Online Meeting Security and Etiquette

Ensure to create a safe and effective virtual meeting environment for everyone.

Prep Before the Meeting

- Make sure your device has a camera, speakers, and microphone.
- Check that your virtual meeting application can access audio and video on your device
- Check your Internet speed.
  - To improve the quality of your connection, turn off the video.
- Choose a neutral background: A blank wall, books, office space.
  - Ceiling fans and other moving objects behind you can distract participants.
  - Bright lights behind you will cause you to be backlit. Lights should be in front of you, not behind.
  - Some virtual meeting applications allow you to set a virtual background.
- Check your appearance: Look directly into the camera with a two feet distance.

Security Precautions for Meeting Hosts

For some of the following suggestions below, please feel free to consult the CISO for additional specifications for the virtual meeting application.

- Require participants to use a password before joining a meeting.
- Prevent unauthorized activity: Place participants in a waiting room until the meeting begins.
- Enable a co-host to help moderate a meeting.
- Disable file transfers to prevent viruses from being transferred to others.
- Remove unauthorized participants and prevent them from rejoining.
- Prevent participants from recording a meeting.

Meeting Etiquette for Hosts and Participants

- Close the door and minimize background noise.
- Use a headset with a microphone to optimize audio quality.
- Mute yourself when others are talking.
- Provide others a chance to speak.
- Thinking of multitasking?
  - Save it for after the meeting and focus on the speaker
  - People can see you doing something else
  - Silence your message notifications and devices such as Alexa, Siri and Google Home.
- Note takers: Type quietly or mute yourself
- Eating? Wait until after the meeting, or if you really must eat, turn off the video and mute yourself.
- Wear appropriate clothing.
- Stay focused on the meeting; don't talk to others in the (real) room with you, even if you're muted.

Remember: The video camera is on. Behave as if all meeting participants are actually in a meeting room with you.

For Meeting Hosts

- Familiarize yourself with the meeting controls ahead of the meeting.
- To prevent unauthorized access to the meeting, keep participants out of the meeting room until the start time.
- Mute participants during the meeting
  - When everyone is muted, participants can answer yes or no questions with a "thumbs-up" gesture. Some applications have a "raise hand" feature.
- Leader should use video.
- When referring to someone in the meeting, use their name
- Ask if people have questions or comments
- Keep an eye on the chat; questions for the meeting and comments about technical issues may appear there.