

Teleconference Service e:Presence.gov.gr

Instructions for connecting to a teleconference as a Guest

Version 5.1

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INTRODUCTION

The e:Presence.gov.gr video conferencing service for the wider Public Sector is based on the advanced video conferencing technology of the company Zoom, while also offering an easy-to-use management environment with increased capabilities and implementing an extremely easy process of direct access to video conferencing for the end user.

- The maximum duration of a video conferencing is set at 24 hours.
- Up to 1000 users can participate in a conference.

GUEST

Whoever cannot be authenticated using G.S.I.S (General Secretariat for Information Systems) 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.

CONNECTING TO A TELECONFERENCE

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

In most cases, the Guest will receive an invitation email from the moderator of the conference call with title "e:Presence.gov.gr: Teleconference Invitation" and sender "e:Presence.gov.gr:<no-reply@epresence.gov.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 conference call (title, date, time, conference moderator), the links to confirm their presence in the conference call and access to the support material.

e:Presence.gov.gr

Πρόσκληση σε Τηλεδιάσκεψη / Conference Invitation

Η πρόσκληση που ακολουθεί είναι **αυστηρά προσωπική**.
The following invitation is **strictly personal**.

ΕΛΛΗΝΙΚΑ

Παρακαλούμε να συμμετάσχετε στην
τηλεδιάσκεψη με θέμα **"test"** του
Συντονιστή:

ΣΥΝΤΟΝΙΣΤΗΣ

[Redacted Name]
[Redacted Email]
[Redacted Phone]

ENGLISH

You are invited to join a teleconference
meeting with subject **"test"** from
moderator:

MODERATOR

[Redacted Name]
[Redacted Email]
[Redacted Phone]

Συμμετοχή / Join

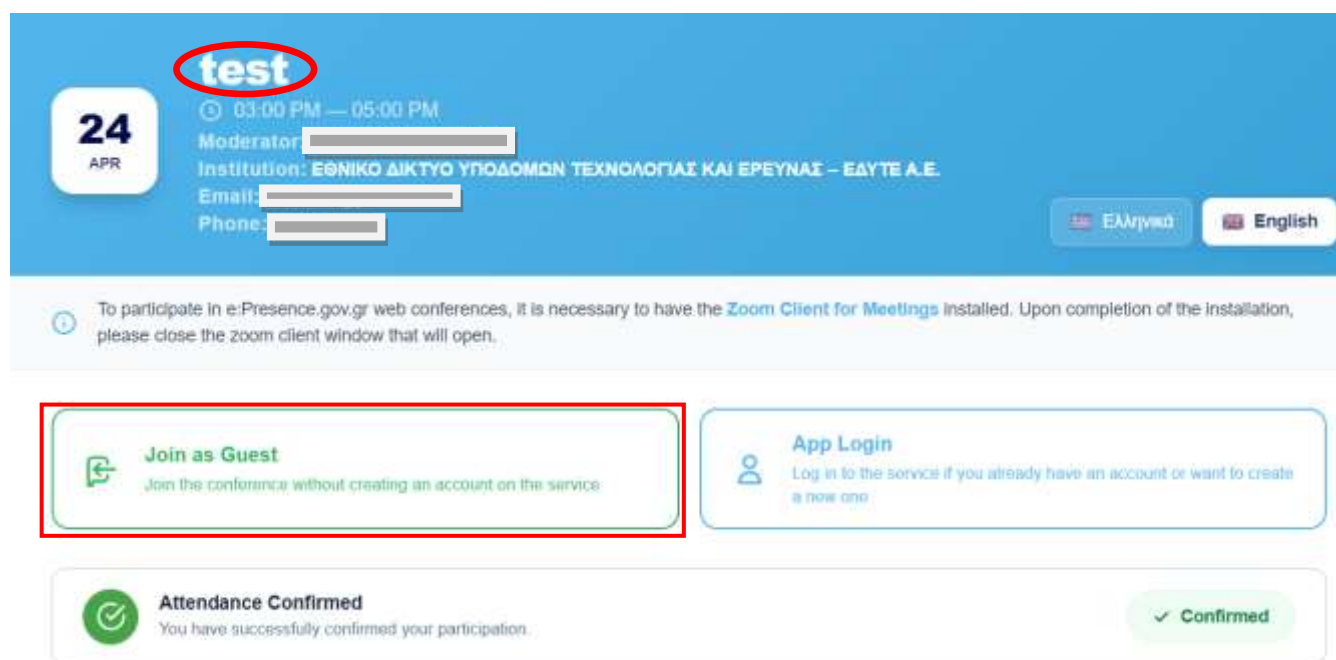
Πατήστε το κουμπί για να δείτε περισσότερες πληροφορίες, να επιβεβαιώσετε την
παρουσία σας & να λάβετε μέρος.

