

THE BEST TIPS FOR

Privacy and Virtual Meetings



Private Space

Find a private space to discuss confidential matters to keep others from overhearing the conversation.



Display Name

You can personalize your display name to protect your privacy. Consider using your first name or initials.



Recordings

Be aware that virtual meetings can be recorded formally, or from an external device.



Background

Blur your background to keep your home, photos, hobbies and personal life private.



Chat

Chats can be screen captured, downloaded, or transcribed. Be careful what you put on record.



Audio

Make it a habit to mute yourself when not speaking so background conversations are not overheard.



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If you require this information in an accessible format, please contact the Accessibility Coordinator at accessibility@durham.ca or 905-668-4113 ext, 2009.