How to host a **secure virtual meeting**

**As a participant**

1. Do not forward meeting invitations without consent.
2. Join meetings from a company-issued device and use a company approved app.
3. Find a private space where people can’t “shoulder surf” or use a privacy filter.
4. If in public, be aware of whether people can eavesdrop.

**As the host**

1. Use only company approved apps (e.g., Teams, Zoom)
2. Do not include confidential info/attachments in the invite.
3. Check whether the invitees are legitimate.
4. Make sure that every attendee speaks at the start of the call or shares their video.
5. Tell participants to not share confidential files or messages in the chat and to not take photos or screenshots.
6. For recurring meetings, regularly review and update the participants.