

Virtual Meeting Safety Tips

Zoom:

- Watch GSHPA's Guide to [Using Zoom for your Girl Scout Meeting](#) and pay special attention to the Safety Tips.
- Don't share your meeting link in a public place- only share directly to troop members or in a **private** Facebook group.
- Add a password to keep your meeting extra secure.
- Enable "Waiting Room" so Host must approve everyone entering the call.
- Change screen sharing to "Host Only."
- Disable "Join Before Host" so people can't cause trouble before you arrive.
- Enabling "Co-Host" so you can assign others to help moderate.
- Disable "File Transfer" so there's no digital virus sharing.
- Disable "Allow Removed Participants to Rejoin" so booted attendees can't slip back in.

Skype:

- Use a secure password and keep it private.
- Don't include personal information on your Skype profile.
- Never reply to people you don't know.
- Don't click on unknown URLs.
- Adjust privacy settings for children:
 - a. Allow calls from... people in my Contact list only
 - b. Automatically receive video and share screens with... no one
 - c. Allow IMs from... people in my Contact list only

Webex:

- Do not share your Audio Pin with anyone.
- Never share sensitive information in your meeting until you are certain who is in attendance.
- Auto Lock Personal Room at 0 minutes to monitor who is allowed to enter the meeting:
 - a. My Webex > Preferences > My Personal Room
- Scheduling the meeting:
 - a. Uncheck "Listed on Public Calendar"
 - b. Secure the meeting with a password.
 - c. Check "Exclude password from email invitation" and provide the password separately.
 - d. Request that your invitees do not forward the invitation further.
 - e. Assign an "Alternate Host" to help moderate the meeting.