

## Configuring Secure Meeting on a Secure Access Device User Role (NSM Procedure)

Secure Meeting allows Secure Access device users to securely schedule and hold online meetings among Secure Access device users and non-Secure Access device users. In meetings, users can share their desktops and applications with one another over a secure connection, allowing everyone in the meeting to instantaneously share electronic data onscreen. Meeting attendees can also securely collaborate online by remote-controlling one another's desktops and through text chatting using a separate application window that does not interfere with the presentation.

To configure secure meeting on a user role:

1. In the navigation tree, select **Device Manager > Devices**. Click the **Device Tree** tab, and then double-click the Secure Access device for which you want to configure secure meeting on a user role.
2. Click the **Configuration** tab. Select **Users > User Roles**.
3. Click the **New** button. The New dialog box appears.
4. Add or modify settings as specified in Table 1.
5. Click one:
  - **OK**—Saves the changes.
  - **Cancel**—Cancels the modifications.

**Table 1: User Role Secure Meeting Configuration Details**

Option	Function	Your Action
<b>Meetings &gt; Options &gt; Meeting Types tab</b>		
User cannot create meetings	Disables meeting creation and scheduling.  <b>NOTE:</b> User can join the invited meetings even if you enable this option.	Select the <b>User cannot create meetings</b> check box to enable this feature.
Meeting Types	Specifies the type of meeting you want to provide users.	Select one of the following options from the drop-down list: <ul style="list-style-type: none"><li>■ <b>MySecureMeeting (users have a personal meeting URL)</b>—Allows users to create personal meetings without having to schedule them ahead of time.</li><li>■ <b>Standard meetings (users can create scheduled meetings)</b>—Allows users to create scheduled meetings through the Meetings tab.</li></ul>

**Table 1: User Role Secure Meeting Configuration Details** (continued)

<b>Option</b>	<b>Function</b>	<b>Your Action</b>
Users can create Scheduled meetings	Allows users to create scheduled meetings.	Select the <b>Users can create Scheduled meetings</b> check box to enable this feature.
Users can create Instant meetings	Allows users to create instant meetings.	Select the <b>Meetings &gt; Options &gt; Meeting Types &gt; Users can create Instant meetings</b> check box to enable this feature.
Users can create Support meetings	Allows users to create two-person support meetings.	Select the <b>Meetings &gt; Options &gt; Meeting Types &gt; Users can create Support meetings</b> check box to enable this feature.
Users can create additional meeting URLs under their personal URL	Allows users to create an additional meetingID.	Select the <b>Meetings &gt; Options &gt; Meeting Types &gt; Users can create additional meeting URLs under their personal URL</b> check box to enable this feature.
<b>Meetings &gt; Options &gt; Meeting Options tab</b>		

**Table 1: User Role Secure Meeting Configuration Details** (continued)

Option	Function	Your Action
Authentication Requirements	Specifies the authentication restrictions that you want users to apply to the meetings that they create.	<p>Select one of the following types from the drop-down list:</p> <ul style="list-style-type: none"><li data-bbox="1128 436 1414 625">■ <b>Meeting password optional (more accessible)</b>—Allows the meeting creator to decide whether or not the meeting requires a password to join.</li><li data-bbox="1128 632 1414 842">■ <b>Require meeting password (more secure)</b>—Requires the meeting creator to either create a meeting password or use the one generated by Secure Meeting.</li><li data-bbox="1128 848 1414 1037">■ <b>Require server-generated password (even more secure)</b>—Requires the meeting creator to use the password generated by Secure Meeting.</li><li data-bbox="1128 1043 1414 1255">■ <b>Require secure gateway authentication (most secure)</b>—Allows only invited users authenticated against the Secure Access device secure gateway to attend the meetings.</li></ul>

**Table 1: User Role Secure Meeting Configuration Details** (continued)

Option	Function	Your Action
Password Distribution	Specifies the distribution method that you want meeting creators to employ.	<p>Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"><li data-bbox="1123 470 1422 680">■ <b>Do not display the password in the notification email (more secure)</b>—Requires that meeting creators manually distribute the meeting password to invitees.</li><li data-bbox="1123 690 1422 974">■ <b>Display the password in the notification email (more accessible)</b>—Automatically distributes the meeting password in the e-mail notification sent by Secure Meeting and displays the Secure Meeting tab in Microsoft Outlook calendar entries.</li><li data-bbox="1123 984 1422 1247">■ <b>Allow the meeting creator to decide</b>—Allows meeting creator to determine whether or not Secure Meeting and Microsoft Outlook should automatically distribute the meeting password to meeting invitees.</li></ul>

