



Spread Keeps Online Meetings Secure

Online meeting controls and security mechanism


Security in your online meetings

Speed Online Meeting is protected by the most advanced security features. Rest assured that your meetings and events are well guarded.


Over the next several pages, we explain the safety features that help keep your online meeting safe and secure with maximum protection features.

1 Accessing Your Online Meeting

As a host, you decide if your meeting room is open only to a select group of people or if access is given to the public. You choose the option that best serves your needs.




Private meeting
Meeting for invited participants.




Only invited participants can join a private meeting room.

Specify names and email addresses of anyone invited to your event. Each participant receives an email invite that includes a password for joining your meeting room. The password is personal and cannot be used by another person.



Public meeting (webinar)
Public meeting without explicit invitation (webinar).



A public meeting room can be joined by anybody. No login is required.

Your online event can be joined with the meeting number or a generated link. Announce your meeting online through a website, social media or other avenues to make access quick and simple.



With Speed, you decide the security level for your online event.

Select the suitable meeting type by setting up your Speed online meeting.

2 No Long-Term Backup

The Spreed server saves and administrates all your information, data and files according to the required security guidelines:

Data Deleted in Seven Days

All data including presentations, files, chat history, polls and participant lists, are deleted seven days after your meeting ends. You may also delete data immediately.

Recorded and permanent meetings, including all data and files, will be saved for a longer period, but you have the option of deleting the entire meeting manually.

- No long-term storage of uploaded documents, chat histories, voting and participant lists
- Automatic deleting of all data seven days after the meeting ends.
- Recorded and permanent meetings are saved to guarantee playback and permanent availability

Tip: To avoid having to upload and temporarily store your data on the Spreed server you can present your files directly from your desktop using the Screen Sharing feature. Please see the next chapter for details.

Screen Sharing Eliminates the Need for Uploading Documents

If you don't want to upload personal or other protected files, use screen sharing. Spreed screen sharing is the ideal feature for sharing any kind of application.

PDFs, Office documents, PowerPoint presentations and other files can be shared directly from your desktop. No files need to be uploaded.

More information about Screen sharing and a manual how to use this feature can be found in our Short manual 'Screen sharing' and in the Spreed User Manual.

Security in your online meetings

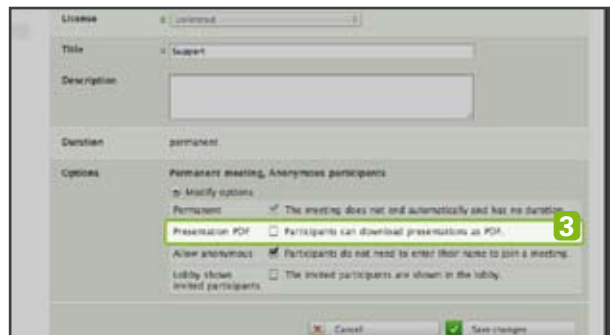


Protect Your Documents

Spread's presentation and file sharing allow you to control the flow of documents. Uploaded documents (**1**) can be available for all meeting participants.

Uploaded files can be provided for your event in the presentation panel of the meeting room (**2**).

Presentations are not automatically made public. You can allow downloading by activating the "Presentation PDF" option (**3**). Participants gain access to the presented documents only if this option is switched on.



3 Manage the Security of Your Meeting

As the host of a meeting, you control the rights and attendance of your participants, per your requirements.



Adjust Permission

With Spread, the moderator assigns roles of participants. Every role includes special permissions.

As moderator, you have full rights to decide which person takes an active part in your conference and who is part of the audience.

Security in your online meetings



Remove Unwanted Parties

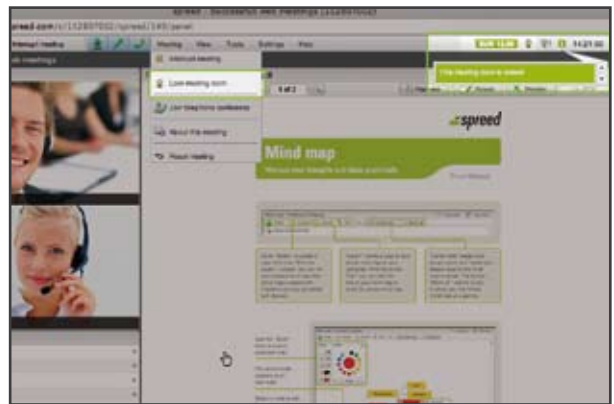
You can easily remove participants from your meeting room at any time. They will be moved to the lobby and will no longer be able to hear or see presentations.



Add More Security by Locking Meeting Room

Want another layer of security? After your meeting starts, click on "Lock Meeting" to forbid any other people from entering.

You can unlock your meeting room again while the meeting is running.



4 Advanced encryption

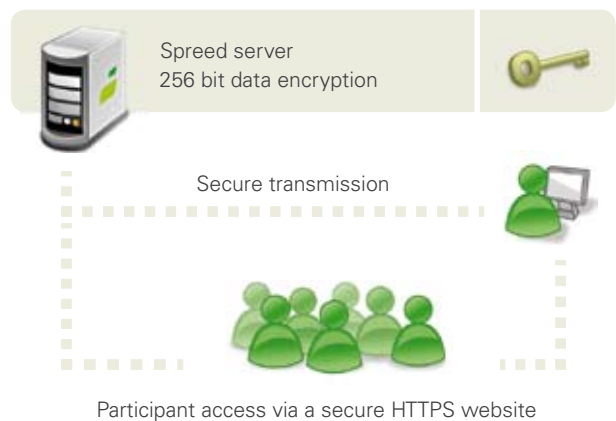
Spread protects your meetings with state of the art encryption.

Data encryption (HTTPS, SSL)*

Spread supports encrypted web meeting traffic via HTTPS and SSL certificates. This provides strong cryptography via the Secure Socket Layer (SSL v3) and Transport Layer Security (TLS v1) protocols.

Detailed encryption data:

- High-grade Encryption (AES-256 256 bit)
- PKCS #1 SHA-1 With RSA Encryption (256 Bytes / 2048 Bits)



* All facts apply to Spread Online Meeting with use of a web browser only. There is no encryption on phone lines and therefore no guarantee on security.

Security in your online meetings

Please notice! As sites are already encrypted before being transmitted, it is nearly impossible to view content without permission.

Access information

Three different secure number generators generate all information required for accessing your meeting room.

You can be confident that the meeting number and the personal passwords of your invited participants are secure.

Spread uses the highest security standards of data protection and data security worldwide. These security measures and the different control functions guarantee you the ability to hold online meetings in a secure environment.

If you have more questions, please contact us.



Spread Germany

Phone: +49-711 - 89 66 56 66

Email: info@spread.com

Web: www.spread.com

Spread United States

Phone: +1-800- 96 98 776
(Toll-free USA)

Email: value@spread.com

Web: www.spread.com



Further questions?

Click here. We call you in a few seconds at our cost - worldwide. Please keep your phone ready!

Call now