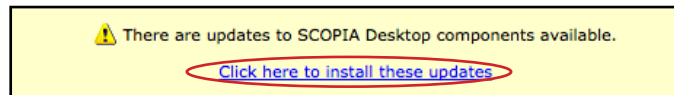


SCOPIA Desktop

Scopia Desktop is a web browser plug-in that allows you to attend video conferences from your desk or any location that has access to high speed Internet.

STEP 1: Open the **Internet Explorer** browser. Go to the SCOPIA homepage:
<http://scopiadt.ext.msstate.edu>

STEP 2: Click on **“Click here to install these options”** to install the necessary plug-ins.



STEP 3: When the next screen appears, click **“Install”**.

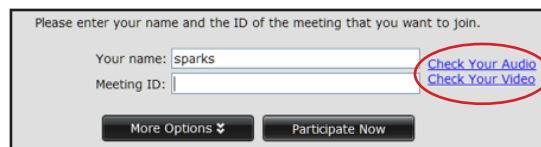
A screen may appear that will ask **“Do you want to run or save this file”** or **“Do you want to run software?”** Click on **“Run”**.

Your computer is now equipped with the necessary plug-ins. The only time this has to be done is the first time you use SCOPIA and then when the software is updated.

STEP 4: Test your webcam and microphone.

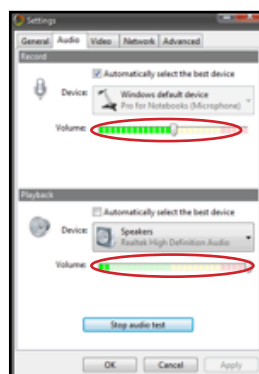
If using an external camera and microphone, have it plugged into the computer before you start this step.

Use the links to the side of the boxes to check your microphone, camera and speakers.



Click on **“Check Your Audio”**.

The test box will appear on your screen. Click on **“Start audio test”**.

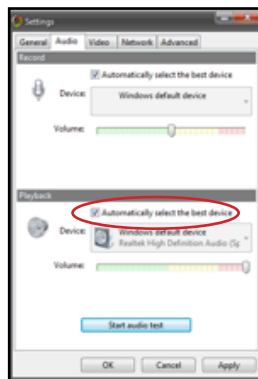


The top section checks the microphone while the bottom section checks the speakers.

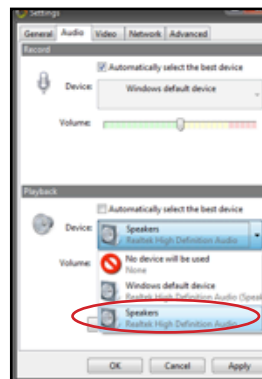
Speak into the microphone to test the microphone and speakers. You should see the volume bars turn green and hear your voice through the speakers. This means your microphone and speakers are working.

SCOPIA Desktop

If the volume bars do not turn green and move when you talk, stop the audio test.



Deselect the option to “Automatically select the best device”.



When the drop down menu appears, click on “Speakers”.

Click “**Start audio test**” again. Speak into the microphone to try the test again. You should see the volume bars turn green. This means your microphone and speakers are working.

When you are ready to test two-way audio and video, contact the Distance Ed group.

STEP 5: Once you have tested your webcam and microphone, you can log into your meeting or conference. Type in the name you want the other attendees to see next to the “**Your name**” box and the conference number next to the “**Meeting ID**” box.

Click “**Participate Now**”.

To obtain the Meeting ID number, call the Distance Education Group with the meeting name, date and time.

If you have Skype on your computer, it must be turned off. If SCOPIA still does not work, you may have to uninstall Skype.



SCOPIA Desktop Reminders

1. When you first log in to the meeting, remember that your microphone is on. It will always be on when you first log in. The very first thing you need to do is mute your microphone.



Microphone Open



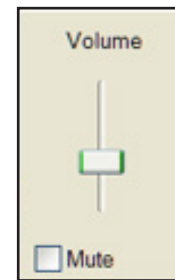
Microphone Muted

In the top left corner of the SCOPIA screen, there will be a picture of a microphone. Click on the picture so a red slash goes through the microphone. Your microphone is now muted.

2. If you cannot hear, make sure your speakers are not muted or turned down. First, look in the top left corner of the SCOPIA screen. Next to the microphone, you will see a speaker image. Make sure there is not a red slash going through the image. If you still cannot hear, check your computer speakers.



Speakers Muted



Speakers On

Task Bar Image



Look at the task bar at the bottom right of the computer screen. If the speaker image has a red “no smoking” symbol on top of it, it is muted. Click on the image to pull up the volume box and check the box next to “Mute”.

If you still cannot hear, turn the volume knob on your computer’s monitor.

If you have on headphones, make sure the headphones are plugged into the right port on your computer.

If you have any problems or questions, contact the Distance Ed Group at DistanceEd@ext.msstate.edu or 662.325.8581.