



VIDEO CONFERENCE SECURITY TIPS

1 REGISTRATION

- » Require all attendees to register to assist with attendance records.
- » Send instructions to join meeting ahead of time.
- » Create a unique password for each meeting, and if possible, each attendee.

2 SECURE YOUR MEETING

- » Set all meetings to private, not public.
- » Use platforms with end-to-end encryption.
- » Create a waiting room so host can admit/decline entry.
- » Where required, encrypt recordings and store on secure server.
- » Lock session once all attendees have joined, so no uninvited guests can join.

Title First Agency, Inc.

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