

e:Presence.gov.gr



Teleconference Service

e:Presence.gov.gr

Instructions for connecting to a teleconference as a Guest

Version 1.0

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INTRODUCTION

e:Presence teleconference service is mainly addressed to the academic and research community of Greece, allowing its members to organize and carry out high-definition teleconferences, reducing the relevant costs of travel and increasing productivity. The teleconferences through the e:Presence service have now replaced the vast majority of meetings which traditionally were held through the required physical presence of the participants, such as Foundation Councils, Meetings for the development of faculty members, Meetings for research and development programs, Committees for the examination of postgraduate theses or doctoral dissertations.

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 500 participants allowed in a teleconference
- Duration of a teleconference up to 12 hours
- It is recommended to use headphones

GUEST

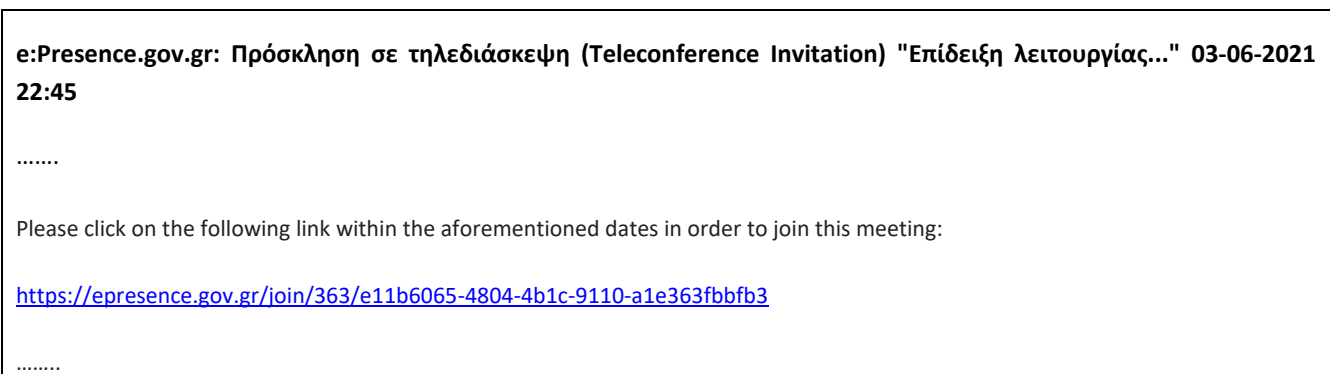
If a person cannot be authenticated using G.S.I.S credentials, they should be invited as a Guest to a teleconference. Guests do not need to create and activate a user account in order to participate to a teleconference. All non-Greek citizens should be invited as Guests.

CONNECTION

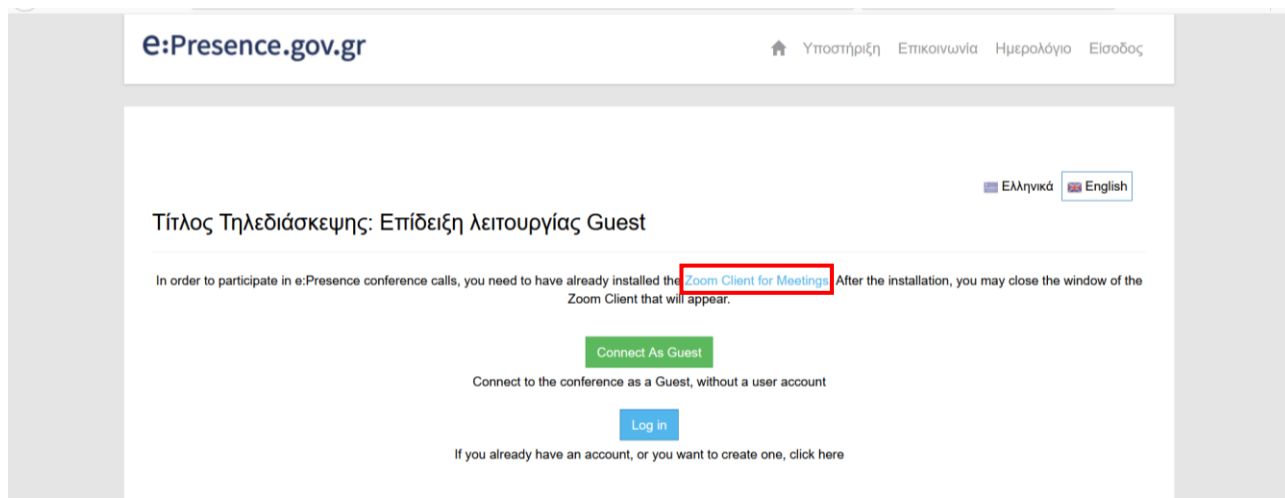
Step 1: Clicking on the teleconference join link that is included inside the invitation email.

