



SCREEN SHARING PRIVACY CHECKLIST

1 Pop-up notifications - the biggest risk

- ☐ Turn on Do Not Disturb
- ☐ Disable message previews & hide sender names
- ☐ Turn off OS-level notifications
- ☐ Close or mute Slack, Teams, WhatsApp, Telegram, Messenger, iMessage

2 Sharing your whole desktop instead of a single window

- ☐ Always share a single window
- ☐ Close unrelated apps & browser windows
- ☐ Hide desktop icons
- ☐ Use a separate work browser/profile

3 Keeping non-work chat/voice apps open

- ☐ Quit Discord, Steam Chat, TeamSpeak, etc.
- ☐ Disable their notifications & overlays
- ☐ Ensure no unauthorized users are in voice channels

4 Exposing private info/browser tabs

- ☐ Close personal tabs and accounts
- ☐ Clear Recent Files (Finder/Explorer, Office, PDF apps)
- ☐ Remove sensitive files from desktop
- ☐ Separate work and personal folders

5 Not pausing screen sharing when searching for files

- ☐ Pause sharing before opening Finder/Explorer
- ☐ Use a clean, meeting-only folder
- ☐ Hide or relocate personal/sensitive folders

6 Bonus

Safe meeting habits

- ☐ Test your screen before the meeting
- ☐ Share only the window you're actively using
- ☐ Keep phone notifications disabled if showing mobile content
- ☐ Review meeting platforms that may record your shared screen

Monitoring & privacy

- ☐ Avoid tools that take screenshots or capture screen content
- ☐ Choose privacy-first monitoring (WorkTime) that collects only activity metrics
- ☐ Educate your team on visual-data risks and safe screen-sharing practices