

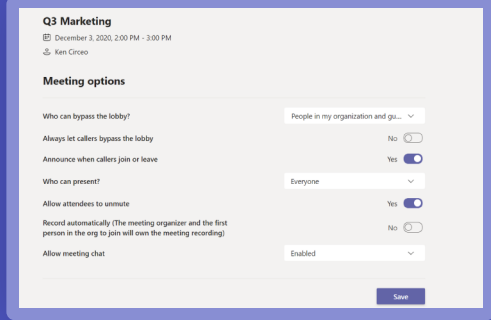
10 tips for safe online meetings and collaboration



1 Manage your meetings

Control and set meeting participant settings for a specific meeting you've created

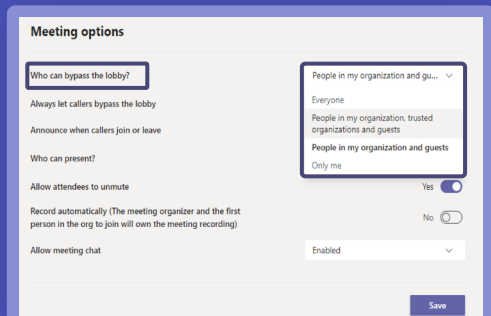
Determine who can bypass the lobby, who can present content, and if attendees are muted by default



2 Decide who can join your meeting

Set which participants can join your meeting directly and who needs to be admitted via the lobby

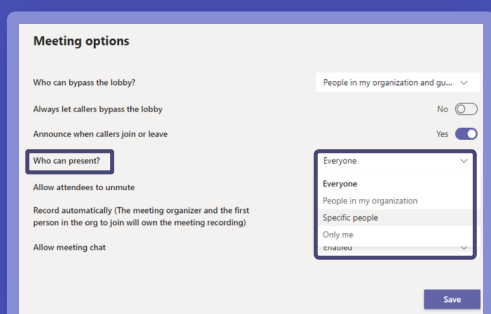
Specify who can bypass the lobby in meeting options



3 Control who can present their screen or content

Decide which attendees will have a presenter role and who will join as a standard attendee

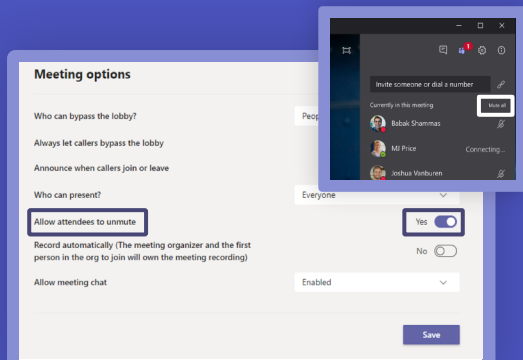
Specify in meeting options or during a meeting open the participant pane and select a participant



4 Mute all meeting attendees

Place a hard mute on all attendees to keep the meeting focused on the presenter preventing disruptions

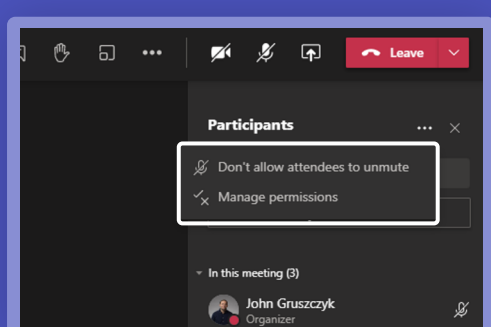
Specify in meeting options all participants are muted, or with the presenter role open the participant pane and select don't allow attendees to unmute



5 Mute or unmute individual attendees

Manage attendees who may need to be muted or unmute an attendee during a hard mute meeting

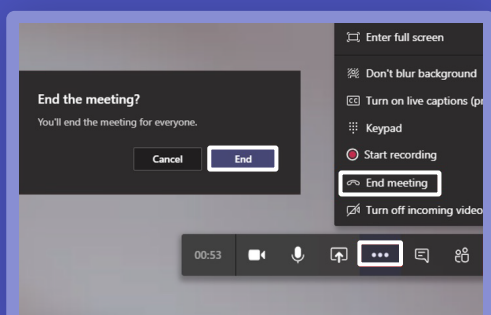
In the participant pane select a participant to mute or allow to unmute



6 End the meeting for all attendees

As the meeting organizer, end the meeting or all attendees instead of leaving the meeting open

