

## **Installing Scopia Desktop**

1. Log on to [scopia.aces.edu](http://scopia.aces.edu)
2. At the bottom of the page in blue click on “Click here to install”
3. Click on the Dialog box that opens, Download , and Run Conference
4. Install Conference Client
5. Once the program has downloaded, on the log in screen click “Check Audio”
  - When dialog box pops up, click on “Start Audio Test”
  - It is **VERY IMPORTANT** that you “Check Audio” every time you log on to view a conference.
  - Make sure that both “Record Lines” and “Playback Lines” are active
  - Once done checking audio, click on “Stop Audio Test”
  - If you are experiencing problems hearing, restart your computer. It will help the program run smoothly if the computer is rebooted.
6. Type in the name you want everyone to see in the, “Your Name” box.
7. Type the meeting number in the, “Meeting ID” box.
8. Click, “Participate Now”
  - Should see yourself, which is how others will see you on the conference.
  - The main screen will show the actual conference