NAVIGATING THE CONFERENCE CALL SECURITY HIGHWAY

TRAVEL ALONG FOR TIPS TO SECURE YOUR CALLS*

ALWAYS...
Use your organization-approved web conference platform
Follow their policies for virtual meeting security

LOW RISK CALLS
Be conscious of reusing access codes
Use a roll call to notify when attendees join

MEDIUM RISK CALLS
Don’t record the meeting unless necessary
If available, use a dashboard to monitor attendees
If you record a sensitive meeting, encrypt it
Delete any recording stored on the web conference platform
Don’t have side conversations after the call ends

HIGH RISK CALLS
Use a pre-conferencing/green room/waiting room
Identify all attendees/open lines and then lock the call

*This list is not all-inclusive nor must you follow this order; select the measures that suit your needs