HOW TO SECURE MEETINGS IN HANGOUTS (GOOGLE) MEET

Securing your Hangouts Meet (Recently rebranded Google Meet) session ensures that your meetings stay private and free of unwanted attendees.

Meeting Settings

- Participant Access **without** a Google Calendar Invitation:

    - Google users can enter into any Google Hangouts Meet session if they have the link or nickname for the session.

    - External users without a Google Calendar invitation using the web address for a Hangouts Meet session must request and receive approval to connect.

    - Anyone who has dial-in information (phone number and PIN) for a Hangouts Meet session can join via telephone.

- Participant Access **with** a Google Calendar Invitation:

    - Anyone invited to a Google Calendar event containing a Hangouts Meet session can access it.

- Securing Shared Google Calendars:

    - Hangouts Meet session details in shared Google Calendars are viewable if calendar sharing permissions are set to anything other than "See only free/busy (hide details)".

- Securing Individual Google Calendar Events: When scheduling a Hangouts Meet via Google Calendar, make sure your event details are private. This only allows calendar event guests to view the meeting details, including the Hangouts Meet session link.

    Note: If your calendar isn't shared with anyone, you may not see these settings.

    - To change your event to private:

        - Open Google Calendar and then open the event you wish to update.

        - Click Default visibility and select Private from the drop-down list.

        - Click Save.

    Important: Once you change your event from Public to Private, the event's details cannot be seen by others unless they have at least "Make changes to events" permission for this specific calendar.

Other suggestions to secure a meeting

- Do not publish meeting URLs in public communication channels

- Remind participants to not share meeting details