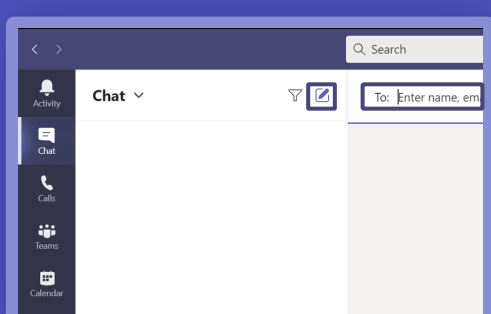
Once a meeting has wrapped up, instead of Leave select the arrow dropdown and click End Meeting



7 Use 1:1 chats when applicable

Use a 1:1 chat to discuss information that shouldn't be shared across an entire team

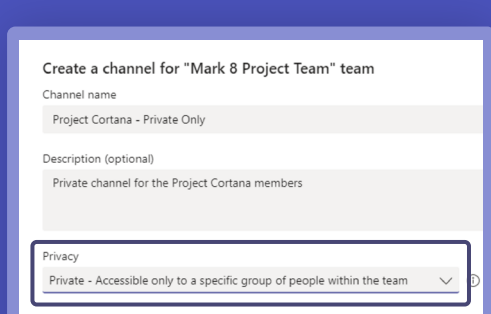
Create a new chat and add the appropriate member



8 Create a private channel to limit members

Setup a private channel within an existing team to keep sensitive information limited to those private team members

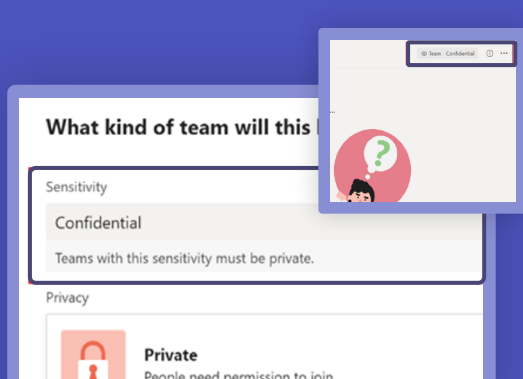
Add a new channel within a team and specify the privacy to be Private



9 Create sensitivity labels to keep Teams secure and private

Create a new team and apply a sensitivity label to the team to restrict membership and protect content

Create a new team and in the sensitivity drop down, select the appropriate classification label

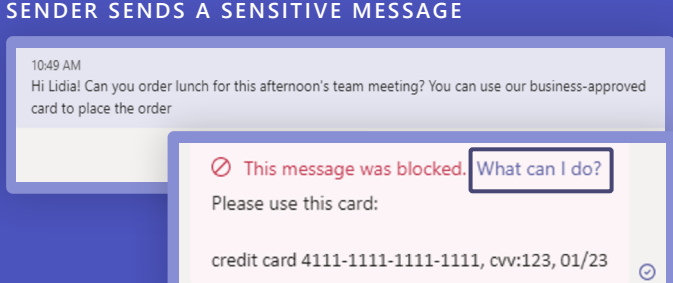


10 Recognize when business-sensitive information may have been inadvertently shared

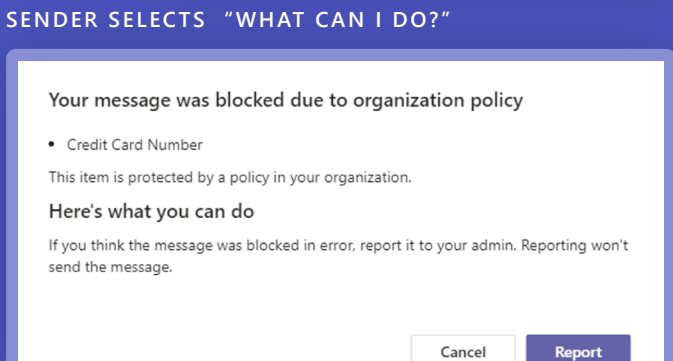
Teams supports data loss policies to help protect sensitive information from being accidentally shared

In a 1:1 chat or channel conversation, if a message is blocked select What can I do? to view the policy tip to understand why that content shouldn't be shared

SENDER SENDS A SENSITIVE MESSAGE



SENDER SELECTS "WHAT CAN I DO?"



RECIPIENT VIEW

