e:Presence

Teleconference Service

Instructions for connecting to a teleconference using smartphone or tablet

(iOS)

Version 5.1

August 2026

INTRODUCTION

e:Presence service is mainly addressed to the academic and research community of Greece, giving its members the ability to organize and conduct high-definition teleconferences, reducing travel costs and increasing productivity.

Teleconferences through e:Presence have now replaced the vast majority of meetings that traditionally required the physical presence of participants, such as:

- University Board Meetings
- Faculty promotion meetings
- Research and development project meetings
- Committees for postgraduate thesis or doctoral dissertation examinations

e:Presence teleconferencing service is based on the advanced teleconferencing technology of Zoom, while also providing a user-friendly management environment with enhanced features and an extremely easy process for direct access to teleconferences for end users.

- The maximum duration of a teleconference is 24 hours.
- Up to 1000 participants can attend a teleconference.

ACCESSIBILITY MENU

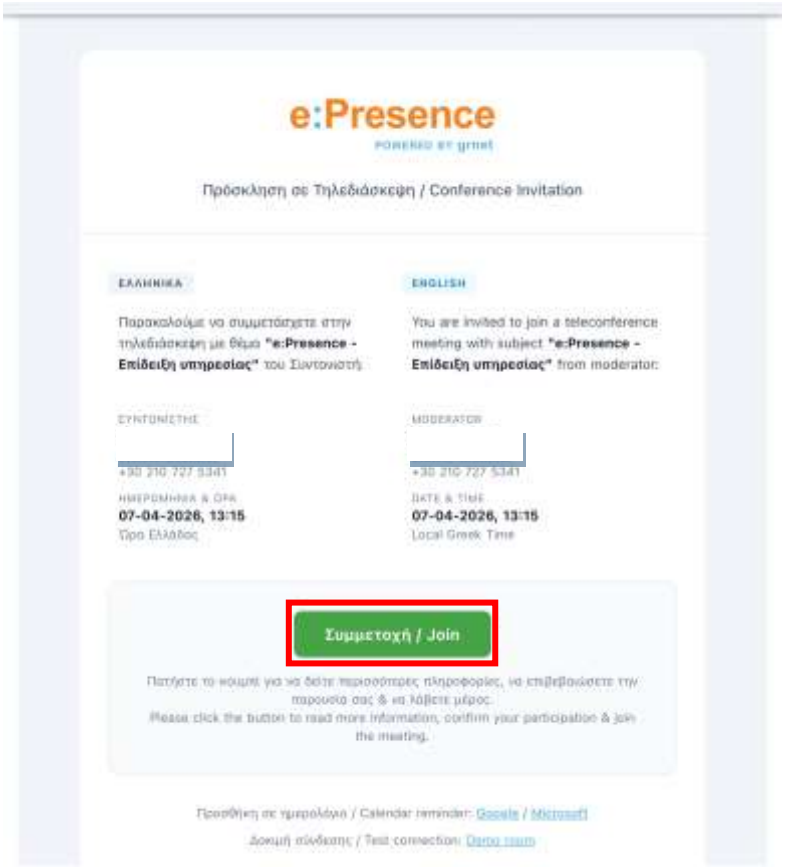
Users can control:

- Website brightness
- Contrast
- Font size

through the Accessibility Menu located at the bottom-left corner of every page of the service.

