

Teleconference Service

e:Presence

Instructions for connecting to a teleconference using smartphone or tablet (Android)

Version 2

April 2020

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 smartphone or tablet in order to participate in a teleconference.

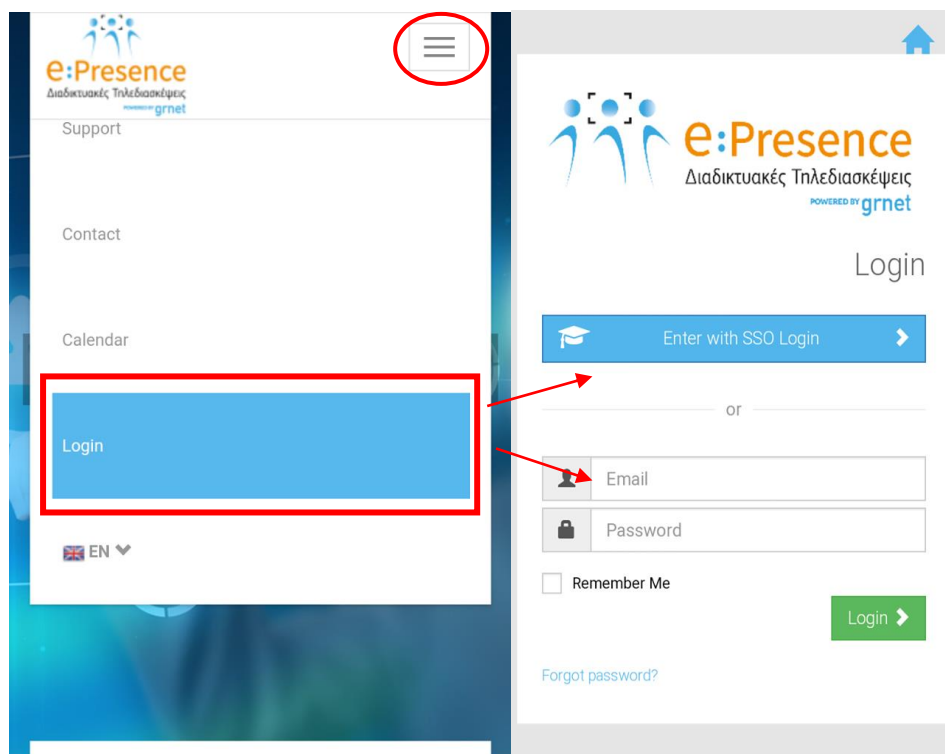
- Up to 500 participants allowed in a teleconference
- Duration of a teleconference up to 12 hours
- It is recommended to use headphones

CONNECT TO THE TELECONFERENCE

Step 1: Log in to the user's account on the service page (<https://epresence.gr>).

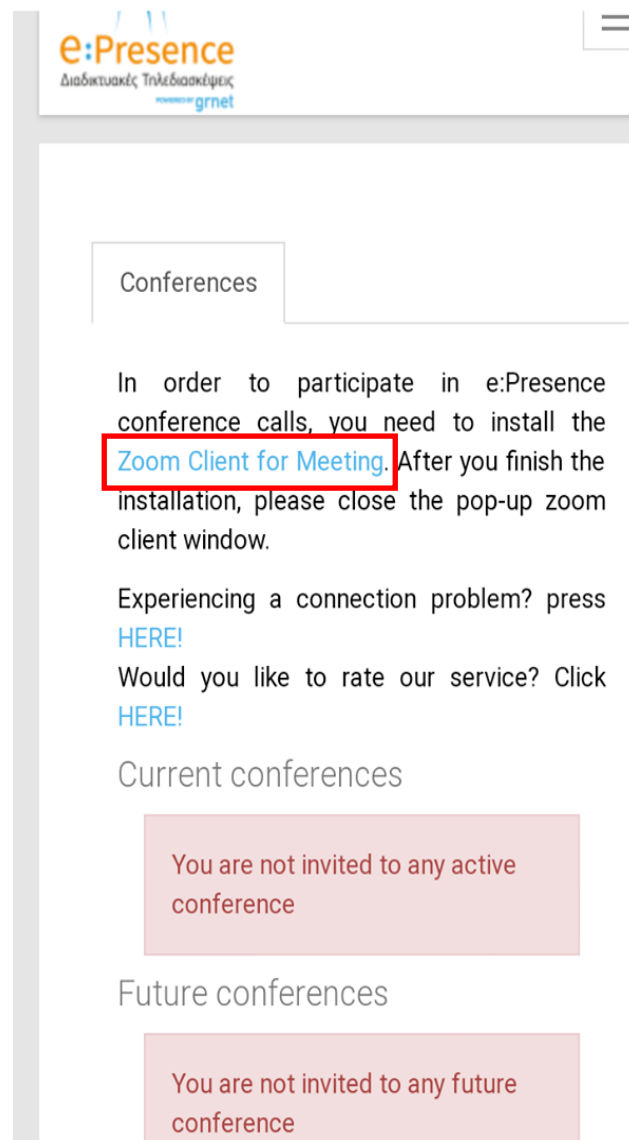
- Select Menu on the top right and "Login".
- The user can connect to a teleconference, only if he has an active and verified account that he can log in to. This is done via the "Login" tab on the service page (<https://www.epresence.gr>).

The user connects to the platform either through the SSO Login, or using username and password (if he has been declared as an External - Non-Academic user).



Step 2: Install the "Zoom Client for Meetings" software (if it is already installed, go to Step 3).

The user must install the necessary program from the link at the top of the "Teleconferences" page on their account page.