Please click the button to read more information, confirm your participation & join the
meeting.

Προσθήκη σε ημερολόγιο / Calendar reminder:

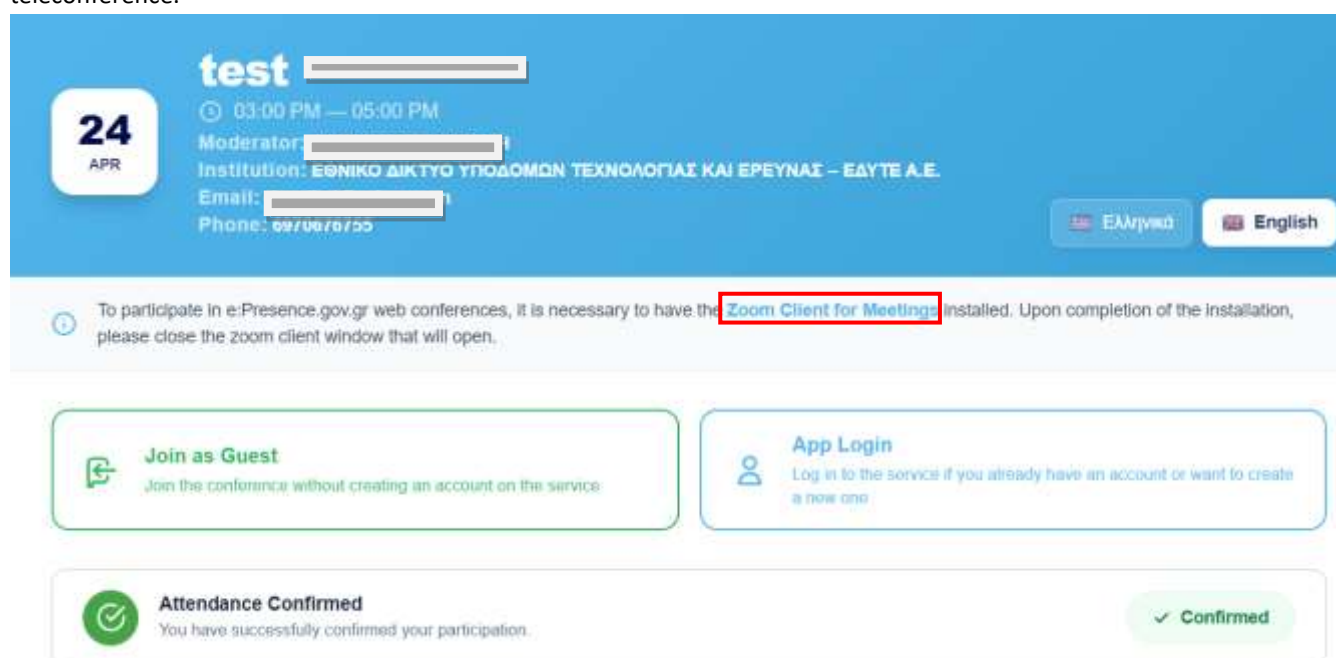
[Google](#) / [Outlook](#)

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



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

The Guest should 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.



