



## Join a 3CMeNow Meeting – from the Conference Client Meeting Portal

1. Click on the SCOPIA APP button



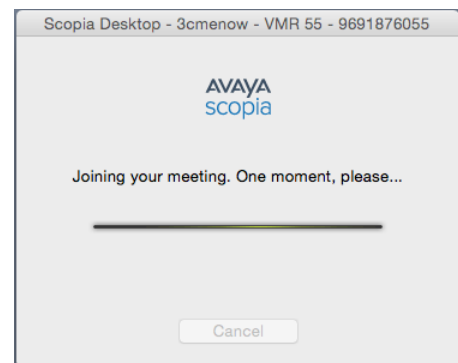
2. Enter the information indicated in the following fields:

- **Web Portal Address:**  
<http://join.ucanytime.com/scopia/mt/cacommunitycollege>  
(You should only need to enter the portal address once for each computer)
- **Your Name** (example: Cynthia – City College, Tom – New York)
- **Meeting ID:** (provided to you by your instructor or meeting coordinator)

3. Click the <OK> Button

4. Click **Continue** to accept the terms of the **End-User License Agreement** (if asked to do so)

- The SCOPIA Desktop Client launches and enters the virtual meeting room



- You are now connected to your meeting

