

There is an anonymity risk associated with sharing online meeting links directly online

- **Good practice:**

The screenshot shows a Skype meeting invitation for 'Meeting online: Sunday'. The invitation includes a contact request to a generic email address, a start time of 09:00, and a duration of 1 hour. A 'Meeting Guide' section provides instructions on using a headset and muting the microphone. Two callouts highlight good practices: one notes the absence of an actual link and the use of a generic email address and Skype group name; the other notes clear start time and joining instructions.

GOOD PRACTICE
- no actual link
- generically named email contact address
- generic Skype group name to request access

GOOD INFORMATION
- clear start time
- clear joining and equipment instructions

- **NOT SO GOOD practice:**

1. Online meeting link shared
2. Meeting entry password shared
3. No clear joining guidelines

The screenshot shows a Zoom meeting invitation for 'Zoom Mtg: Tuesday'. The invitation includes a Zoom link (1), a meeting ID (2), and a start time of 20:00. A 'Meeting Guide' section provides instructions on using a headset and muting the microphone. Three callouts highlight poor practices: the Zoom link is shared directly (1), the meeting ID is shared directly (2), and there are no clear joining guidelines (3).

1 <https://zoom.us/j/...>

2 Meeting ID: ...

3 Start time: 20:00 - duration 1hr

Online meeting links often display personally identifiable information such as full names and email addresses – immediately upon opening the link

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- Online meetings are encouraged to provide a **generically named email address** which we can post to the Meeting Finder page.
- People who wish to join the online meeting can then **contact the email address and ask for the meeting link**.