
For tips on how to keep a meeting in Zoom secure, please visit https://blog.zoom.us/wordpress/2020/03/20/keep-the-party-crashers-from-crashing-your-zoom-event.

Solution Properties

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