ESW Guidance for Remote Meet ng Security

The University is commit ed to ensuring informat on security, including protecting itself from both deliberate cyber-attacks and accidental disruption to services.

Zoom Security

The University has produced a <u>Stay Safe Using Zoom</u> guide. This includes a series of security set ngs you can use when set ng up remote events using the Zoom plat orm.

A <u>Zoom Webinar</u> permits only specified panellists and an event host to talk, share their screen, turn on cameras, etc. Other at endees can only ut lise the Chat funct on or Q&A box – both of which can be disabled by the hosts. Contact ITS for further details on how to se up this type of event.

In addit on to Zoom's own guidance, the School of Educat on & Social Work provides the following advice to those planning or set ng up remote events using the Zoom plat orm:

- 1. Consider having one person responsible for tech
- 2. It is not recommended you share Zoom links via social media, either directly within a post or via a link to a reg



Waiting Room	
When participants join a meeting, place them in a waiting room	
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Waiting Room Options	
The options you select here apply to meetings hosted bond	by users who turned 'Waiting Room'
 Everyone will go in the waiting room 	
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Require passcode for participants joining by phone	
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Choose at least one of the following security set ngs:

Passcode (only for when sharing a link via password protected route, e.g. email or canvas -

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If it is not possible to end the meet ng for all, not fy meet ng at endees in the Chat to leave the meet ng and access the <u>web-based version of Zoom</u> to end it from there.

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When set ng up a new meet ng or event in Teams, click on the 'Opt ons' icon to set security opt ons.

Click 'More Options' to a

Any incidents of cyber-bombing on Teams should be reported to ITS.

The <u>University's cyber security online training module</u> is mandatory for all staff

Advice on Informat on Security from the University of Sussex

Top Ten Security Tips from ITS at Sussex

How to ...Stay safe using Zoom from