

A Bit about MS Teams Security & You

With concern about the latest happenings on the LSU main campus with Zoom, how safe is the AgCenter in using MS Teams?

Microsoft Teams has built-in advanced security and compliance capabilities, you can do the rest.

- Multi-factor authentication
- Single sign on through Azure Active Directory for the Office 365 suite
- Encryption of data in transit and at rest
- Advanced Threat Protection
- Communication compliance
- Data retention policies
- Data loss prevention

For more information on Security contact the AgCenter IT Helpdesk at ITsupport@agcenter.lsu.edu

Security in the App

Teams enforces team-wide and organization-wide two-factor authentication, single sign-on through Active Directory, and encryption of data in transit and at rest. Files are stored in SharePoint and are backed by SharePoint encryption. Notes are stored in OneNote and are backed by OneNote encryption. The OneNote data is stored in the team SharePoint site. The Wiki tab can also be used for note taking and its content is also stored within the team SharePoint site.



Security of Data in Teams

Data in Teams resides in the geographic region associated with the O365 tenant. O365 has been built from the ground up to provide enterprise-grade security, privacy and compliance capabilities. Exchange, Sharepoint, Skype for Business and Microsoft Teams, server farms and data storage are in North America.



The Trade-off: Ease of use vs. security – End User choice

The meeting Organizer can select permissions in the “Meeting Options”. These options include the use of a lobby for participants, determining who can share content into the meeting, who can speak and who can chat.

Microsoft Teams meeting
Join on your computer or mobile [app](#)
[Click here to join the meeting](#)
Or call in (audio only)
[+1 225-614-2374,,22162](#) [redacted] United States, Baton Rouge
Phone Conference ID: 221 62 [redacted]
[Find a local number](#) | [Reset PIN](#)
[Learn More](#) | [Meeting options](#)

Meeting options

Who can bypass the lobby?	Everyone	▼
Always let callers bypass the lobby	Yes	<input type="checkbox"/>
Announce when callers join or leave	Yes	<input checked="" type="checkbox"/>
Who can present?	Everyone	▼
Allow attendees to unmute	Yes	<input checked="" type="checkbox"/>
Allow meeting chat	Enabled	▼
Allow reactions	Yes	<input checked="" type="checkbox"/>

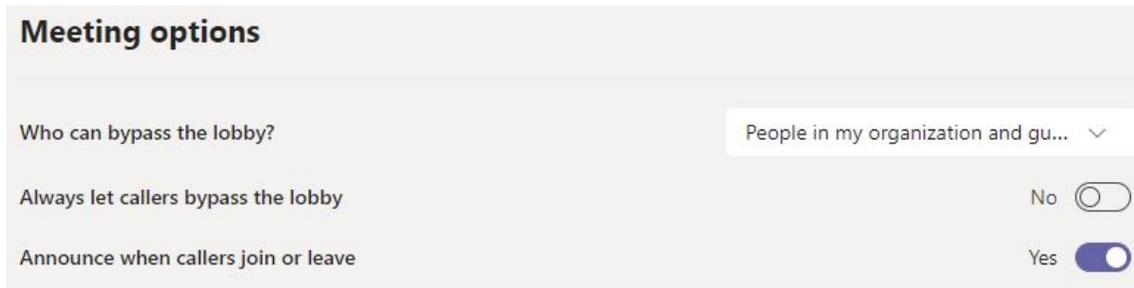
[Save](#)

Organizers can choose which participants can bypass the Lobby

Who can bypass the lobby?	What happens	Recommended when...
Only you	As the meeting organizer, only you can get into your meeting directly. Everyone else will wait in the lobby.	You want everyone else to wait in the lobby until you're ready to admit them.
People in my organization	Only people within your org can get into your meeting directly. Everyone else will wait in the lobby.	You want all guests and external people to wait in the lobby so you can approve them one by one.
People in my organization and guests	People in your org and guests (including those who have different email domains than yours) can get into your meetings directly.	You want all external people (anyone outside your org, except guests) to wait in the lobby so you can approve them one by one.
People in my organization and trusted organizations, and guests	People in your Teams org, external participants from trusted organizations, and guests can get into your meetings directly.	You want some external people to wait in the lobby so you can approve them one by one.
Everyone	Anyone who has access to the meeting link gets into the meeting directly, including people who call in.	You don't want anyone to wait in the lobby. You want everyone to be able to join your meetings without specific approval.

Don't forget the phone in callers

The AgCenter provide a call-in phone number and unique meeting ID for participants who do not have internet, use TTY services, or prefer the phone as the audio device.



The screenshot shows a 'Meeting options' panel with three settings:

- 'Who can bypass the lobby?' is set to 'People in my organization and gu...' via a dropdown menu.
- 'Always let callers bypass the lobby' is set to 'No' with an unselected toggle switch.
- 'Announce when callers join or leave' is set to 'Yes' with a selected toggle switch.

You can allow AgCenter folks and guests to bypass the lobby, while forcing callers into the lobby, it gives you time to process the phone number and determine to admit or reject the caller.

You may want to receive an alert when someone calling in by phone joins or leaves your meeting. To change this setting, select the toggle next to **Announce when callers join or leave?**

Also, they can be muted in the Participants list. The Mute/Unmute for landlines in *6. Landlines can also be muted in the participants list.

If you disallow attendees to unmute themselves phones will not be able to unmute.

Select who can Present content into your virtual event.

