



How To Install The Scopia Desktop Client For Video Conferences With Montgomery County, Pennsylvania

FOR WINDOWS COMPUTERS:

You will need:

A computer, laptop, or tablet running Windows.

A webcam, speakers, and microphone.

Note: Many laptops and tablets have these built-in, most desktops will require an external device

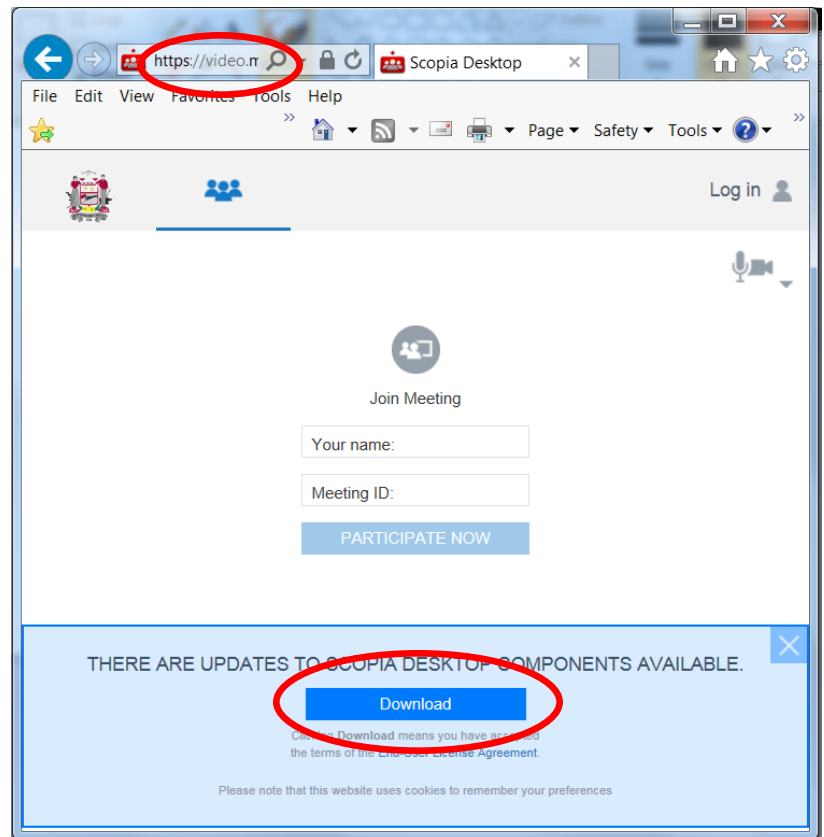
Internet Explorer

STEP 1

Open Internet Explorer, and enter <https://video.montcopa.org> into the address bar.

Then click on Download.

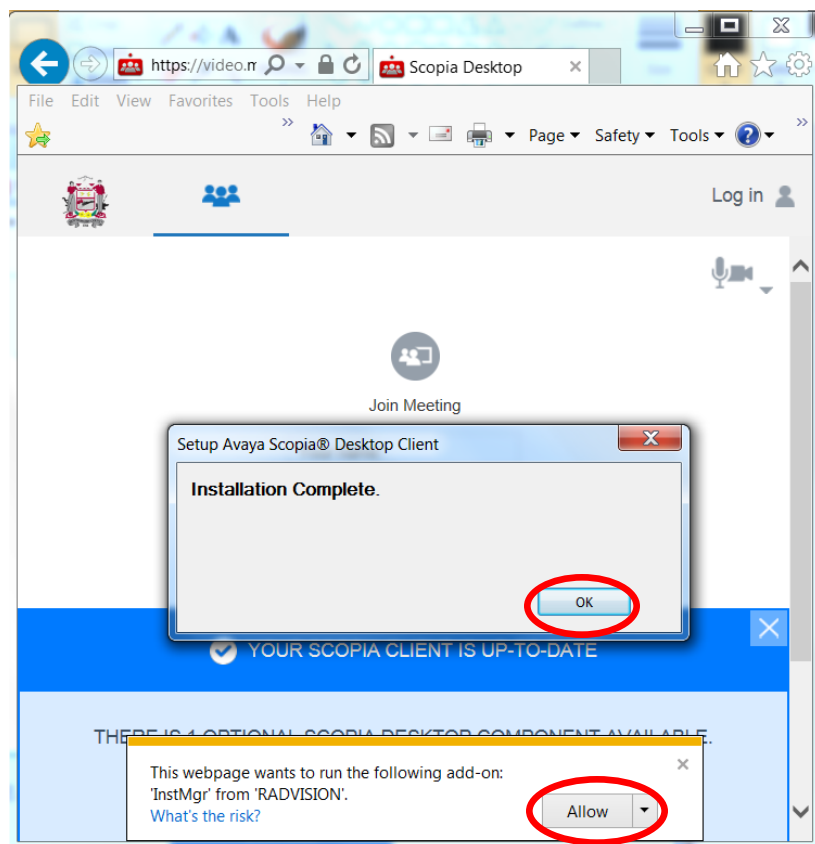
If prompted, you may have to click "Run".



