

Precautions while holding Virtual meetings

- Instructions were received from Secretary (Coordination) for conducting essential meetings using virtual conferencing services provided by NEGD and NIC while working from home during the lockdown period to maintain social distancing in view of Covid-19.
- NEGD is using Zoom platform in the backend and NIC is using Vidyo Platform for holding these meetings over Internet
- Following **precautions** may be taken while conducting virtual meetings over Internet
 - Meeting Id and Password to be sent separately to the participants to avoid chances of joining by unauthorised persons
 - Participants not to give their real names while joining the virtual meetings, they can simply give their name as "Participant"
 - While scheduling the meeting, topic can be written as "Review meeting" instead of giving actual topic of discussion
 - Participants are advised not to discuss any Secret or Confidential Matter on the virtual meetings

Settings by HOST to make Zoom VC more Secure

- Setting to allow participants to **join meeting before host** arrives to be **disabled**
- **Require Password** while scheduling a new meetings to be turned ON
- **Chat** among Participants to be disabled
- **Audio Type** to be set to only Computer Audio
- **Play Sound** when participants join and Leave to be turned ON
- **File Transfer** through meeting to be disabled
- **Screen Sharing** permission to be given to only Host of the Meeting
- **Remote Control** of Shared Content to be OFF
- Allow **removed participants to Rejoin** to be OFF
- **Recording** to be Turned OFF