The Guest will have received an invitation email from the moderator of the conference call with the title "e:Presence.gov.gr: Teleconference Invitation" and sender "e:Presence.gov.gr <no-reply@epresence.gov.gr>". Within this email 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 conference call (title, date, time and conference moderator), the links to confirm their presence and access to the support material.



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



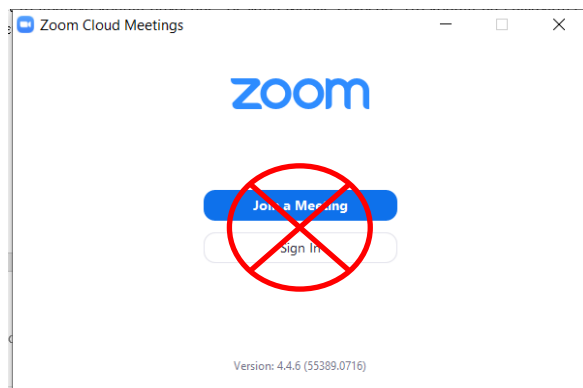
Step 2: Installing the "Zoom Client for Meetings" software (If you already installed it, proceed to Step 3)

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.

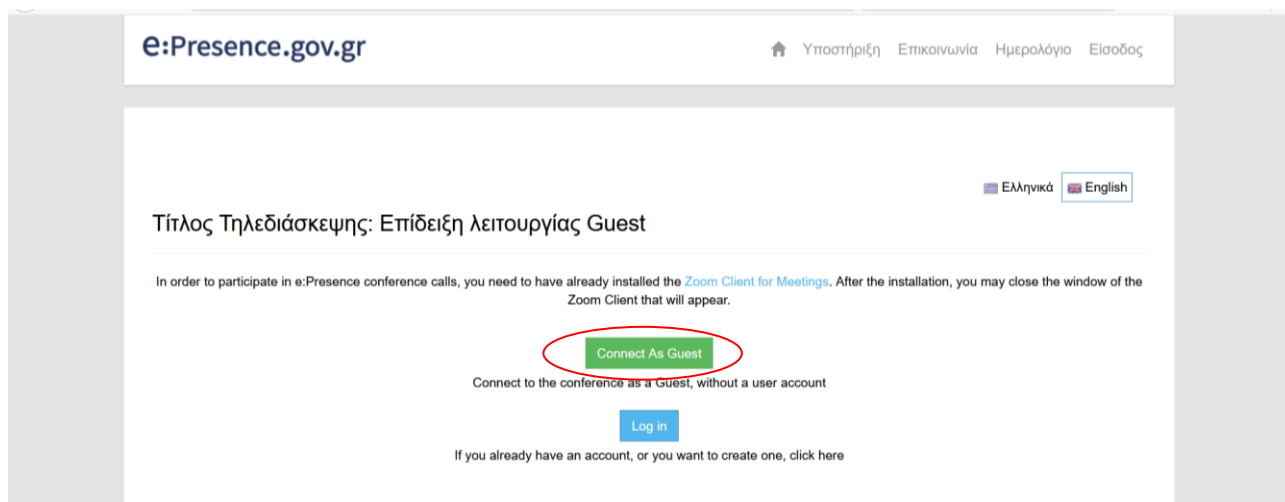
When the installation is completed, a Zoom Client window will appear.