JOINING THE TELECONFERENCE

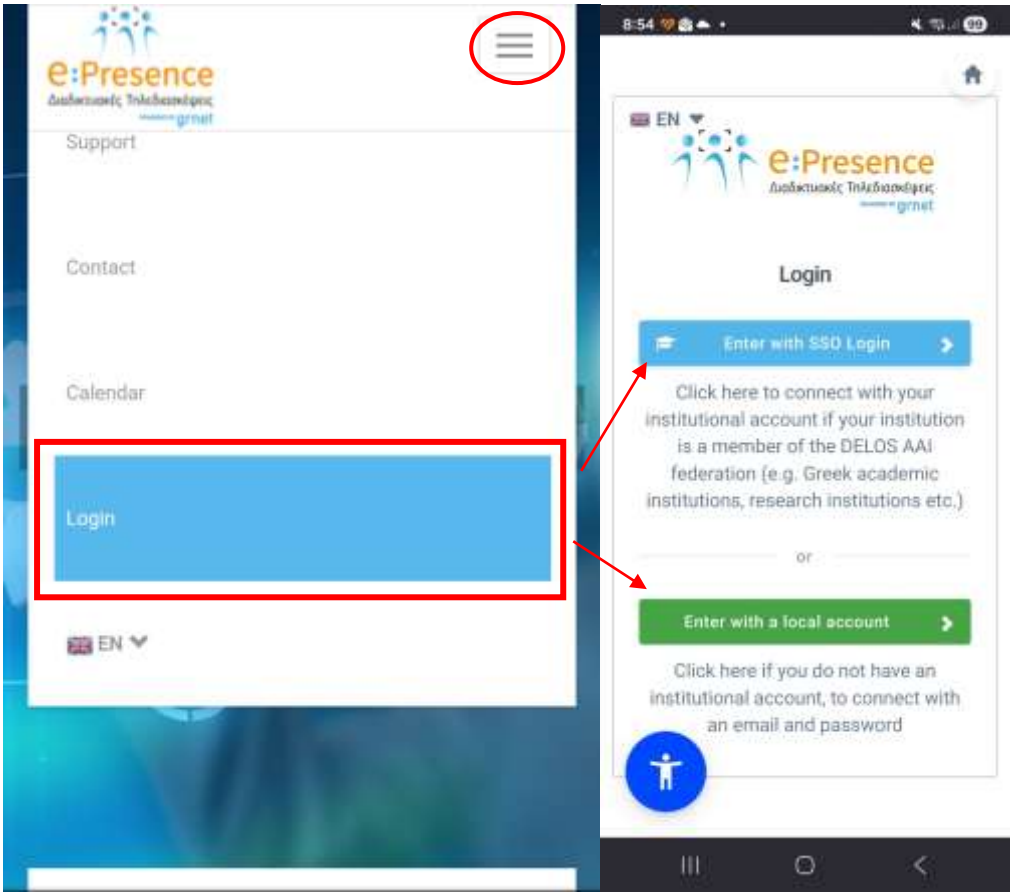
Step 1: The user should be directed to the personalized conference page they are invited to through the invitation email they received by clicking on the green “Join” button,



or they may connect directly to their account in e:Presence (https://epresence.gr).

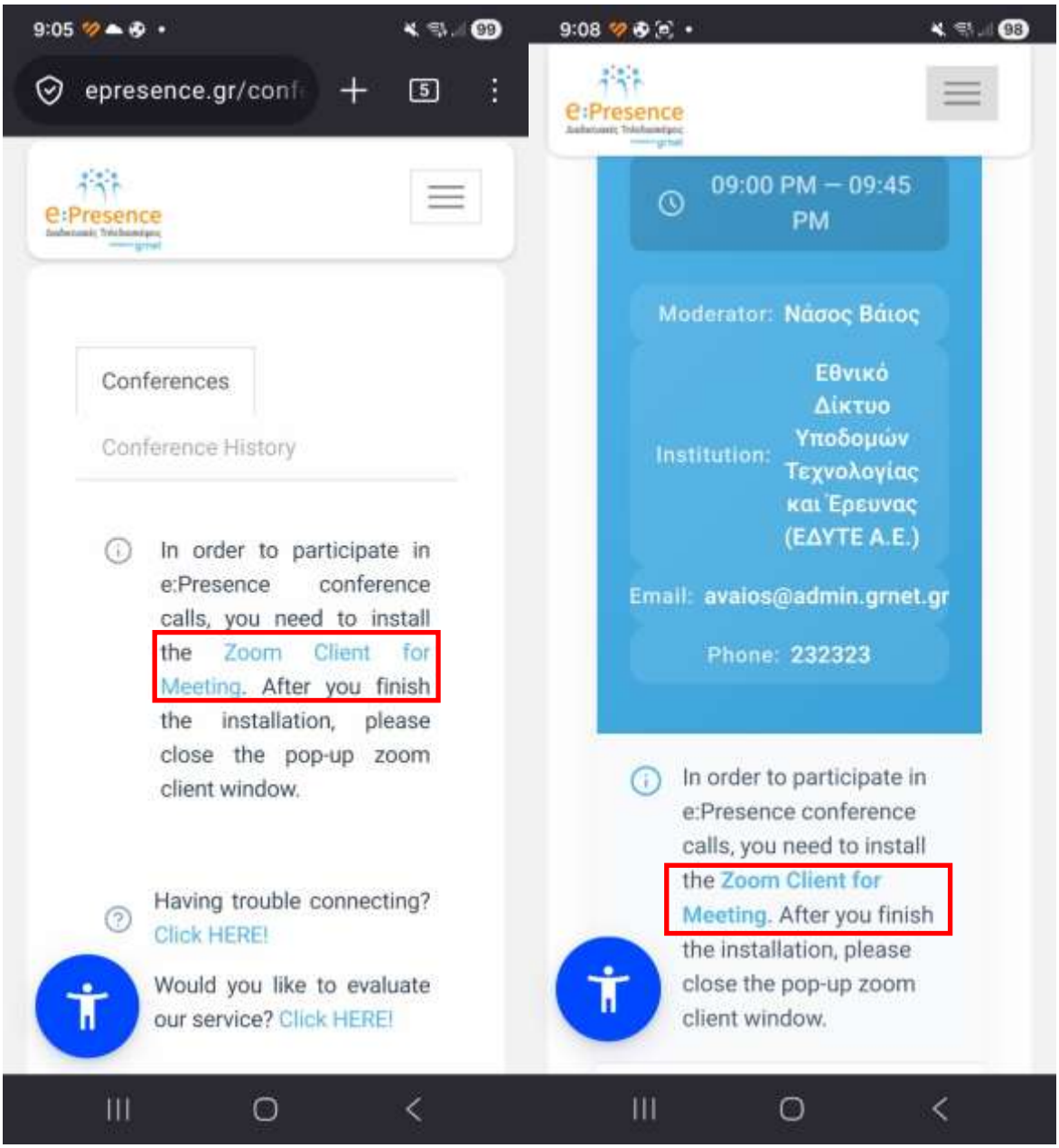
The user should select “Login” on the top right menu.

