



# Attending a Video Conference Call?

## CONSIDER THESE TIPS TO PROTECT YOUR PRIVACY



### USERNAME CHOICE

Choose a name or ID that you are comfortable with participants referring to you as in the discussion online and offline.

Reconsider providing your first *and* last name.



### BLACKOUT

During calls, mute your microphone when you're not speaking.

In general, cover your web cam when you're not using it.



### BE MINDFUL OF YOUR SURROUNDINGS

Before you start a call, double check who and what is around you. Anything you don't want others to see or hear?

Using Zoom? Change the background to hide your physical location.

Using Jitsi? Use the blur background feature.

### SCREEN SHARING

Going to share your screen? Close windows and/or hide sensitive files on your desktop.

Going to share your browser window? Consider clearing your browser history and/or use Incognito Mode.



### PROTECT EVERYONE

Do *not* share your meeting link publicly on the internet.



### USING ZOOM?

Direct messages in Zoom are recorded notes and can be downloaded and shared by the presenter.

