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:

- Do not publicly post meeting links to social media unless you intend to invite all those that can read your social media feed;
- Use unique meeting identifiers so that your meeting is only available to those with that code;
- Use a waiting room to manage participants joining prior to the host or rejoining after leaving the meeting;
- Limit who can join meetings as a presenter; enable only specific individuals to help co-host the meeting;
- Disable file sharing, if possible; and
- Mute participants who do not need to speak.

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-dbdc5-45f9-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

Solution ID
200321183730407

Last Modified Date
03/25/2020 02:40:57 PM