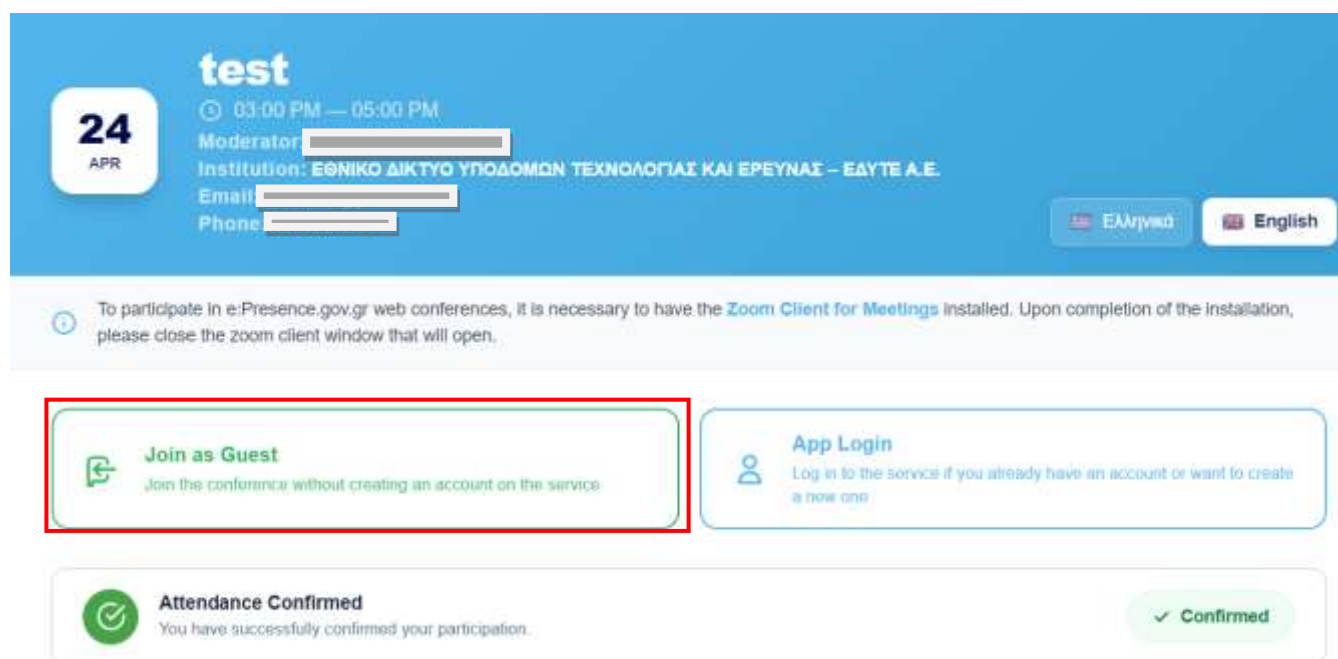
When the installation is completed, a Zoom Client window will appear.

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 "Join as Guest" button at the conference page.

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 their full name before pressing the green "Join" button.

To participate in e:Presence.gov.gr web conferences, it is necessary to have the [Zoom Client for Meetings](#) installed. Upon completion of the installation, please close the zoom client window that will open.

← Return

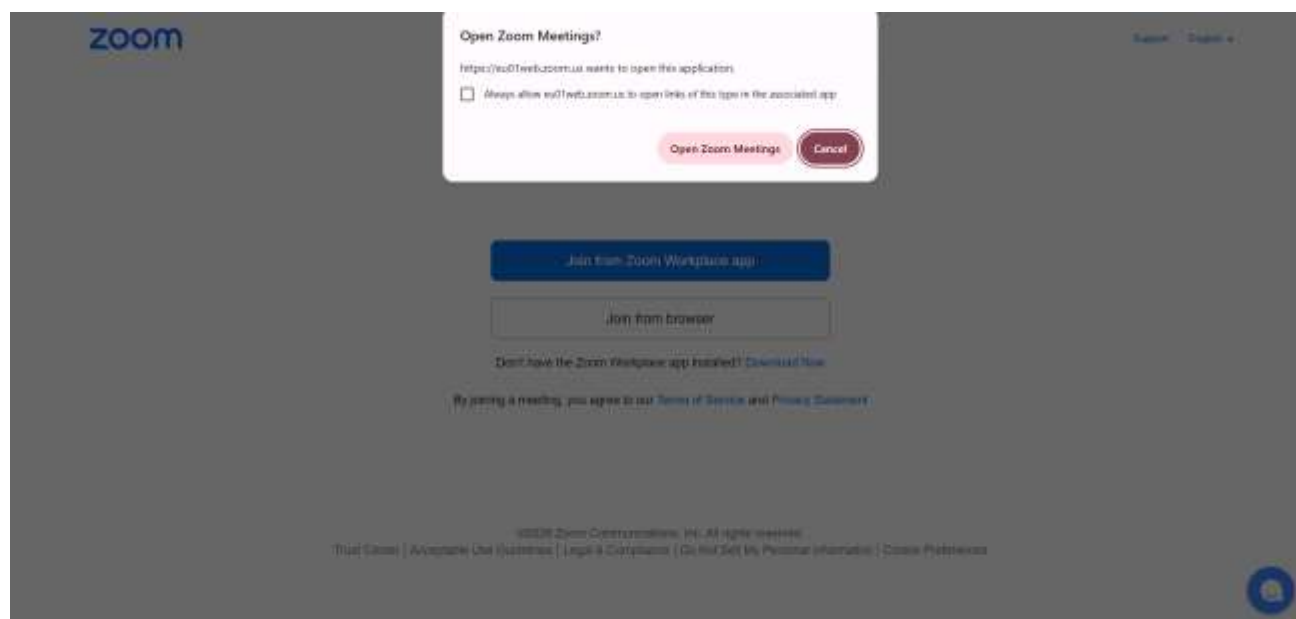
I have been notified of the [Privacy Notice](#) of e:Presence.gov.gr ☐

