

## Video Conferencing Tips for Attendees

As organizations and individuals rush to work from home, video conferencing has become a key part of staying connected and working together. Here are key tips to securely making the most when you are attending a video conference.



**SANS** SECURITY AWARENESS



### Updated Software

Make sure you are always using the latest version recent and updated your software, the more set automatic updating, and always quit your progra some programs update when you restart.



### Configure audio/video settings

Set your preferences to mute your microphone and joining a meeting and enable it only when you consider placing a webcam cover or tape over you



### Using a Webcam

If you want to enable your webcam, be aware of you do not have any personal information or fam you during the call. Some video conferencing s own virtual background or blur your background, behind you.



### Don't Share Invites

The invite link to a call is the ticket to enter the m share. Even if a trusted coworker needs the link conference organizer who can give the individual ; the conference are automatically shared with every



### Don't take screenshots

Do not take nor share screenshots of the conferen accidentally share very sensitive information that sh