Security considerations for using Microsoft Teams and Zoom

You should always be aware of what information is being discussed and shared. It is worthwhile noting that all information can be shared outside of the meeting by other means.

You should always check and ask if their meeting is being recorded.

Teams

- Teams enforces organisation-wide authentication, and talks to our Active Directory so you need a southwark.gov.uk email address and password in order to sign-in

- External participants require a link in order to join a meeting, and by default, they are held in the meeting lobby, and requires someone internally (southwark.gov.uk) to admit them to the meeting

- Teams meeting links can be generated and sent from Outlook, from users who have a Direct Access Windows 10 laptop (due to be rolled out organisation-wide throughout 2020)

- All meetings will have the following features set by default, that cannot be changed by hosts or participants.

    o   External participants will need to be admitted by a host before joining the meeting

    o   Anonymous people cannot start a meeting

    o   Dial-in users cannot bypass the lobby (when calling in from a phone)

Zoom

- Southwark are joining the Zoom 'managed domain' account, which allows Southwark to control what settings are switched on and off for those signing up with a southwark.gov.uk email address

- f you have previously created an account using a work email address will be asked to join the corporate account, therefore applying the corporate settings to their account

- All meetings will have the selected privacy settings enabled by default, that cannot be changed by hosts or participants, including

    o   **Password** required to attend meetings

    o   **Join before host** will be disabled, meaning that the host needs to be present before others can join.

- When staff are invited to a Zoom meeting that has been set up by someone externally, staff should consider:

    o   Zoom is rapidly patching known vulnerabilities, however further security issues may be identified

    o   There is no way to guarantee all meeting participants have updated to the latest version, or that the host has implemented the recommended security settings

Training and further guidance

A training offer is available for both Teams and Zoom on the [Digital Skills Portal](#) on MyLearningSource.

For further information on the implementation of Microsoft Teams and Zoom, please contact the Technology Transformation Team, at [Smartworking.technology@southwark.gov.uk](#).