



If you are one of the many individuals finding yourself now working from home, or you have already been accustomed to it, you know one of the challenges you face is staying connected with your team, keeping collaborations going, and conducting your everyday business remotely.

For all organizations and their users, security is a fundamental concern, and online collaboration must provide multiple levels of security - from scheduling meetings to authenticating participants to sharing content.

Cisco Webex Meetings Suite helps enable workers and virtual teams to meet and collaborate in real time as though they were working in the same room for business, sales, marketing, training, project management, and

support teams. They also provide invaluable ways to help get you started and provide assistance in getting started with:

- Webex Meetings
- Webex Teams
- Setting up your home office
- Tips for working from home
- Tips on hosting meetings
- Low bandwidth and troubleshooting issues

Cisco Webex Meetings also provides you with a secure environment, but for better security and privacy should be configured using the security features as site administrators and end users that are available allowing you to tailor your Webex site to your business needs and requirements.

How do you ensure essential security and privacy in your Webex meetings? Follow these Best Practices!

- **Make All Meetings Unlisted & Don't Publish them on Social Media.** Even meeting titles can reveal sensitive information. For example, a meeting entitled "Discuss acquisition of Company A" can have financial impacts, if revealed ahead of time. Creating unlisted meetings maintains the security of sensitive information, and doesn't make others curious to see what's going on in your meetings.
- **Require Passwords for all Meetings, Events, and Sessions - Passwords Must be Unique and not Reused.** The most effective step to strengthen the security of all your meetings is to require a password.
- **Enforce Meeting Password When Joining from Phone or Video Conferencing Systems.** This ensures that only people with an invitation can join the meeting when using a phone or video conferencing system.
- **Require Sign-In When Joining a Meeting, Event, or Training Session.** Require all users to have an account on your Webex site for sensitive meetings, and when dialing in from a phone.
- **Do Not Allow "Join" Before Host.** For all meetings, do not enable the ability for attendees to join before the host.
- **Enforce Personal Room Locking After a Default Time.** Enforce automatic locking of Personal Rooms after a designated time, meaning how many minutes after a meeting starts that they want the Personal Room to lock, including zero minutes.
- **Restrict Unauthenticated Users.** At a minimum, allow attendees who have signed in to enter an unlocked Personal Room, but require unauthenticated attendees to wait in the lobby of the unlocked Personal Room until the host manually admits them.



Links to tips, tricks, tutorials, and video clips to help get you started:

- **Download and Install:** <https://help.webex.com/ld-nyw95a4-CiscoWebex-Meetings/Webex-Meetings#Download-and-Install>
- **Getting Started:** <https://www.webex.com/webexremotework.html#-get-started>
- **Meetings (schedule, start, and join):** <https://www.webex.com/webexremotework.html#team-meetings>
- **Manage Audio/Video:** <https://help.webex.com/ld-nyw95a4-CiscoWebex-Meetings/Webex-Meetings#Manage-Audio>
- **Sharing Content:** <https://help.webex.com/ld-nyw95a4-CiscoWebex-Meetings/Webex-Meetings#Share-Content>
- **Use Personal Rooms:** <https://help.webex.com/ld-nyw95a4-CiscoWebex-Meetings/Webex-Meetings#Use-Personal-Rooms>
- **Manage Security:** <https://help.webex.com/ld-nyw95a4-CiscoWebex-Meetings/Webex-Site-Administration#Manage-Security>