

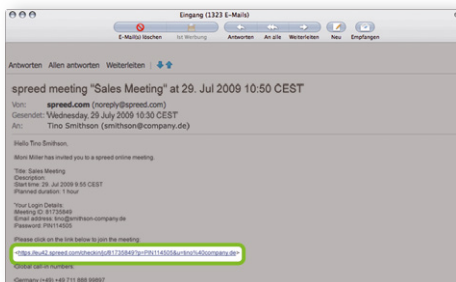
# Join a meeting

## Two clicks to join a meeting

### 1 Access to the event

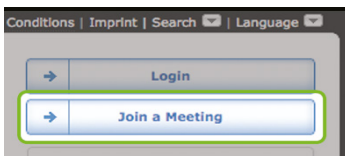
#### Email invitation

You have received an email invitation for an online meeting. Click on the link in your email to be taken directly to the meeting.



#### Meeting number received

You received a meeting number for an online event you want to join. Visit [www.spreed.com](http://www.spreed.com) to enter the meeting room. Click on the "Join a meeting" button on the top right of the start page and insert the meeting number.




#### Published link to a meeting

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


### Join meetings on your mobile device

Use our free [Webinar app](#) to join Spreed Online Meetings on your smartphone or tablet.

Webinar is available for free in the App Store (iPhone®, iPad®) and Google Play Store (Android™ smartphones/tablets):

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<https://itunes.apple.com/us/app/webinar/id409145483?mt=8>



 Android™:  
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To enter the meeting room, open the Webinar app on your smartphone or tablet and enter the meeting number. If this is a private meeting, you will need to enter your email address as well as the PIN you received. When joining a public meeting, you only need to enter your name.



## 2 Landing page

You will enter the meeting's start page with all relevant information.

If the meeting is private, enter the required login data. For a public meeting, you are asked for your name. Your name will be displayed in the participant list of this meeting. Click on "Sign in" to enter the meeting.



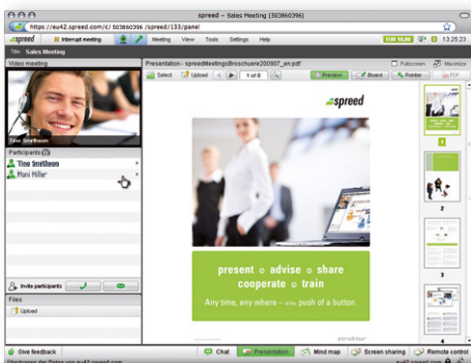
## 3 Waiting in the lobby

You are now entering the meeting. If the meeting has not started yet 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. You are now participating 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.

### Spread Family

Discuss, interchange or get latest information. We are looking forward to your feedback and suggestions.



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**XING**

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**YouTube**

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



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Brian Krause,  
Customer Care

#### Further questions?

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

**Call now**