

# About meetings

Meetings allow you to communicate with other people in various ways. Here you can share the content of your screen or establish an audio or video connection.

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## What different kinds of Blizz meetings are there?

With Blizz, you can use the following types of meetings:

- Screen sharing

If a meeting is held with screen sharing, the participants will be able to see the content of the presenter's screen. At the beginning of the meeting, the organizer is the presenter. The organizer can also hand this role over to another participant.

**Note:** By default, the screen is shared directly at the beginning of the meeting. If you want to prevent this, click in the navigation bar on the gear wheel and then click **Options**. On the **Blizz Settings** dialog under **Meeting**, deactivate the **Start screen sharing automatically** check box.

- Audio connection

An audio connection can be established either via Voice over IP (VoIP) with a headset connected to the device or via telephone.

- Video connection

In addition to the sound, a camera picture can be shared via a video connection.

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## Meeting ID

The meeting ID is a unique identifier for the meeting. So that other people can join your meeting, you must share the meeting ID with them.

Blizz automatically assigns every meeting a meeting ID. Which ID this is depends on which Blizz functions you are using:

- Blizz creates a unique meeting ID for each device. If you are **not** logged in and you start a spontaneous meeting, this ID will be used.
- If you create a Blizz account you will receive a personal meeting ID that can be used on all devices. If you are logged in and you start a spontaneous meeting, your personal meeting ID will be used. You can also always be reached by other people using this ID.
- If you are planning meetings, each planned meeting receives a unique ID that distinguishes it from all others.

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## Roles

All people who communicate using Blizz are participants. In addition, the specific roles organizer and presenter are created.

The organizer is the person who starts the meeting and invites others.

The presenter is the person who shares his screen. At the beginning of the meeting, the organizer is also the presenter, however he can assign the presenter role to another participant.

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## Spontaneous and planned meetings

You can start a meeting directly at any time. This is called a spontaneous meeting. Spontaneous meetings can be started using the **Meeting** tab, the contact list or a chat. In addition, it is possible to plan a meeting for a later point in time and to invite the participants in advance. All of your planned meetings are displayed on the **Calendar** tab.

## Related topics

[Starting a meeting](#)

[Joining a meeting](#)

[Planning a meeting](#)