



# TOWN OF BROOKLINE Massachusetts

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## Security Best Practice Tips for Webex Meeting and Webex Event Hosts

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- Do not post webex meeting password on public calendars or publish on social media sites.
- Provide meeting passwords only to users who need them.
- For public meetings that are not live streamed using Youtube or Facebook Live Streams, use Webex Events.
- Do not share your Audio PIN with anyone.
- Never share sensitive information in your meeting until you are certain who is in attendance and the meeting is locked.

### Definitions

#### **Host**

The host schedules and starts a Cisco Webex meeting. The host controls the meeting experience for everyone and makes relevant decisions while scheduling the meeting and during it. As the host, you are the final decision maker concerning the security settings of your meeting. Always remember that you control nearly every aspect of the meeting, including when it begins and ends.

#### **Alternate host**

While scheduling, the host can assign alternate hosts, who can start the meeting in lieu of the host and essentially have the same set of privileges as the host. A host can also pass on his or her privileges to another user during the meeting. With respect to security, there is no difference between the host and alternate host.

### Assign an Alternate Host

**Assign an alternate host** to start and control the meeting. This practice keeps meetings more secure by eliminating the possibility that the host role is assigned to an unexpected, or unauthorized attendee, or in case you inadvertently lose your connection to the meeting.

### Restrict Access to the Meeting During the Meeting (Webex Meetings Only)

**Lock the meeting** once all attendees have joined the meeting. This practice prevents more attendees from joining. Hosts can lock or unlock the meeting at any time while the session is in progress. To lock a meeting that you're currently hosting, select Meeting > Lock Meeting. This option prevents anyone from joining the meeting, including participants who have been invited to the meeting but have not yet joined it. To unlock a meeting that you're currently hosting, select Meeting > Unlock Meeting.

### Remove a Participant from the Meeting (Webex Meetings Only)

**Participants can be expelled** at any time during a meeting. Select the name of the participant whom you want to remove, then select Participant > Expel.

### **Move Participants to Lobby (For Webex Meetings Only)**

After locking the room, the host can move any participant to the Lobby and admit back in for various reasons. Anyone tries to join the meeting when the room is locked, will need to contact the host and the host can unlock the meeting to let the participant in at the host's discretion.

### **Restrict Access to the Event During the Event (Webex Events Only)**

You can lock the Event if unwanted attendees are getting in. Select Event > Restrict Access, or click the More Options button > **Lock event**.

### **Remove an Attendee from the Event (Webex Events Only)**

**Attendees can be expelled** at any time during a meeting. Select the name of the attendee whom you want to remove, then choose Expel

### **Share Applications, not your Screen**

Use Share > Application > instead of Share > My Screen to **share specific applications** and prevent accidental exposure of sensitive information on your screen.

### **Disable "join before host"**

While not suitable for all situations, disabling this feature means that no one will join the meeting before you. As a host, that means you can watch carefully who joins your meeting and when.

### **Set "Host as Presenter"**

Making yourself the Host and Presenter for a meeting ensures no one else can share content without your permission. This is a particularly useful feature if you are creating a listed meeting.

### **Require a complex password**

Webex by default generates a complex password. The most secure meetings will always be protected by a complex password. This setting does not affect the meeting experience for attendees, as they can still join by clicking on the URL in the meeting invitation.