KFU
جامعة الملك فيصل
KING FAISAL UNIVERSITY
جـامعة وطــن .. نمــاء .. واســتدامة ..

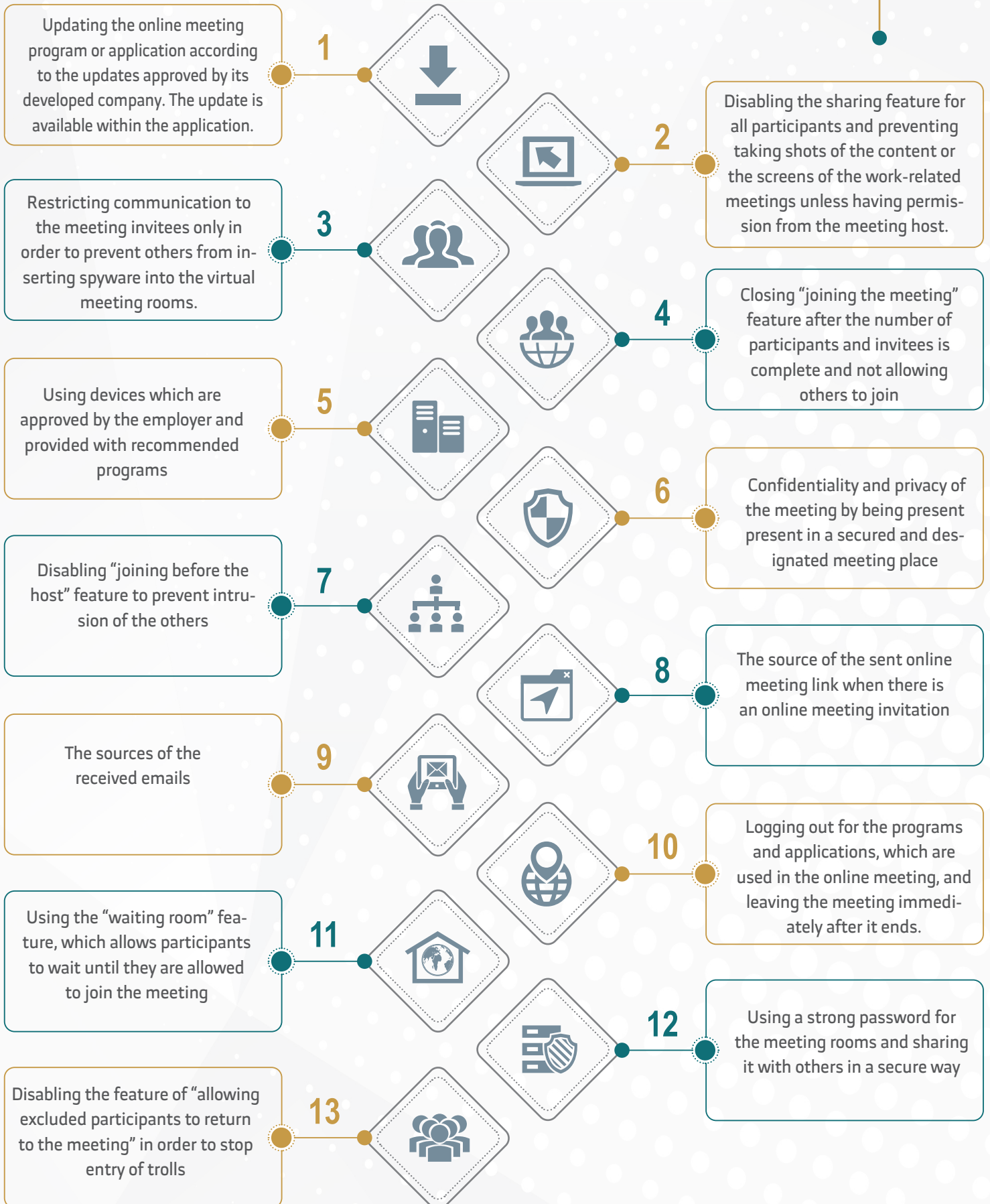# Securing online meeting systems

Online meeting environment can be secured by the following guidelines

Make sure of

1 Updating the online meeting program or application according to the updates approved by its developed company. The update is available within the application.

2 Disabling the sharing feature for all participants and preventing taking shots of the content or the screens of the work-related meetings unless having permission from the meeting host.

3 Restricting communication to the meeting invitees only in order to prevent others from inserting spyware into the virtual meeting rooms.

4 Closing "joining the meeting" feature after the number of participants and invitees is complete and not allowing others to join

5 Using devices which are approved by the employer and provided with recommended programs

6 Confidentiality and privacy of the meeting by being present present in a secured and designated meeting place

7 Disabling "joining before the host" feature to prevent intrusion of the others

8 The source of the sent online meeting link when there is an online meeting invitation

9 The sources of the received emails

10 Logging out for the programs and applications, which are used in the online meeting, and leaving the meeting immediately after it ends.

11 Using the "waiting room" feature, which allows participants to wait until they are allowed to join the meeting

12 Using a strong password for the meeting rooms and sharing it with others in a secure way

13 Disabling the feature of "allowing excluded participants to return to the meeting" in order to stop entry of trolls

Things to avoid when using technology in online meetings:

Avoid

Clicking on links posted in the meeting rooms, especially those whose sources are unknown

Sharing the meeting links on the social media platforms

Creating or using a random ID for the important meetings

Opening other programs and applications during the meeting in order to not affect the running online meeting programs or deviate from the main meeting screen

REPORT

NOTEBOOK

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