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

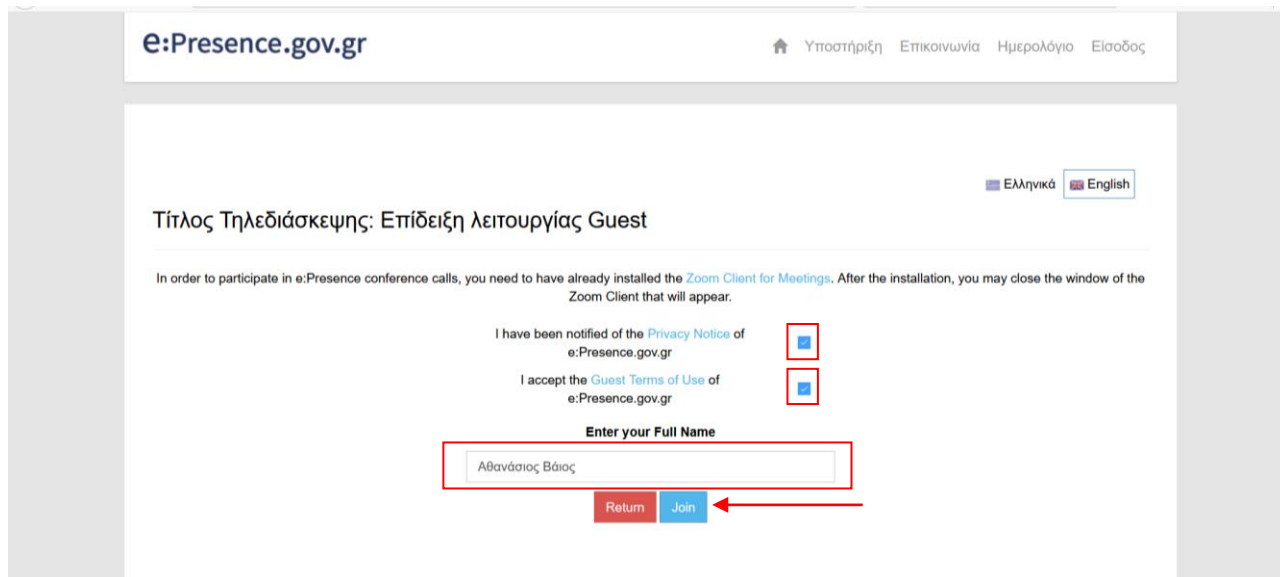


Step 3: Clicking on the green "Connect as Guest" button.

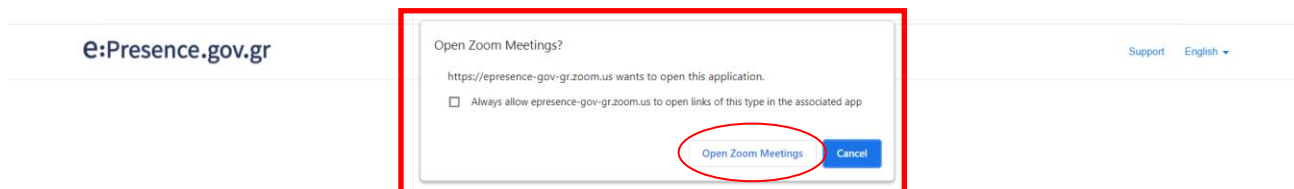
This button will be activated at the beginning of the teleconference, not earlier.



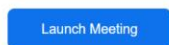
The Guest will be asked to accept the Privacy Notice and Guest Terms of Use and afterwards they must enter their full name before pressing the blue "Join" button.



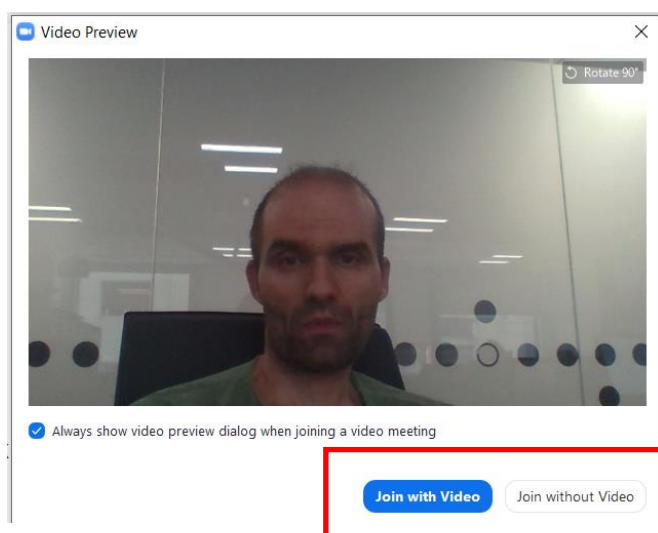
By pressing the Join button, a new browser tab will open where the Zoom Client will be automatically popped-up. The user will be asked to open the program (for example, with the "Open Zoom" option).



Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below



The zoom client will initially ask the participant's consent to use their camera ("Join with Video" or "Join without Video").



Afterwards the zoom client will request the participant's consent to use their microphone or not ("Join with Computer Audio" option).

