

## Use of Video Conferencing

### Microsoft (MS) Teams and WebEx

MS Teams is a video conferencing application available via Cirrus. It should be used for official business related communications hosted by BEIS.

For more information about MS Teams [select this link](#).

WebEx is a video conferencing app available via Cirrus. It can be used for official business related communications if MS Teams is not available.

For more information about WebEx [select this link](#).

### Zoom

Zoom is a cloud platform used for video and audio conferencing. It should only be used for official business related communications **where MS Teams and WebEx aren't possible**.

If you are asked to join an official business related Zoom call, you **must only** join from a Cirrus device provided by BEIS.

**Zoom should not be used for sensitive policy discussions, including trade / EU negotiations and wider economic discussions.**

The Zoom app has been deployed to a small number of senior BEIS staff. However, if a meeting has been configured correctly, you will be able to join the video conference through the browser, without needing the application or an account. You must **not create free accounts** because of the security risks they pose. The alternative you should use is the 'dial-in' voice call facility, using the standard conference call number, the meeting ID included in every Zoom invitation and password when set by the meeting organiser.

### Google Meet

Google Meet (formerly Google Hangouts) is a cloud platform used for video and audio conferencing. It should only be used for official business related communications **where MS Teams and WebEx aren't possible**.

If you are asked to join an official business related Google Meet call, you **must only** join from a Cirrus device or a non-Cirrus device provided by BEIS.

**Google Meet should not be used for sensitive policy discussions, including trade / EU negotiations and wider economic discussions in calls with non-UK government organisations**

You can join a Google Meet call without a Google account. You must not create an account just to join a meeting.

To join a video meeting using a meeting link:

- Open the chat message or email with the meeting link > click the meeting link.
- Click Ask to join.
- When someone in the meeting gives you access, you'll join it.

To join a video meeting from Google Meet:

- Go to [meet.google.com](https://meet.google.com).
- Click Use a meeting code.

### Other Video Conferencing Platforms

For security advice on the use of all other video conferencing apps, please contact [security@beis.gov.uk](mailto:security@beis.gov.uk) .