Security Guidelines for Webex Meetings

Please Follow these Guidelines when Hosting Webex meetings

- Verify attendees/participants prior to interacting within the meeting.

- Do not publish passwords to publicly accessible websites.

- Do not share your audio Host PIN with anyone.

- Provide meeting passcodes only to users who need them.

Webex Personal Room Configurations

- **Auto Lock the Meeting**: Automatically lock my room 0 minutes after meeting starts so people cannot enter until I admit them.

- **Enable Personal Room Lobby Notifications**: Notify me by email when someone enters my Personal Room lobby while I am away.

- **Disable Cohost Functionality or Choose a Specific Cohost**: It is recommended that you do not allow others to cohost your meetings; however, if needed choose a specific cohost.

Recommended Webex Settings When Scheduling a Meeting

Where to Find your Webex Settings When Scheduling a Meeting

1. From your favorite browser, go to towson.webex.com.

2. Click **Sign In** in the upper right-hand corner.

3. Enter your **Username (NetID)** and **Password** and click **Login**.

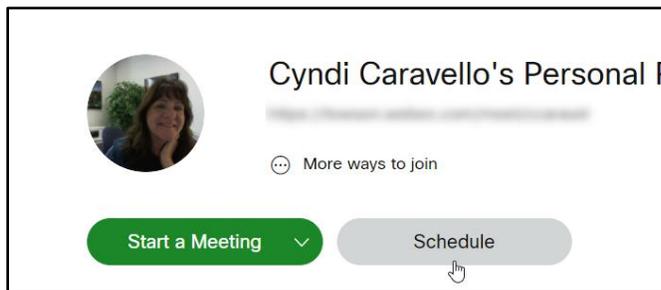4. Click the **Schedule** button beside **Start a Meeting.**

Figure 1

Consider these Settings when Scheduling a Meeting

Guests Wait in Lobby

Make sure to have anyone who does not have a Towson University account (@towson.edu or @students.towson.edu), wait in the lobby. This will give you the ability to admit or deny unwanted attendees.

1. Under **Schedule a Meeting**, click **Show advanced options** and then click **Scheduling options**.

2. Scroll down to **Unlocked meetings** and choose **Guests wait in the lobby until the host admits them**.

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Automatic Lock

If you want to prevent unwanted guests – lock the meeting after a certain amount of time.

1. Under **Schedule a Meeting**, click **Show advanced options** and then click **Scheduling options**.
2. Beside **Automatic lock** select **Automatically lock my meeting 15 minutes after the meeting starts**.
3. Change the **15** to **0** by using the **drop-down** arrows.

Require Registration

Recommended if posting a link on a flier, you should add **"Registration with your TU email address is Required"**. With this setting turned on, you can put the registration link in a TU Today article or email and keep track of who has registered for the meeting**.** After they have registered for the meeting, the host will be required to approve registration and only after that time will the attendee receive an email with the link needed to join the meeting (including the passcode).

1. Under **Schedule a Meeting**, click **Show advanced options** and then click **Scheduling options**.
2. Beside **Registration**, click the button beside **Require attendee registration**.
3. You can also choose which fields to require.

Figure 2

Turn off Share content, Annotate, Application Control and Private Chat

It is a good idea to turn these options off if holding a public event through Webex meetings.

1. Under **Schedule a Meeting**, click **Show advanced options** and then click **Scheduling options**.
2. Scroll down to **Attendee privileges**, click **Edit attendee privileges**.
3. From the **Attendee privileges** dialog box and under **Select privileges that you want attendees to have when meeting begins**, make sure **Share content, Annotate, Control application, web browser or desktop remotely** are all turned off.
4. Under **Participate in private chat with:**, make sure **Other participants** is not selected.
5. Click **OK**.

Recommended Personal Room Settings

Where to Find your Personal Room Webex Settings

1. From your favorite browser, go to towson.webex.com.
2. Click **Sign In** in the upper right-hand corner.
3. Enter your **Username (NetID)** and **Password** and click **Login**.
4. Click **Preferences** in the left navigation.
5. Click **My Personal Room** under **Preferences**.

Settings to Consider in your Personal Room

Lock your Meeting

Beside **Automatic lock**, make sure this is selected and change the **5** to **0** by using the **drop-down** arrows.
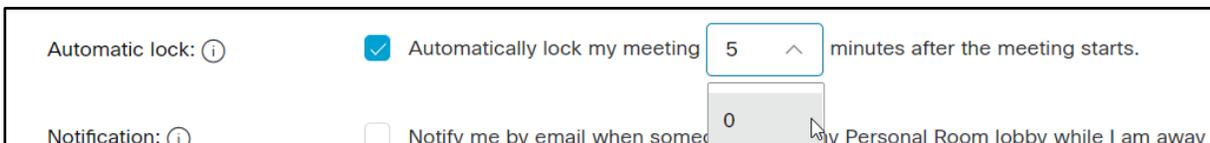

Figure 3

Enable Personal Room Lobby Notification

Your personal meeting room is like a perpetual meeting room - it is always open. Therefore, it is a good idea to receive a notification if someone enters your room's lobby (especially if you are not expecting a guest).

Beside **Notification**, select **Notify me by email when someone enters my Personal Room lobby while I am away**.

Disable Cohost Functionality or Choose a Cohost for your Personal Room

It is recommended that you do not let others host your personal room (this is the default setting). However, if you need to have a cohost, do not allow just anyone to take this role. Choose specific people for the role.

1. Beside **Cohosts**, select **Allow cohost for my Personal Room meetings.**
2. Choose **Let me choose cohosts for my Personal Room meetings**.
3. In the box beneath, add the email address of your desired cohost (if entering more than one cohost, separate with a comma or semicolon) and press **ENTER**.
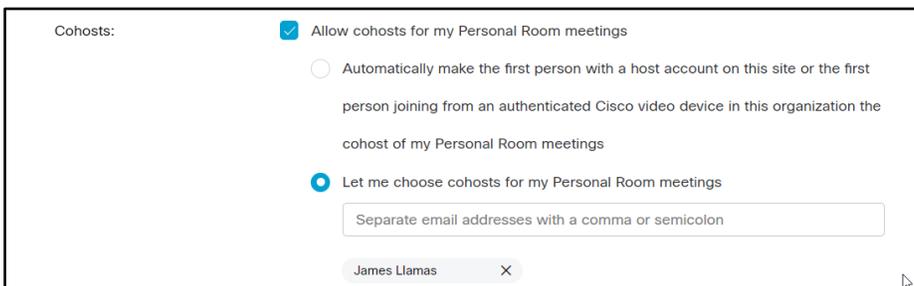

Figure 4