**Table 1: User Role Secure Meeting Configuration Details** (continued)

Option	Function	Your Action
Attendee Names	Specifies whether you want Secure Meeting to display the names of attendees during a meeting.	<p>Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>■ <b>Do not allow hiding of attendee names</b>—Always displays the names of meeting attendees.</li> <li>■ <b>Allow meeting creator to hide attendee names</b>—Allows the meeting creator to decide whether or not to display the names of meeting attendees.</li> <li>■ <b>Hide attendee names</b>—Always hides the names of meeting attendees.</li> </ul> <p><b>NOTE:</b> When you select this option, Secure Meeting still exposes the names of the meeting conductor and presenter to other meeting attendees.</p>
Secure Chat	Specifies whether or not you want to allow users to chat during their meetings.	<p>Select one of the following options from the drop-down list:</p> <ul style="list-style-type: none"> <li>■ <b>Allow secure chat (more functional)</b>—Enables chatting in the meetings that are created by users who map to this role.</li> <li>■ <b>Disable secure chat (more secure)</b>—Disables chatting in the meetings that are created by users who map to this role.</li> </ul> <p><b>NOTE:</b> If you change this setting while a meeting is in progress (that is, after any user has joined the meeting), Secure Meeting does not apply the modified setting to the in-progress meeting.</p>
Allow users to download Secure Meeting for Outlook Plugin	Allows users to schedule secure meetings through Microsoft Outlook.	Select the <b>Allow users to download Secure Meeting for Outlook Plugin</b> check box to enable this feature.

**Table 1: User Role Secure Meeting Configuration Details** (continued)

Option	Function	Your Action
Minimum length (characters)	Allows you to set the minimum character length for passwords.	Set the minimum character length for passwords.
Maximum length (character)	Allows you to set the maximum character length for passwords.	Set the maximum character length for passwords.
Password must have one or more digits	Requires passwords to have at least one digit.	Select the <b>Password must have one or more digits</b> check box to enable this feature.
Password must have one or more letters	Requires passwords to have at least one letter.	Select the <b>Password must have one or more letters</b> check box to enable this feature.
Password must have mix of UPPERCASE and lowercase letters	Requires all passwords to contain a mixture of upper- and lowercase letters.	Select the <b>Password must have mix of UPPERCASE and lowercase letters</b> check box to enable this feature.
Password must be different from username	Requires that the password cannot equal the username.	Select the <b>Password must be different from username</b> check box to enable this feature.
Password Management	Allows you to prompt user to renew password after specific number of meetings.	Enter the number. <b>NOTE:</b> Enter <-1 > to not renew the meeting password.
Remote Control	Specifies whether you want to allow meeting presenters to share control of their desktops and applications with other meeting attendees.	Select one of the following options from drop-down list: <ul style="list-style-type: none"> <li>■ <b>Allow remote control of shared windows (more functional)</b>—Allows the meeting presenter or conductor to pass control of the presenter’s desktop and desktop applications to any of the meeting attendees, including non-Secure Access device users.</li> <li>■ <b>Disable remote control (more secure)</b>—Allows Limited control of the meeting presenter’s desktop and desktop applications exclusively to the presenter.</li> </ul>
<b>Meetings &gt; Options &gt; Meeting Policy Settings tab</b>		

**Table 1: User Role Secure Meeting Configuration Details** (continued)

Option	Function	Your Action
Limit number of simultaneous meetings	Allows you to specify the maximum number of meetings that may be held by at any given time by members of the role.	Select the <b>Limit number of simultaneous meetings</b> check box to enable this feature.
Limit number of simultaneous meeting attendees	Allows you to specify the maximum number of people who may simultaneously attend meetings scheduled by members of the role.	Select the <b>Limit number of simultaneous meeting attendees</b> check box to enable this feature.
Limit duration of meetings (minutes)	Allows you to specify a maximum duration (in minutes) that a meeting may run.	Select the <b>Limit duration of meetings (minutes)</b> to enable this feature.
<b>Meetings &gt; Auth Servers</b>		
All Authentication Servers	Exports all authentication servers or selected authentication servers.	Select the <b>ALL Authentication Servers</b> check box to enable this feature.
Auth Servers with Access Priviledge	Specifies whether the members of this role may access and search the authentication servers that they are currently authenticated against.	Select the authentication server and click <b>Add</b> .
All Authentication Servers	Exports all authentication servers or selected servers to export.	Select <b>ALL auth servers</b> to export all authentication servers or <b>SELECTED auth servers</b> to specify which authentication servers to export.
Auth Servers With Search Priviledge	Specifies additional authentication servers that members of this role may access and search.	Select the <b>Auth Servers With Search Priviledge</b> check box to enable this feature.

- Related Topics**
- Configuring Terminal Services on a Secure Access Device User Role (NSM Procedure)
  - Configuring Web Rewriting on a Secure Access Device User Role (NSM Procedure)

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