

**e:Presence.gov.gr**



## **Teleconference Service**

**e:Presence.gov.gr**

# **Instructions for connecting to a teleconference as a Guest**

**Version 4.0**

**October 2024**

## INTRODUCTION

e:Presence teleconference service is based on Zoom's video conferencing technology. It offers a handy management environment with increased capabilities and implements an extremely easy process for the end users, in order to access directly the video conference meeting. Here, we will cover all the necessary instructions for those that use their personal desktop computer or laptop in order to participate in a teleconference.

- Up to 1000 participants allowed in a teleconference
- Duration of a teleconference up to 24 hours
- It is recommended to use headphones

## GUEST

Whoever cannot be authenticated using G.S.I.S credentials should be invited as a Guest to a teleconference. Guests do not need to activate a user account in order to participate in a teleconference. Non-Greek citizens should also be invited as Guests.

## CONNECTION

**Step 1:** Clicking on the teleconference join link that is included in the invitation email.

In most cases, the Guest will have received an invitation email from the moderator of the conference call with the title "e:Presence.gr: Teleconference Invitation" and sender "e:Presence <no-reply@epresence.gr>". Within this message there will be a link directing the user to the connection page to join the teleconference.

*In this message, the Guest is also informed of the details of the invited conference call (title, date, time, conference moderator), the links to confirm their presence on the conference call and access to the support material.*

e:Presence.gov.gr: Πρόσκληση σε τηλεδιάσκεψη (Teleconference Invitation) "Επίδειξη λειτουργίας..." 03-06-2021 22:45

.....

Please click on the following link within the aforementioned dates in order to join this meeting:

<https://epresence.gov.gr/join/363/e11b6065-4804-4b1c-9110-a1e363fbbfb3>

.....

At the top of the connection page, the title of the teleconference is shown.

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Υποστήριξη Επικοινωνία Ημερολόγιο Είσοδος

Ελληνικά English

Τίτλος Τηλεδιάσκεψης: Επίδειξη λειτουργίας Guest

In order to participate in e:Presence conference calls, you need to have already installed the Zoom Client for Meetings. After the installation, you may close the window of the Zoom Client that will appear.

Connect As Guest

Connect to the conference as a Guest, without a user account

Log in

If you already have an account, or you want to create one, click here

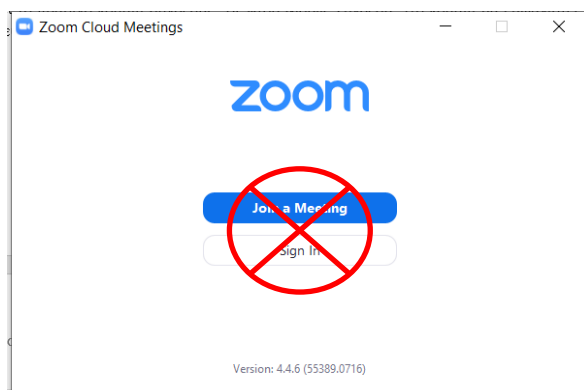
**Step 2:** Installing the "Zoom Client for Meetings" software (If you already installed it, proceed to Step 3)

The Guest must install the necessary software "Zoom Client for Meetings" using the link below the title of the teleconference.

The file that will be downloaded should be opened and installed according to the device and Operating System used.

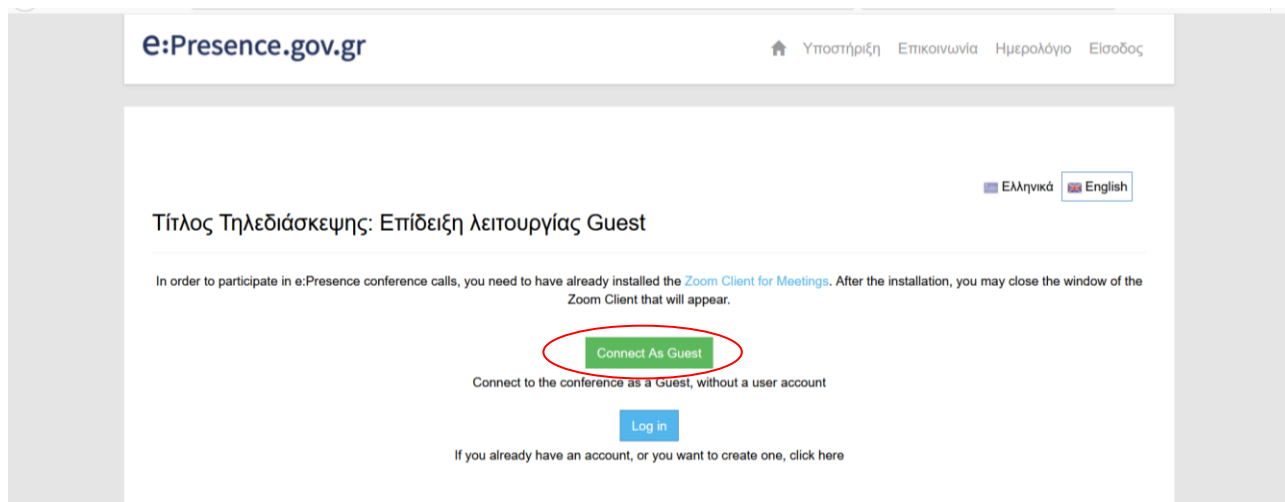
When the installation is completed, a Zoom Client window will appear.

There is no need for the Guest to click on any option here (the relevant window must be closed).

