



Security in your web meetings

Web meeting controls and security mechanism

Security in your web meetings

Spread is aware of the need for the security of their customers. Therefore the available solutions meet modern security standards.

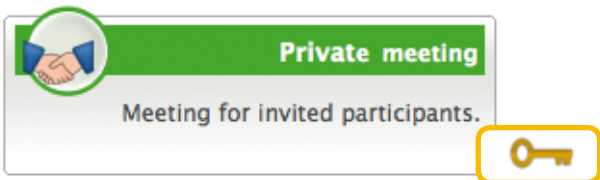
Spread is hosted in Germany. To that effect, the service is subject to the strict rules of the German

Data Protection Act. Spread Web Meetings provides a secure working interface and extensive possibilities to control your online events.

Please consider the following points:

1 Access to your web meeting

As a host of a meeting you would like to decide if your meeting room is open only to a select group of people or if access is open to the public. You can set these settings by choosing the option that best meets your needs.

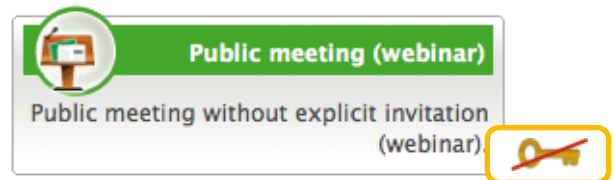


Private meeting
Meeting for invited participants.

A button with a green header, a handshake icon, and a key icon in a yellow box.

Only participants who are invited are able to join a private meeting room.

Specify names and the email addresses of the people you would like to be a participant of your event. Every participant receives an invitation by email. This 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 button with a green header, a presentation icon, and a key icon in a yellow box.

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.

You can announce your meeting with online marketing avenues (i.e. website, newsletter, social media) to make it easy to access your room.



Decide the required security level for the planned online event.

Select the suitable meeting type by setting up your Spread meeting.

2 Data/files in your event

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

No long-term backup

All data including presentations, files, chat history, voting/polls and participant lists will be deleted 7 days after your meeting has ended.

Data can be deleted immediately if you decide to delete your archived meeting.

Recorded and permanent meetings including all data and files will be saved for a longer period. This guarantees the playback at any time and permanent availability. To avoid the storage of this information please delete the whole meeting manually.

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

Upload-free presentation of files

If you do not wish to upload personal or strongly protected files, use the feature Screen sharing instead.

Spreed Screen sharing is the ideal feature for sharing any kind of application. Additionally, you can share documents as well. For example

PDF's, Office documents, Power-Point presentations with animation and image files directly from your desktop.

Utilizing this method, no files need be uploaded or saved on the Spreed server.

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.

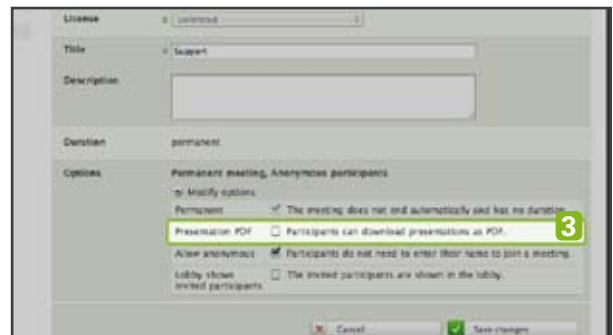
Security in your web meetings

Control your download files

Documents that are uploaded for sharing on the files panel (**1**) are always available for all participants of your meeting.

Uploaded presentations are provided for your event in the presentation panel of your meeting room (**2**).

Presentations are not public by default. If required, you can allow downloading by activating the meeting option "Presentation PDF" (**3**) in the meeting administration. Only if this meeting option is switched on can participants gain access to the presented documents.



3 Controlling your participants

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



Adjust your participants permission

In Spread you can assign different roles to your participants and change them again if required. Every role includes special permissions.

A moderator has full rights and a speaker has restricted rights, a participant will only be able to listen. You decide which person takes an active part in your conference and who is part of the audience.

Security in your web meetings



Eject unwanted participants

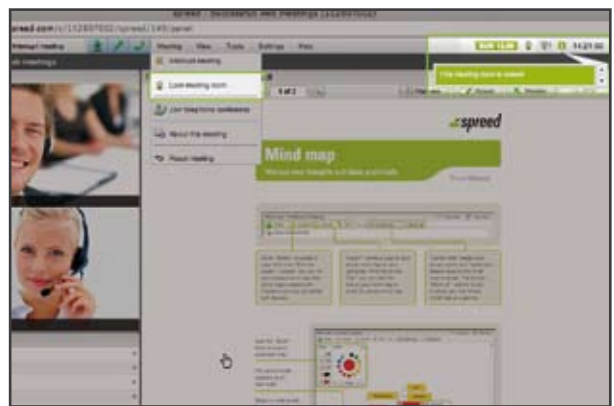
If necessary, you can easily remove any participants of your meeting room at any time. They will be moved to the lobby and will no longer be able to hear and see presentations or be able to interact any more.



Lock your meeting room

After your meeting has started, click on “Lock Meeting” to forbid any other people from entering your meeting.

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



4 High-grade security measures

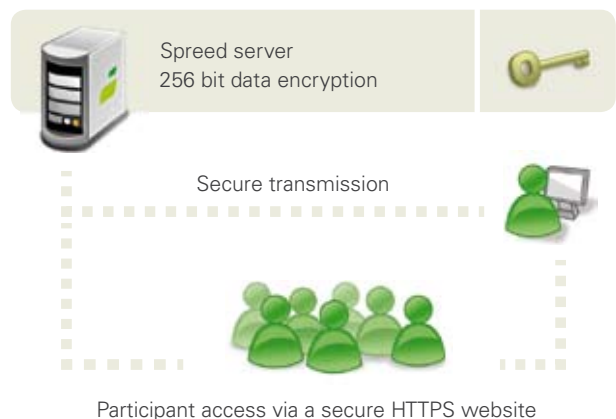
The following technical measures guarantee you can use Spread Web meetings without worrying about your security.

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 Web Meetings with use of a web browser only. There is no encryption on phone lines and therefore no guarantee on security.

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

Generation of access information

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

This means that the meeting number and the personal passwords of your invited participants are secure.

The Spreed Web meetings service utilizes the highest security standards of data protection and data security worldwide. These security measures and the different control functions guarantee you ability to hold online meetings in a secure environment.

If you have further questions, please don't hesitate to contact us.



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Further questions?

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

[Call now](#)