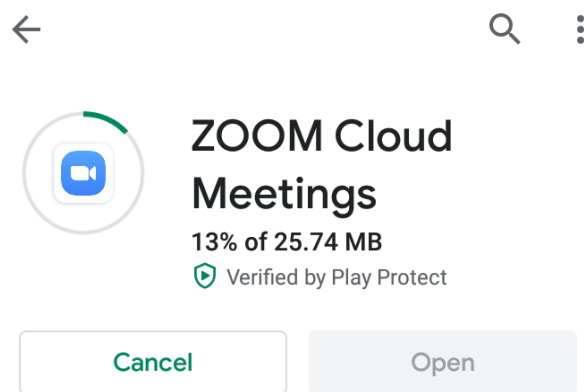


Indicatively, here we describe how to install on an Android mobile phone (depending on the steps that should be taken regarding the installation of a program for different operating systems).

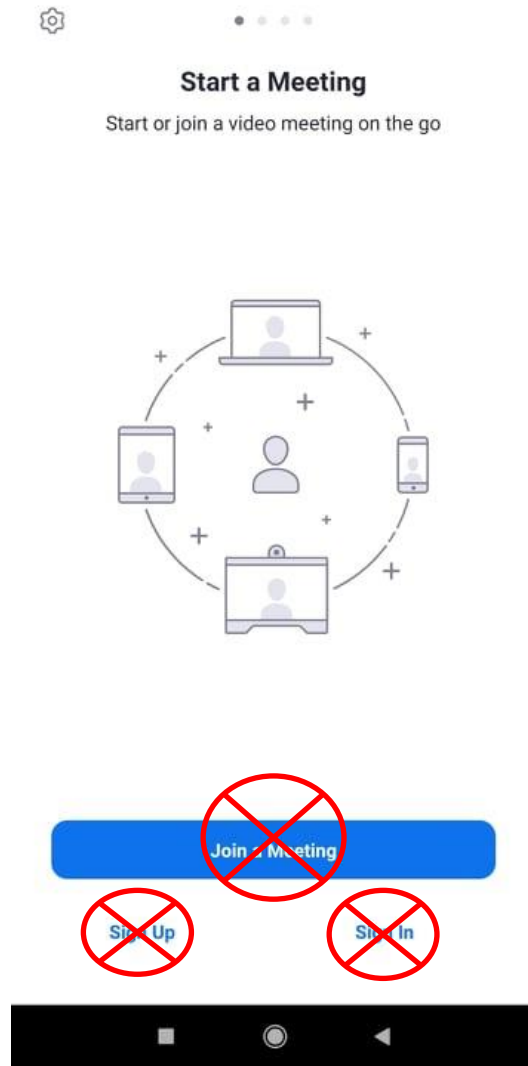
By clicking on it, the user is transferred to the environment of the applications available for download.



With the "Install" option, "Zoom Cloud Meetings" will be downloaded and installed.



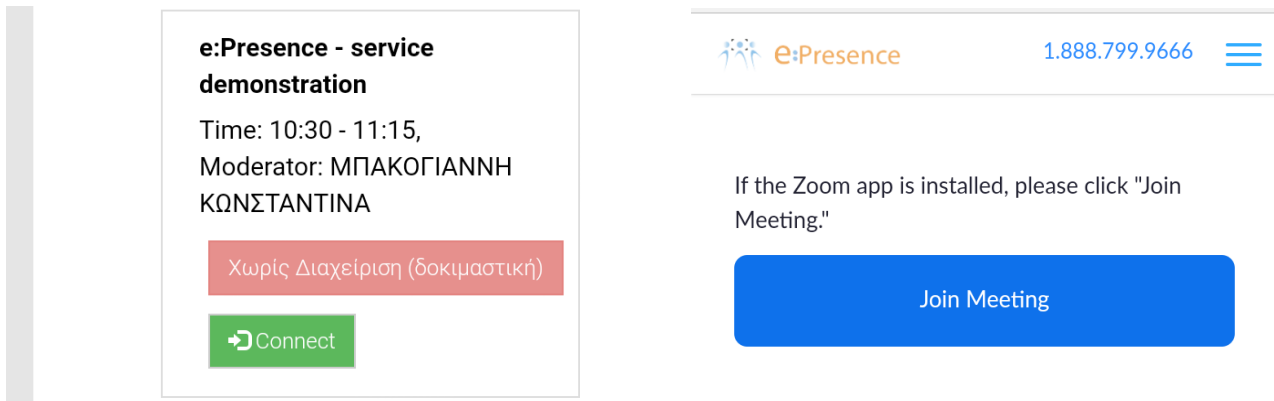
When the installation is complete, it loads the program. The user at this point should not press any of the available options.



Step 3: The user goes to the service page (<https://epresence.gr>) and connects to the teleconference by pressing the green "Connection" button next to the name of the teleconference that he has been invited (in the current teleconferences on the "Conferences" tab). This button is activated at the beginning of the teleconference.

In most cases, the user will have received an invitation email from the moderator for the teleconference with Subject "e:Presence.gr: Invitation to a teleconference (Teleconference Invitation)" and sender "e:Presence.gr <no-reply @epresence.gr> ". In this message, there will be a link that will direct them to the service page to enter their passwords.

In this message, the user is informed about the details of the teleconference that they have been invited (title, date, time, moderator of the teleconference), the email with which they need to connect, the links to connect to their account, to try the service , to confirm their presence at the teleconference and to be transferred to the support material.



Once the program is installed, it will be prompted to open the link. Now the user must select the opening with "Zoom". To load the program, the user will be asked to consent to the license to use the program as well as to give the user the right to use the camera and microphone in the application.