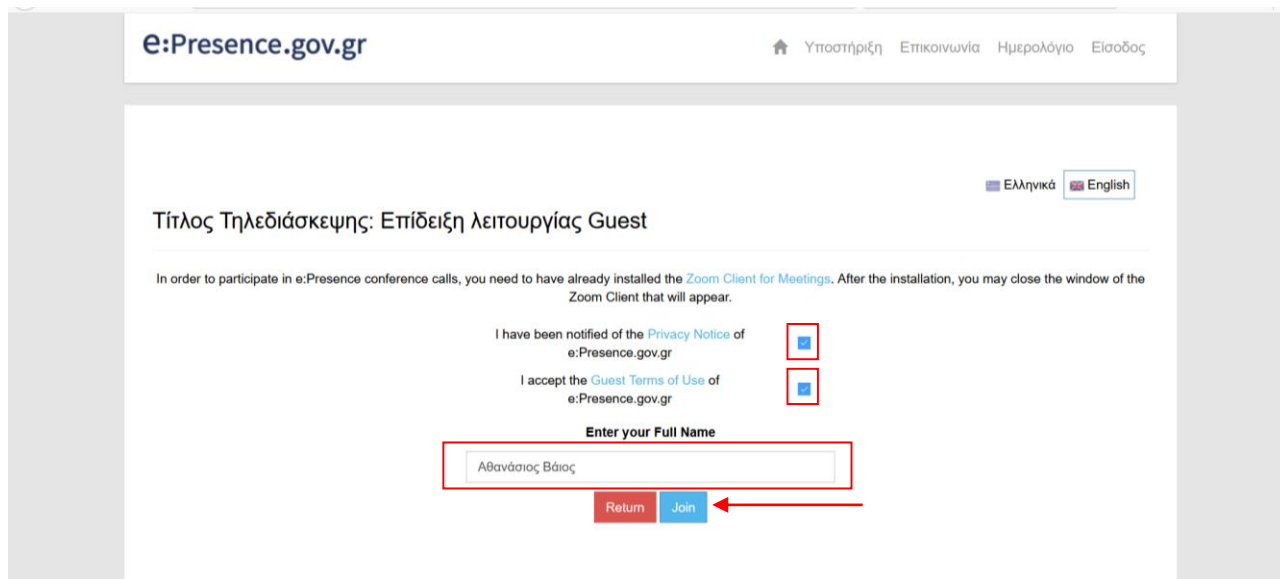


**Step 3:** Clicking on the green "Connect as Guest" button.

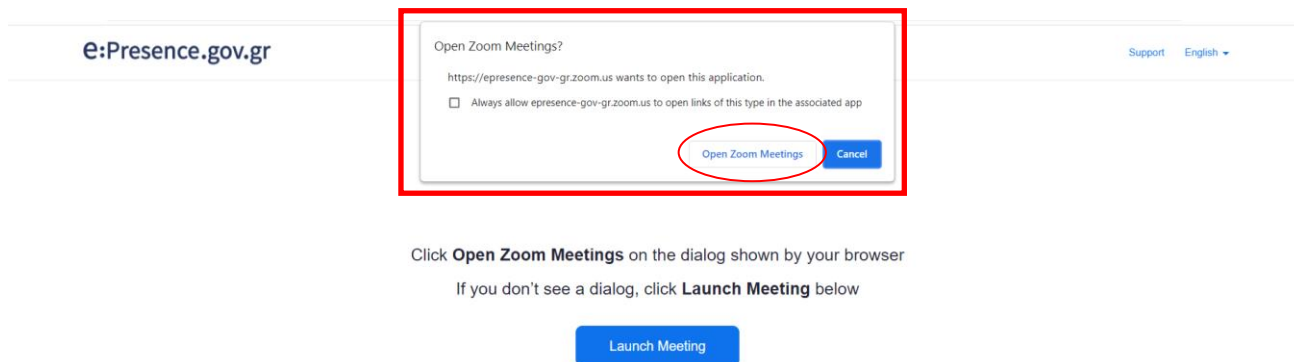
**This button will be activated at the beginning of the teleconference, not earlier.**



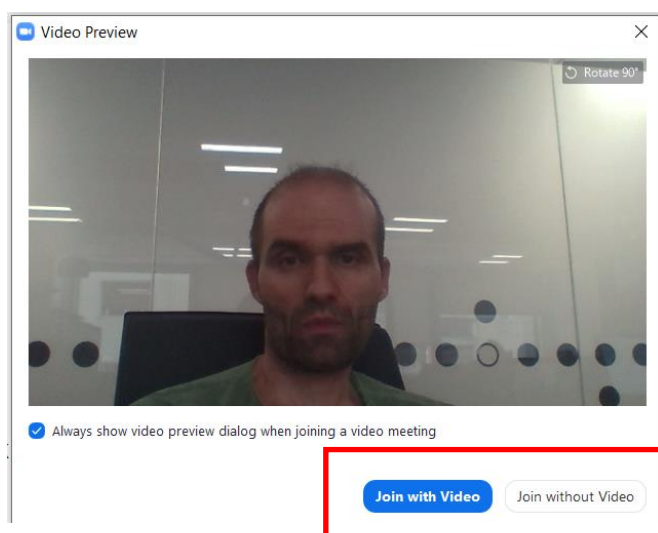
The Guest will be asked to accept the Privacy Notice and Guest Terms of Use and afterwards to enter his full name before pressing the blue "Join" button.



By pressing the Join button, a new browser tab will open where the Zoom Client will be automatically pop-up. The user will be asked to open the program (for example, with the "Open Zoom" option).



The program will initially ask the participant's consent to the use of the camera or not ("Join with Video" or "Join without Video").



Immediately afterwards it will request the participant's consent to use the microphone or not ("Join with Computer Audio" option).