Who can present?	What happens
Everyone	Anyone who has access to the meeting link will join the meeting as a presenter.
People in my organization	Only people in your org will be presenters. External participants will join as attendees.
Specific people	Only people you choose from the list of invitees will be presenters. Everyone else will join as attendees.
Only me	Only the organizer will be a presenter. All other participants will join as attendees.

This is for full collaboration. Careful - this is how “bombing” happens

You can make them Presenters in the meeting through the Participants list

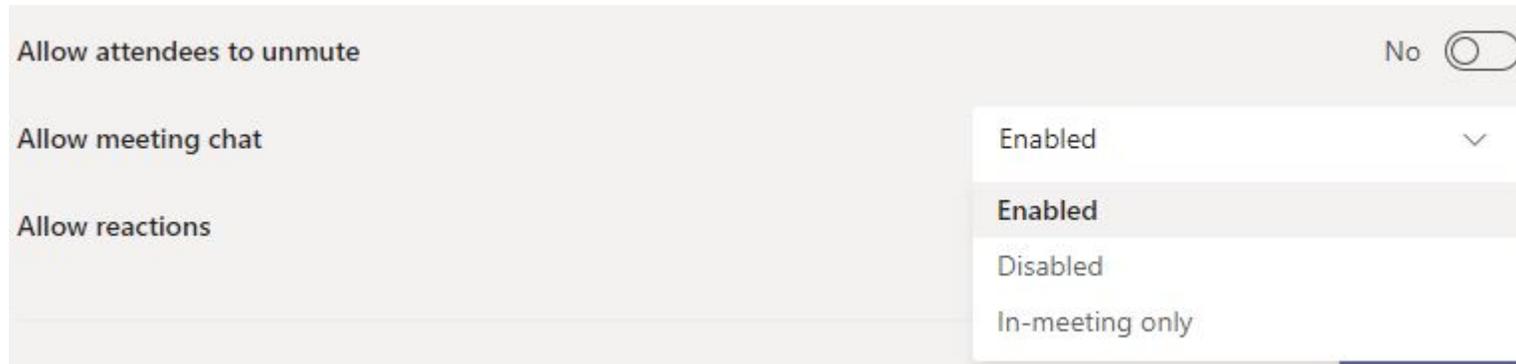
This can only select AgCenter people

You can make them Presenters in the meeting through the Participants list

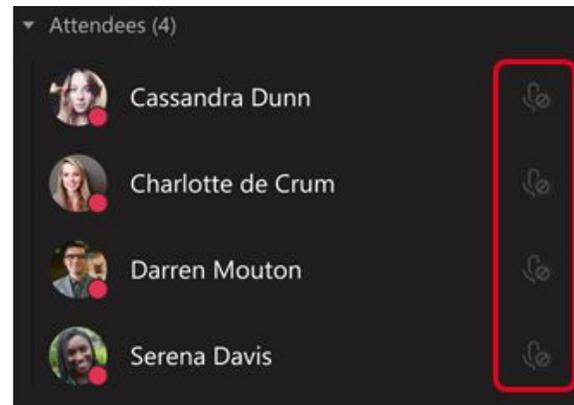
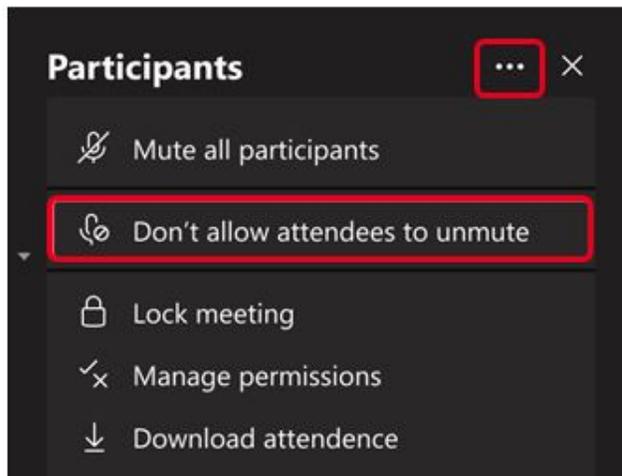
A couple things to keep in mind:

- You'll need to send your meeting invite directly to anyone you want to select as a presenter.
- You won't be able to select someone from a different org as a presenter.

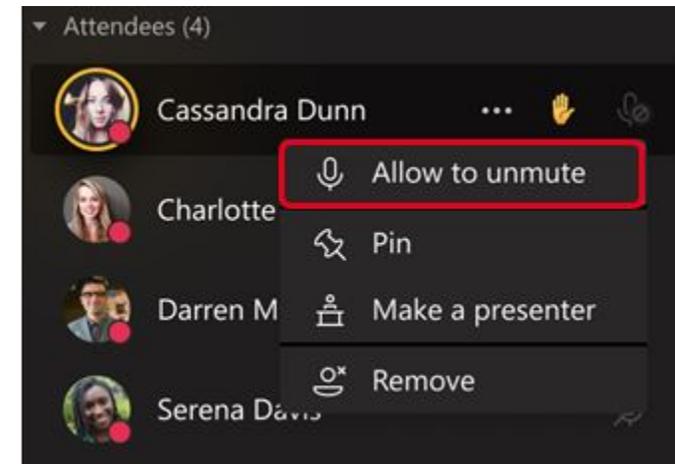
Organizers choose who can speak and who uses Chat for the event.



Organizers and Presenters can disable the microphone of any Attendee or all Attendees at any time in the meeting through the **Participants list**. Participants who “**Raise Hand**” can be allowed to unmute individually.



Mics are dimmed out.



Teams Training

Office.com