STEP 2

The Desktop Software will then install.
When it is finished, click **OK**.

On the web page, you may have to click **Allow** to let the software run.

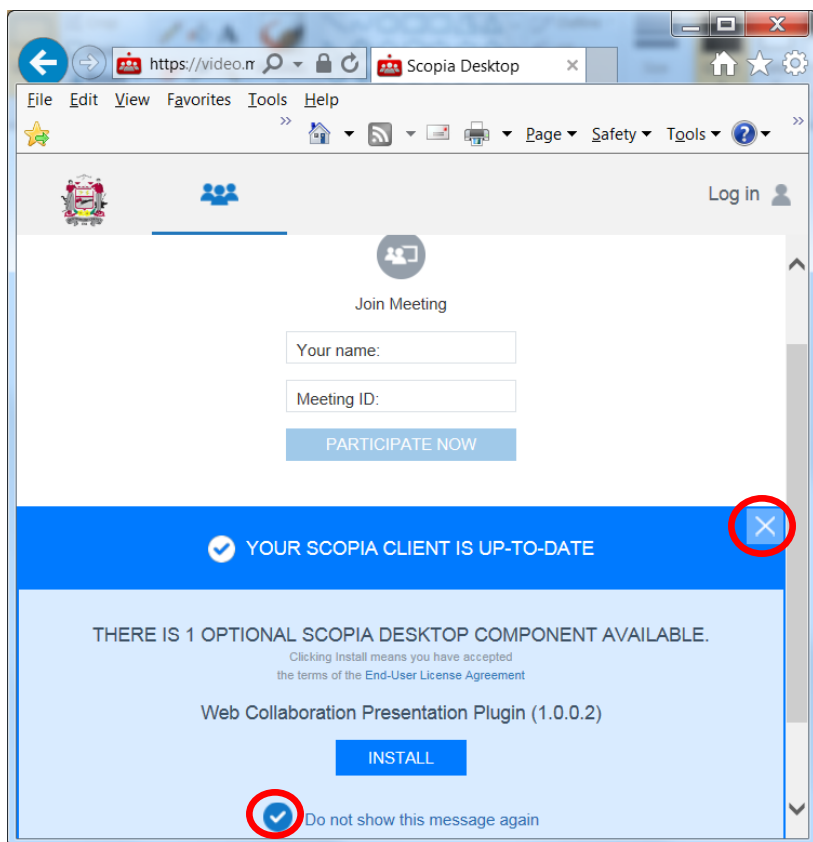


STEP 3

You do not need to install any optional components.

If you get this message, you can simply check **Do not show this message again** and click the blue "X" to close it.

This completes the installation of the Scopia Desktop Client software.



Joining A Meeting

If you were sent an invitation email, simply click where it says:

To connect from your desktop, tablet or mobile device, [click or tap here](#)

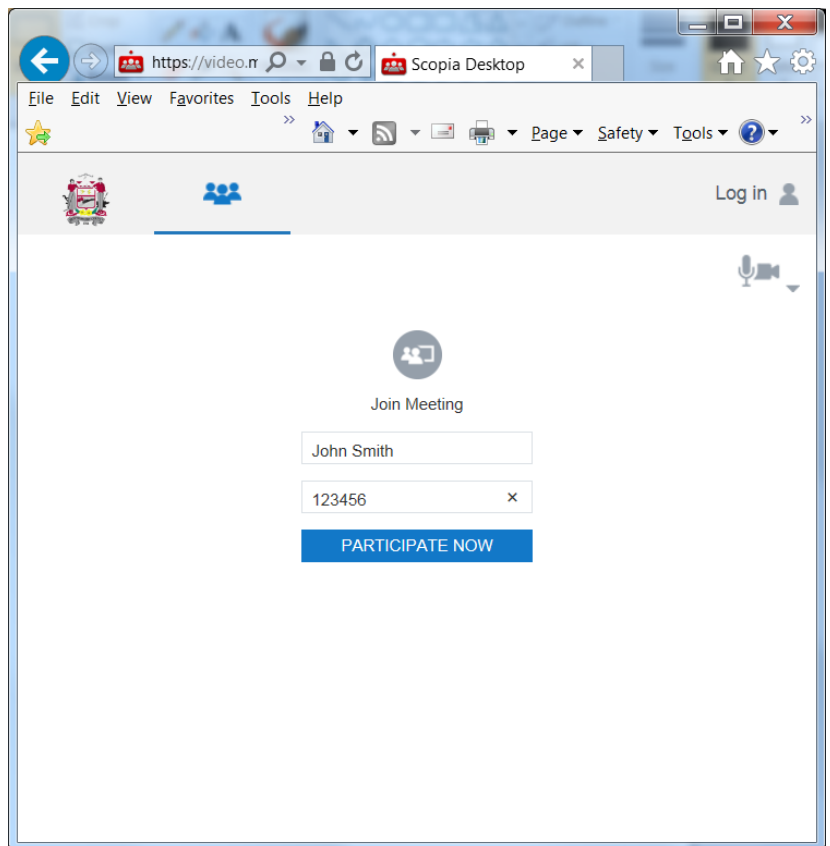
— or —

Enter <https://video.montcopa.org> into the address bar of Internet Explorer to reach this page.

