

# Create a meeting

## Step by step guide to your first Web Meeting

### Web Meetings without Software

Using Spread Web Meetings is easy and intuitive. Spread does not require you to run or install any software. All you need is a web browser.

Spread meetings can be held with PCs (Windows and Linux) and Macs. In addition to VoIP, Spread supports standard telephony for audio conferencing.

#### 1 My Spread

After you logged in on [www.spread.com](http://www.spread.com) you will be linked to your personal "My Spread" site.

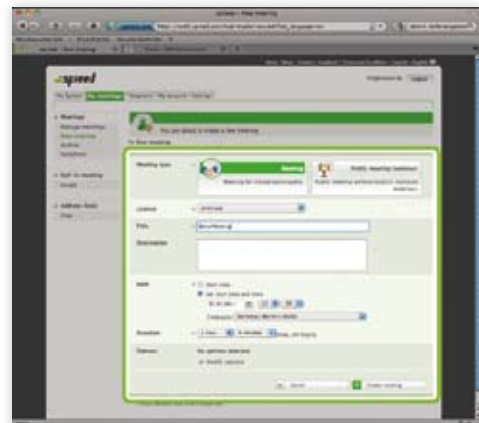
To plan a new meeting click on "Create new meeting"



#### 2 Create a new meeting

Type in title and date and select a meeting type on the page that opens up. You can also add additional details that are optional.

Finally, click on "Create meeting" to save the details and create a new meeting.



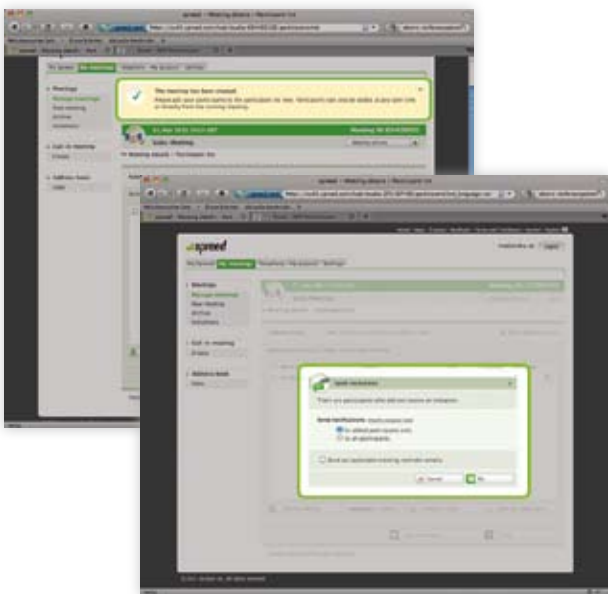
**Hint:** our meeting does not start automatically – even if the date has come that you have defined when creating the meeting. It will not begin until a moderator starts it in the meeting GUI. The defined start is indicated in the invitation mail and informs your participants about the planned starting time of your conference.

### 3 Add and invite new participants

#### Private meeting

If you have created a private meeting, the participant list opens and you can add new participants.

To inform your participants about your event and provide them with the required login data, please send invitations by email now (button “Send invitations”). In the popup menu that opens you can define the details for the outgoing email and finally send them out.

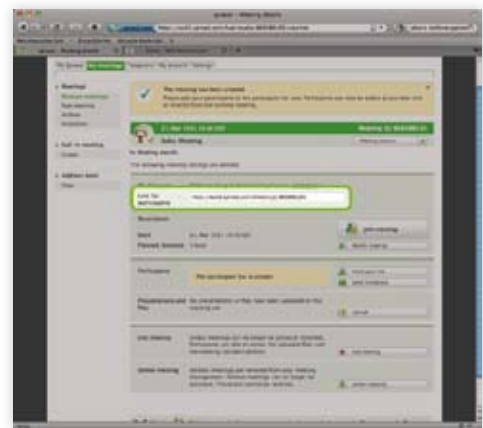


#### Public meeting

If you have created a public meeting it is not necessary to edit the participants list. After the meeting is created the “Meeting details” screen opens.

Here, find a link for publishing to interested persons (e.g. on your website, social media platforms).

Also you can invite participants (e.g. speakers, address book contacts) via Spread to your online event. The button “Participants list” opens the attendees’ list for adding and inviting them.



### 4 Meeting details

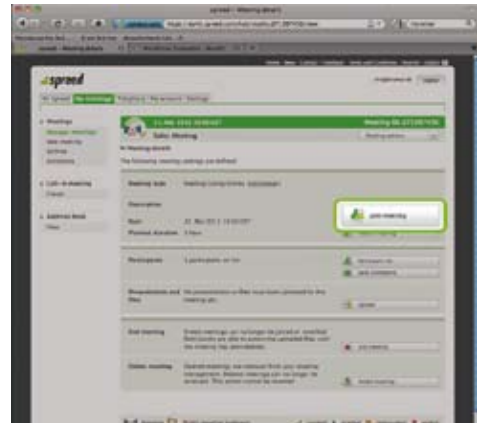
On the “Meeting details” site you find all the important information about your meeting.

In addition, you have the opportunity to edit your participant list, send invitations (if you haven’t already), upload presentations and files and end or delete your meeting.

### 5 Join the meeting

To enter and start your meeting, please join the meeting room.

Enter your meeting by going to the “Meeting details” screen, the “My Spreed” page or via “My Meetings”. Enter the meeting prior to its’ start time to be prepared when participants arrive.



For additional information please take a look at the [Spreed Manual](#).



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#### Further questions?

Click here. We call you within seconds for free – worldwide. Please keep your phone ready!

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