A user can connect to a teleconference, only if they have an active and verified account that they can log in to. They may connect to the platform either through the SSO Login, or using username and password (if they have been declared as an External – Non-Academic user).


e:Presence
Support
Contact
Calendar
Login
EN
Login
Enter with SSO Login
Click here to connect with your institutional account if your institution is a member of the DELOS AAI federation (e.g. Greek academic institutions, research institutions etc.)
or
Enter with a local account
Click here if you do not have an institutional account, to connect with an email and password

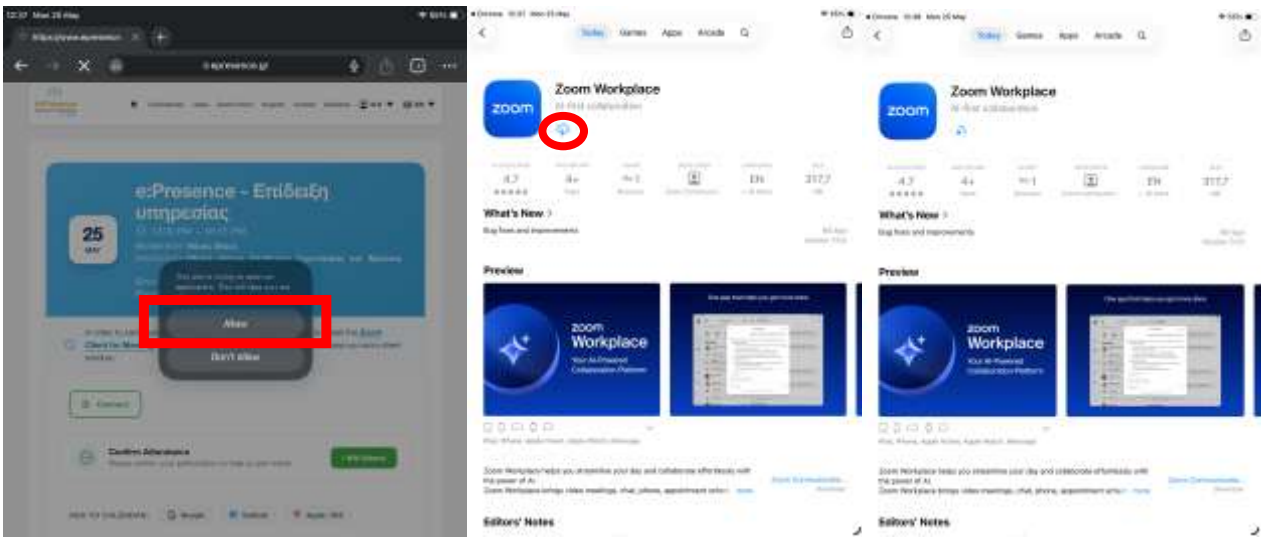
Step 2: The user should install the "Zoom Client for Meeting" software (if it is already installed, go to Step 3).