Enter your name in the top field.

You will be given a Meeting ID Number in an email. Enter that number in the bottom field

Click **Participate Now**.



The video will look like the below image.

In the top left corner are a picture of a microphone and a camera. You can click these to mute your microphone, or block your camera from sending.

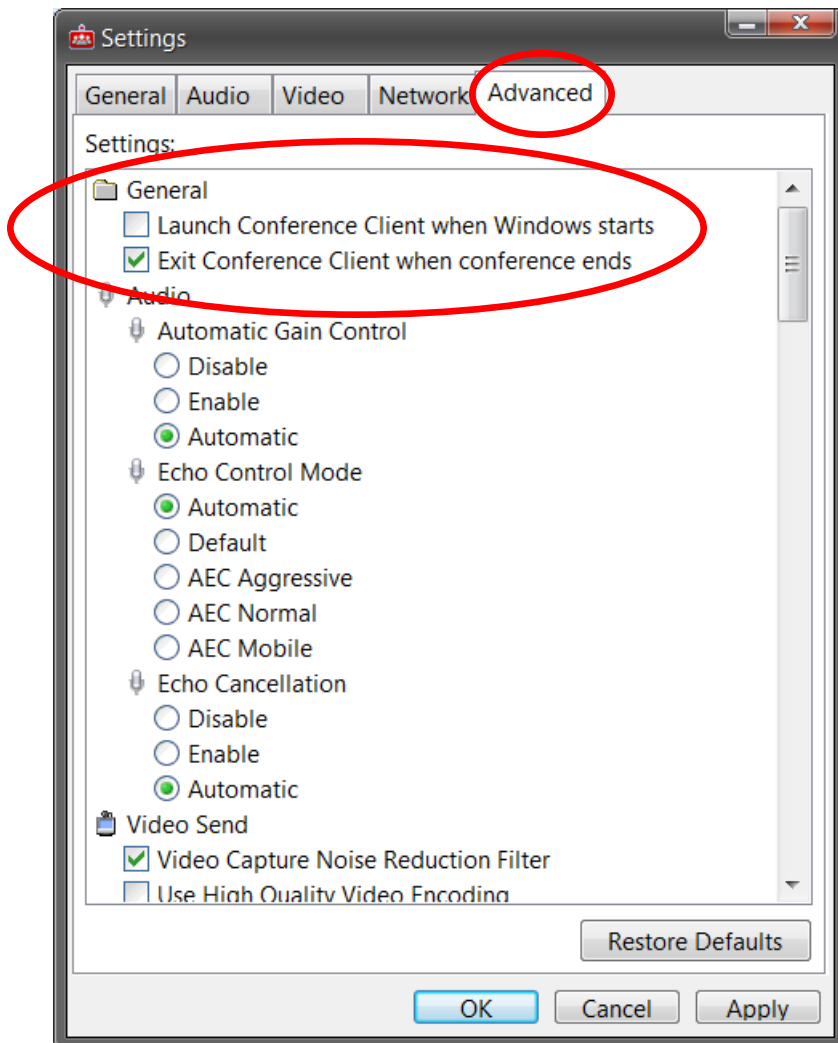
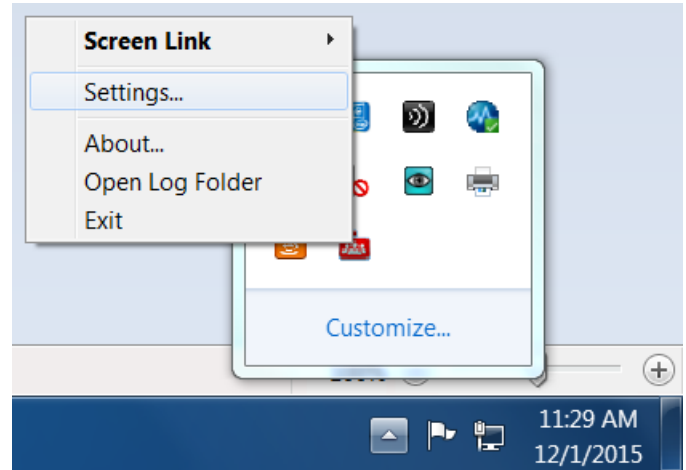
When you're finished, you can click the red circle marked **Leave** in the top right corner.



OPTIONAL INSTRUCTIONS

By default the Scopia Desktop Client is set up to start every time you start Windows, and run in the background.

To turn this off, click the UP arrow in the bottom right corner of your screen, and find the icon that is a red rectangle with three grey people in it. Right-click on that icon, and click on **Settings**



Click on the **Advanced** tab.

Make sure the top two boxes under **General** are checked as shown.

Then click **OK**.