I accept the [Guest Terms of Use](#) of e:Presence.gov.gr ☐

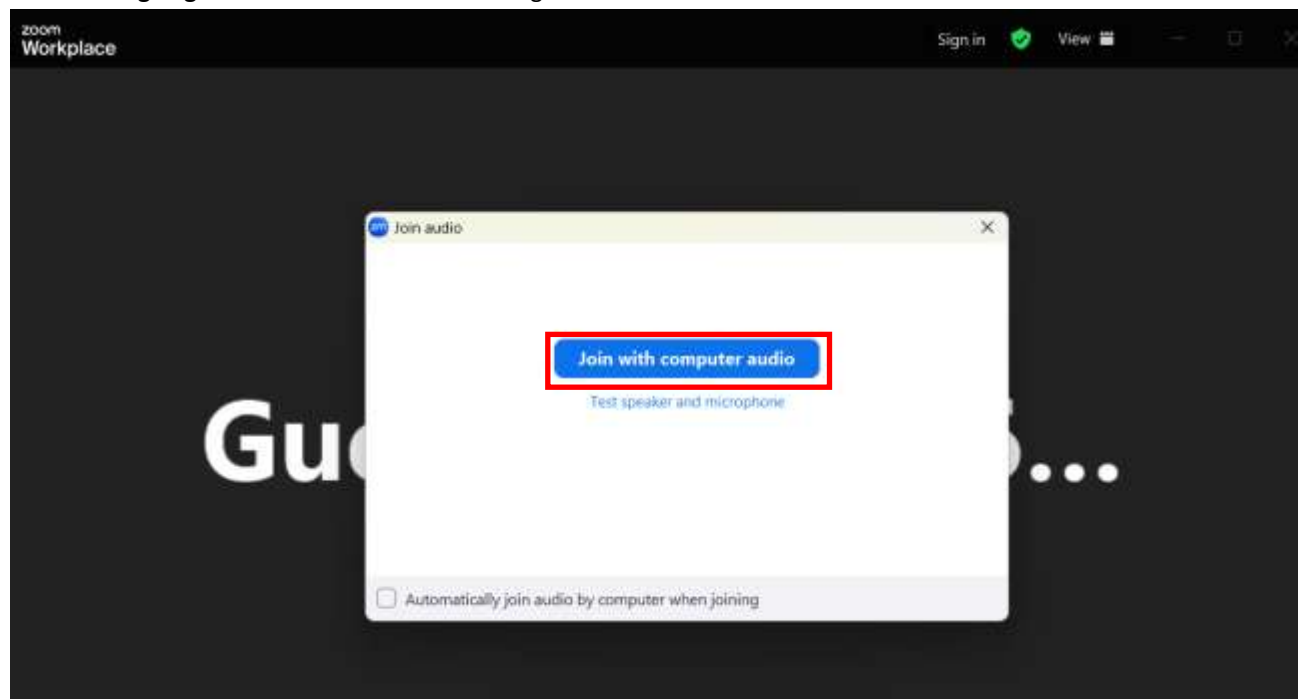
Enter your Full Name

Return Join

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



The application will initially ask the participant's permission for audio/video (ex. "Join with computer audio").



Note: If the user have no account at the ePresence service but wishes to create one (provided that they can be authenticated via G.S.I.S) even if they have been invited as a Guest, they have the option to go to the conference page and click the “App Login” button. This button is active as long as the conference page is active (i.e. from the moment the participant is added to the video conference until it ends). It can also be clicked before the video conference starts (the green Guest login button will not have appeared yet).