The user may install the necessary software using the link that is located at the top of the personalized conference page (or, alternatively, at the top of the “Conferences” page when logged in their account).

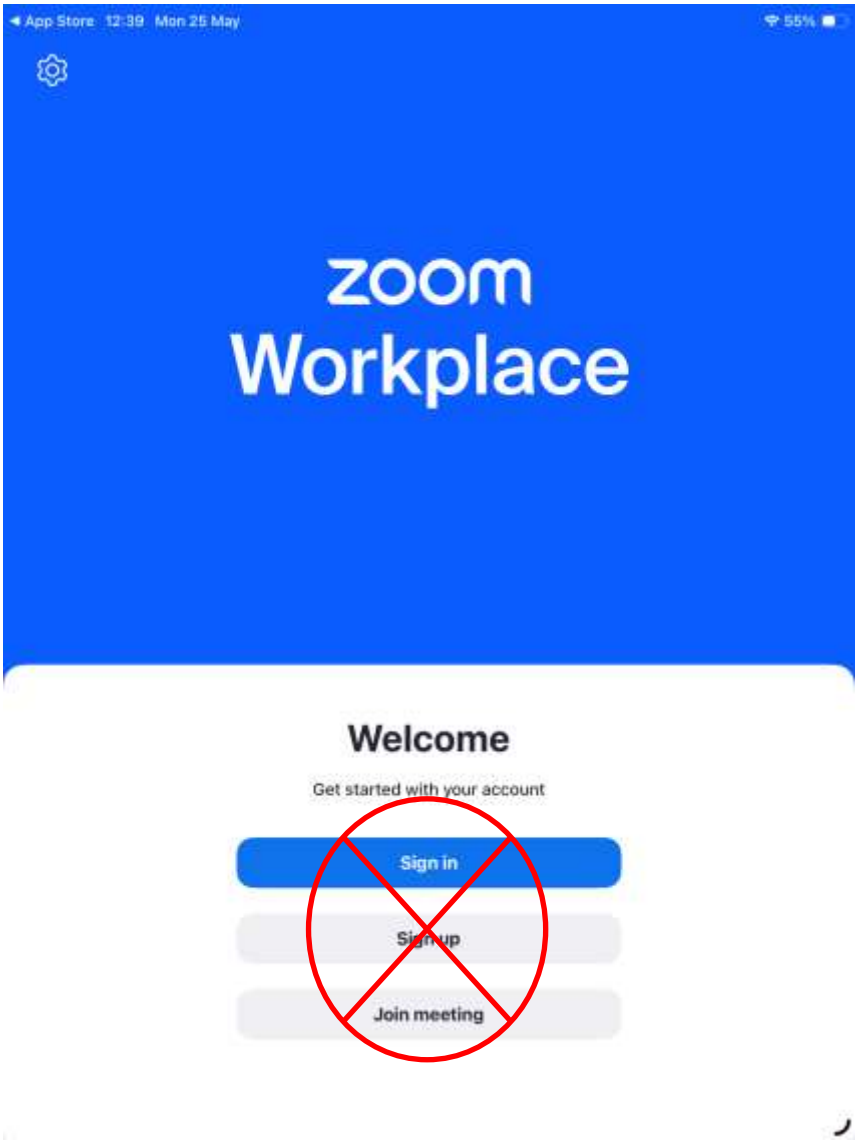


Indicatively, here we describe how to install on an iPAD.

By clicking on it, the user should allow to be directed to the download area where they are prompted to download and install the zoom software.

