# Cisco Webex Meetings

## How Teachers Can Ensure Security

*Security is always top of mind, and while the Webex platform offers end to end encryption and meets top security standards, teachers can take it even one step further!*

## RUN A SECURE CLASS

### Running a smooth class - easily.

It's important to ensure a safe, effective learning environment for our students, and one way we do that is by setting some basic security settings in our classes. Here's some to consider!

**A** **Lock Your Room**
The fastest and easiest way to secure your room is simply to lock it! Click the **More** Button […] and select **Lock Meeting**. When your room is locked, participants will be placed in your lobby for you to admit. You can also always confirm you've locked your room by looking for the little key icon in the top right corner of the meeting window. Remember, when using your personal room, this setting doesn't have to be applied, because it's on by default.

**B** **Always Know Who Is There**
Keep an eye on your participant panel so you always know who is in your class at a given time. Use entry and exit tones and expel any unauthorized attendees (or those being disruptive).

**C** **Share Applications, Not Screens**
You have the option to share your screen or to share an application. Remember, if you share your screen, any pop-up notifications, or opened documents will show. So it's best to close any sensitive materials and only share applications whenever possible.

**D** **Restrict Student Features**
When considering participant/student privilege settings, it's important to:
1) Turn on the 'mute on entry' feature
2) Only allow students to privately chat with the host/aka you
3) Do not allow the 'anyone can share' feature to be on
4) Only grant annotation rights when needed, and only to those you want to annotate
5) Right click a student's name in the participant panel to turn off their video feed, to mute their mic, or expel them from the class