

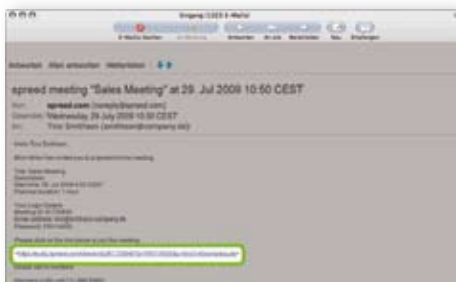
Join a meeting

Two clicks to join a meeting

1 Access to the event

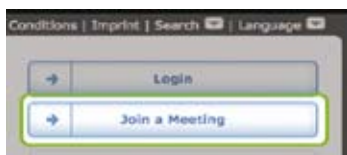
Email-invitation received

You received an email invitation for a web meeting. Click on the link in this email to be taken directly to the meeting.



Meetingnumber received

You received a meeting number for an online event you want to join. Visit www.spread.com to enter the meeting room. Click on the "Join a meeting" button and insert the meeting number.



Published link to a meeting

You found a link for a web meeting, for example on the website of the host. Enter the link into the address bar of your browser to join the meeting.

2 Landing page

You will enter the meetings start page with all relevant information.

If the meeting is private please enter the required login data. For a public meeting you are asked for your name. This will be displayed in the participants list of the meeting room later on. Click on "Sign-in"



3 Waiting in the lobby

You are now linked to the meeting. If the meeting has not started you will be waiting in the lobby (waiting room).



4 Take part in the meeting

As soon as the moderator starts the meeting, you will be moved into the meeting room and be able to participate in the meeting.



i Active participant? The host of the meeting or a moderator decides if you can take active part in the meeting.

👤 As participant you are in a passive listening position.

🗣️ As Speaker you have expanded rights. You can share your video and audio, use the pointer and whiteboard or upload a presentation.

★ As moderator you have all rights to administrate the meeting except ending the meeting. You can join the meeting before the meeting was started to prepare the room. Stopping the meeting is only possible by the host of the meeting.

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!

[Call now](#)