



## How Security Levels Work

**Meeting-Master's** patented four levels of security is designed to protect your content. Each meeting invitation indicates the level of security assigned to the content by the Presenter. This can also be found on your web portal in your presentation menu for each of your meetings. Users can access and update all content (secured and non-secured) content via their web portal in their *Presentations* menu.

The security levels are designed to restrict, block, and report violations to the Presenter. Violations may restrict and block with on screen messages notifying the user. Additionally, violations may not produce on screen messages and simply report violations back to the Presenter. Violations can be found in the Presenter's web portal under the *Security Events* menu.

### Types of security violations:

- Printing of secured content
- Emailing of secured content
- Sharing of secured content
- Downloading secured content
- Screenshots of secured content (key strokes, software, others)
- Screen sharing of secured content (Zoom, Skype, TEAMS, Google Meet, others)
- Screen Recording of secured content (Quicktime, Zoom, MS Office, others)

### How to set up security for content:

Presenters - In your Meeting Management menu select *Add Meeting*

In the *Sharing Permissions* (drop down menu) you will need to pick a security level. The security levels are as follows:

Open (green)– All content can be shared with anyone (internal and external company meetings)

Colleagues (blue) – Content can be shared only with company personnel (ie, noteaffect.com).

Participants (orange) - Content can only be shared with the participants listed on the meeting invite.

Closed (red)– Content cannot be shared with anyone.

**If you violate the security of the content, do not contact NoteAffect Support, we suggest you contact your Presenter immediately.** For all other support, email [support@noteaffect.com](mailto:support@noteaffect.com)