

BEST PRACTICES FOR VIDEO CONFERENCING

KANSAS INFORMATION SECURITY OFFICE



✓ DOs

If possible, use government-furnished equipment that's managed and intended for government use only

Be aware of physical surroundings to ensure unauthorized individuals can't overhear or monitor your meeting

Know who is hosting the meeting

Verify that only intended invitees are participating before beginning, and throughout, each session

Be aware if recording is taking place and know who is doing it

Review and enable security controls

Leverage your agency's collaboration systems as much as possible

Understand the discussion's content

Limit sensitive information

If using your camera, be aware of your surroundings to ensure your background is appropriate and you're not sharing sensitive information

If sharing your screen, close other applications so you don't share something inadvertently

Delete all recordings when no longer needed

Utilize the waiting room if people are joining from outside your agency

✗ DON'Ts

Do not connect to collaboration tools when on insecure internet connections

Do not engage in business related talk if you don't know all of the parties in the meeting room

Do not allow others to record meetings without your approval

Do not use a free license for a collaboration tool to host meetings

Do not join meetings when you are in public



Cyber security requires the vigilance of everyone.

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