

Video Conferencing Configurations

A Pandemic Resource from NCSC

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There are many useful virtual conferencing platforms. Most have fairly similar features. Listed below are basic setting recommendations and best practices to facilitate court-like security and access in a virtual setting.

1. Leverage **auto-generated meeting ID** when scheduling a meeting. This meeting ID should only be distributed in ways that will enable the participants in the meeting to attend.
2. **Prevent participants from entering** a meeting before the host.
3. Utilize **waiting area** features to allow participants to connect to the meeting without actually joining the meeting directly.
4. Have **host review and permit entry** into the meeting from the waiting area.
5. Enable **Mute Upon Entry** to ensure users are muted when they first enter the meeting.
6. If video is important to the hearing, enable **Video on Upon Entry**. This will make it easier for less tech-savvy participants. If video is not important, leave this disabled, allowing each participant to choose their own video preference.
7. Depending on the type of meeting, you may wish to enable **Chat**. If chat is enabled, **encrypt chat** and **prevent users from saving/downloading**. Also, consider **preventing users from recording** from within the application.
8. **Enable breakout rooms** to permit private conferences with selected participants.
9. **Disable emoticons or animated Giphys** to avoid distraction and disruption.
10. Ensure the host controls **Screen Sharing**. The host may then share their screen or grant another user permission to do so.
11. Enable participation by telephone, but **mask phone numbers** of audio-only (phone) participants to protect their privacy.
12. For hearings that will be shared to the public via a streaming service (e.g., YouTube), **add a watermark** that states the content may not be copied.

Consult the vendor's Help resources ("Support," "Help," or "Learn" often found in a menu bar near the top) to ensure you understand the implications of enabling or disabling features. A wide variety of vendor-specific "cheat sheets" of recommended settings and tips for conducting effective virtual meetings can be found by doing a Google search for the platform name plus the words "settings" or "configuration" and "security."

The above settings are recommended for virtual hearings. Your environment, case type, security policies, etc. may dictate a different approach or settings other than those recommended. This is not an exhaustive list of all possible settings.