

Security Tips for Microsoft Teams



Backup Your Data/Files Frequently

Download and save your files in an offline location



Delete Shared Documents

It is recommended to delete uploaded documents once all recipients have downloaded the files to avoid possible privacy leak issues and to ensure that no documents are left in the cloud after the 6 months period has ended



Download from Trusted Sources Only

Download the latest version of Microsoft Teams from www.office.com



Latest Operating Systems and Antivirus

Ensure your devices operating system and antiviruses are up to date

Security Tips for Microsoft Teams



Cover Your Webcam

Always cover your webcam when not in use



Confirm the Participants of the Meeting

Ensure the right participants have joined the meeting and request to enable webcam for verification, if necessary



Always Be Diligent

Do not share confidential information such as username, password or credit card information



Practice Proper Work Etiquette

Refer to the organization protocols and maintain healthy work environment when using Microsoft Teams



Proper File Sharing

Use encrypted email or Sharepoint Intranet for file sharing