From time to time really exciting things happen at CPAESS and we will be sending you news splashes to keep you up to date!

Hello Everyone,

I wanted to let you know that UCAR is aware of the moratoriums that many federal agencies have placed on their staff regarding the use of Zoom. As a program CPAESS will generally be using Google Meet | Hangouts. However, we understand that some UCAR meetings may still utilize Zoom. Each virtual presenting program has different strengths and weaknesses. For example, Google Meet | Hangouts can only host a meeting for 250 people, which poses difficulties for very large meetings.

Should UCAR hold a meeting that you wish to attend utilizing Zoom, you could attend via the phone according to some of the federal guidance we have seen. Please make sure to follow your agency's precautions concerning Zoom. We have asked UCAR to provide links to any visual content whenever possible, such as slide decks, that a presenter may be utilizing to assist those attending via the phone. Additionally, these meetings are often recorded and can be viewed at a later time.

As Google Meet appears to be generally permissible, here is some information from UCAR's Cybersecurity Program Office (CPO) regarding Google Meet:

Our organization pays for, supports, and verifies the security of Google G Suite products. This includes **Google Meet**, which has several recent upgrades that provide comparable service to Zoom—with the added benefit of both privacy and security controls that distinguish it from the free versions of Google products. Plus:

- Participants outside our organization **do not** need to have a Google account to join and participate in Google Meet meetings (you can add them to the Google Calendar invitation or send them the meeting link and ID separately, but external participants must be actively "accepted" by the host when they enter the meeting in order to participate).
- A CPO-approved Grid View add-on for Chrome provides a gallery view of all participants, similar to Zoom.
- Google Meet offers toll-free international audio access
- You can invite up to 250 participants
- It's easy to add a "Conferencing" (Google Meet) option right in your Google Calendar invitation.
- See the video tutorials for quick overviews of these features and more.

If you work for an agency **without** a moratorium on Zoom, below is some security guidance for UCAR staff concerning the use of Zoom from UCAR's Cybersecurity Program Office.

Zoom Security Measures: If Zoom is still the best solution for your meeting needs, please be sure to follow (and ensure your labs, departments, and programs are following) **CPO's guidelines for video**

conferencing, including **specific guidelines for Zoom meetings**. CPO will keep these guidelines updated as new security information about Zoom is released.

Here's a checklist of important security measures:

Setup:
- o **Do** encourage Zoom users to <u>keep the application up to date</u> on their devices
- o **Do** have Zoom generate a **unique meeting link, ID, and password** for each meeting.
- o **Do** configure the meeting to:
  - ▪ Disable whiteboard, remote control, screen sharing, camera, and microphone by default for participants
  - ▪ Enable the "waiting room" feature
  - ▪ Only allow the host(s) to record the meeting.
- o **Do NOT** use Zoom to invite/email participants.

Invitations:
- o **Do** include information about how to register for the event (designate a contact person or create a Google Form that asks for full name, organization, and email address). Invite public participation, when relevant, by sharing registration info on Staff Notes Daily or other public venues.
- o **Do NOT** include the meeting link, ID, or password—instead, send this info via email to individual participants after they've confirmed their intent to attend.

Moderation:
- o Assign a moderator and backup moderator to monitor the event and:
- o Control who joins the meeting (using the "waiting room" feature)
- o Ensure the information shared is appropriate and, to the extent possible, non-confidential.

Recording:
- o **Do** notify attendees if/when a meeting is being recorded.
- o **Do** examine the recording to ensure it is free of confidential information such as personal data or <u>personal identifying information</u>.
- o **Do NOT** store recorded content on the Zoom platform.

Watch Out for Phishing

Please see the <u>CPO guidance</u> for more information, and note that Zoom links (or ones that look similar to Zoom links) may be used in phishing attacks. When you receive an invitation to a Zoom meeting, hover over the link before clicking on it to reveal the actual destination (a real Zoom URL will always begin with <u>zoom.us</u>).

I hope this clarifies potential questions regarding Zoom and Google Meet. Please <u>reach out to me</u> if you have questions. I will do my best to answer your question, or find the answer for you.

All the best,
Dawn Mullally