

# webcast security pre-flight checklist

10 steps to safer webcasting



Check for webcast software updates



Designate a co-host



Use a random meeting ID



Disable file-sharing within webcast



Disable private chat



Test mic, camera, audio, muting, and screen-sharing before starting



Close unneeded tabs, apps, windows



Clear your virtual desktop



Disable email & calendar notifications



Set all phones to silent mode