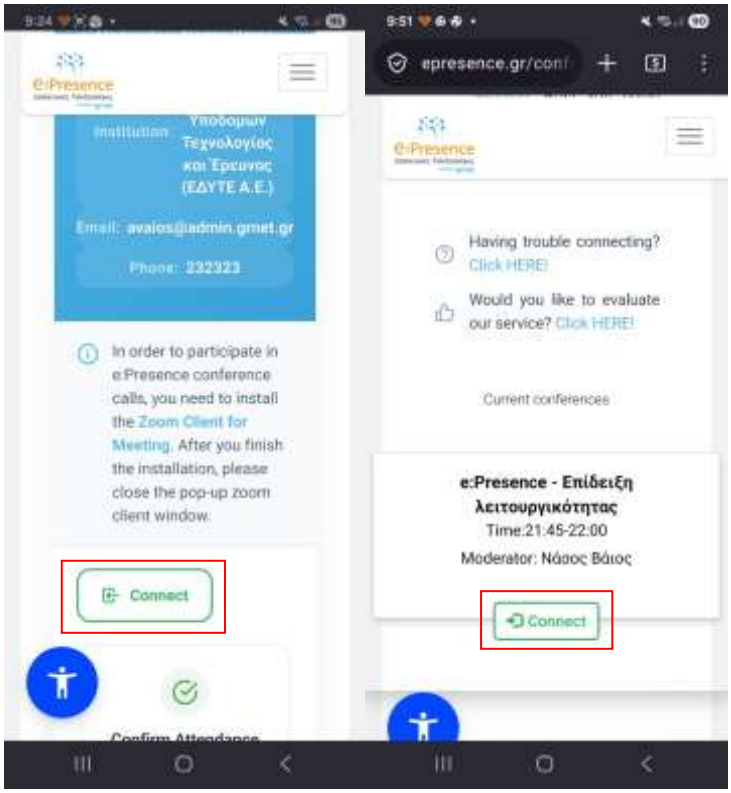


When the installation is complete, if the program is loaded, <u>the user should not press any of the available options.</u>



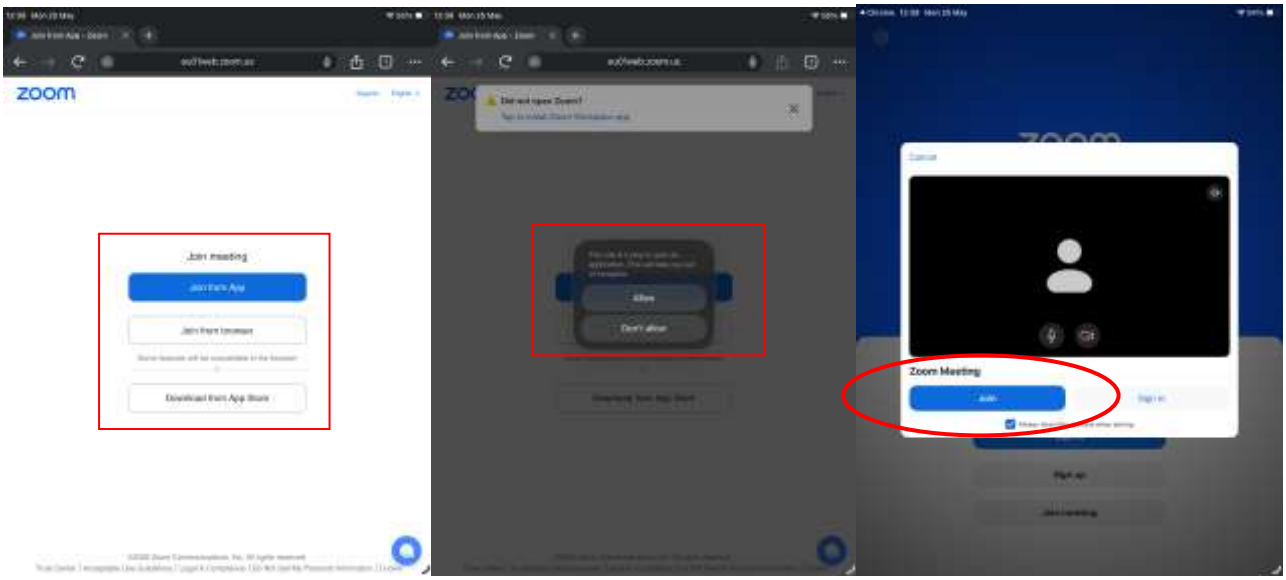
Step 3: The user may click on the “Connect” button when the conference begins.

When the conference begins a “Connect” button appears within the personalized conference page where the user has access to the details of the teleconference (title, date, time, moderator), the links to test the service, to confirm their presence to the teleconference and to access the support material or documents the moderator has uploaded.



The “Connect” button is also available in the “Conferences” tab when logged in.

When the “Connect” button is clicked, connection is established through zoom software if installed. Zoom should be allowed to open the link and the user is recommended to select the blue button “Join from App”.



To load the program, the user will be asked to consent to the license to use the program as well as to allow the service to use their camera and microphone in the application. The “Join” button should be finally clicked within the Zoom application.