

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.