

How to Get Started with the Meeting Owl Pro Webcam

***Please note that all Meeting Owls have already been registered so you do not have to download the app.**

1. The Meeting Owl has a USB cord and Power Cord. Make sure both of these are plugged in appropriately before starting your meeting. The Meeting Owl should already be plugged into the provided USB hub in the classroom, or if needed, you can plug it directly into your laptop.



Meeting Owl plugged into USB hub

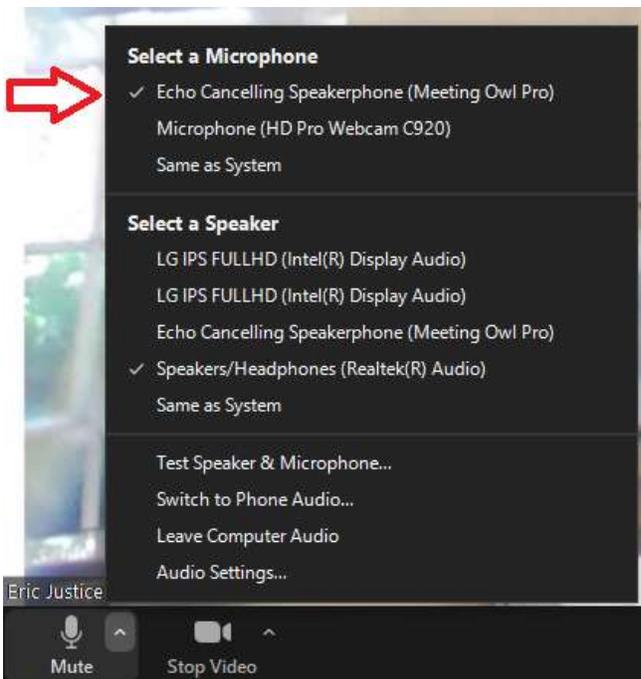


Meeting Owl plugged directly into laptop

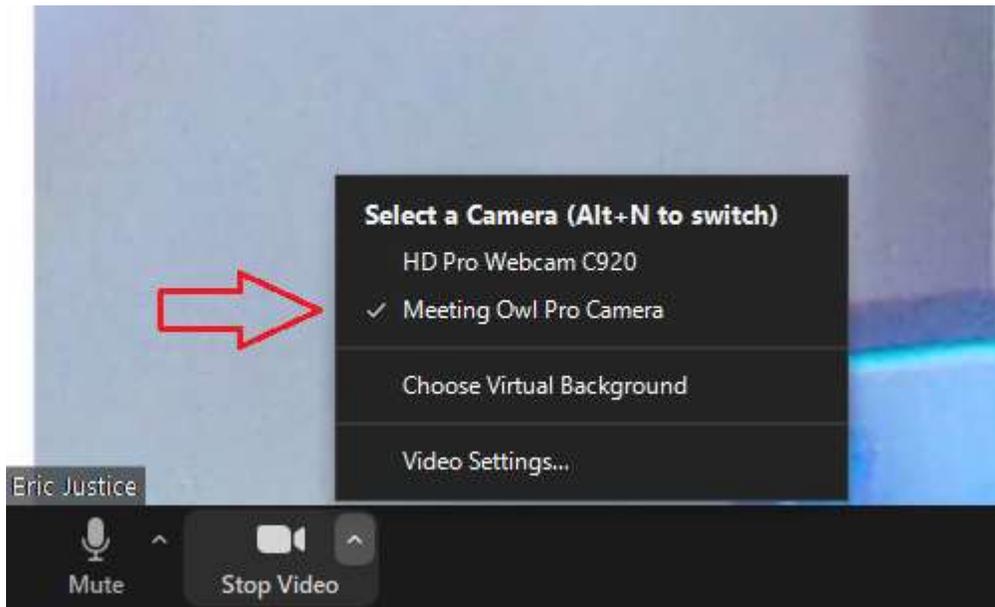
2. Open the software you want to use for your meeting and sign in.
3. If the software did not automatically change your device, make sure to switch over to the Meeting Owl.

For Zoom

To make sure you are using the correct audio, click the ^ arrow by the mute icon and make sure there is a checkmark by the Meeting Owl Pro.

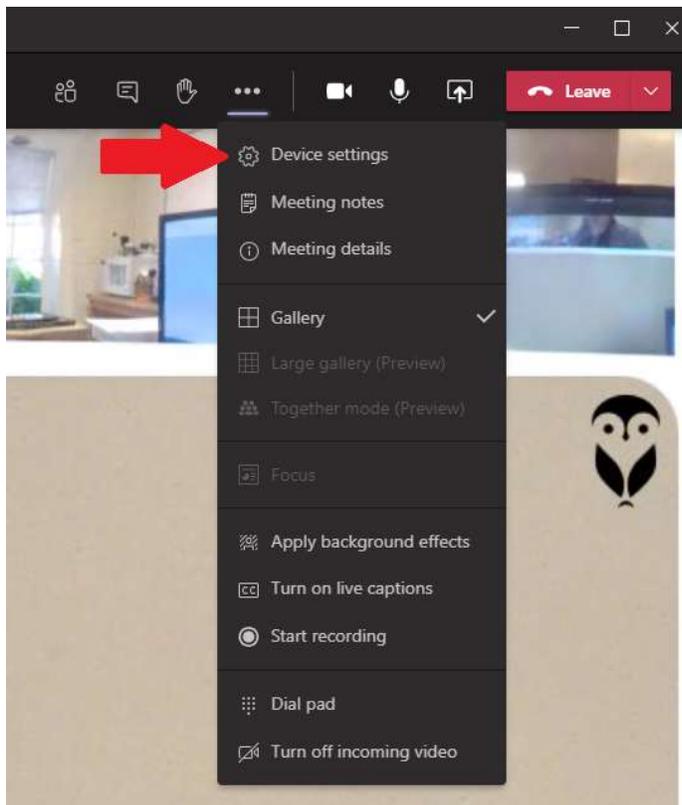


To make sure you are using the correct Video, click the ^ arrow by the Video icon and make sure there is a checkmark by the Meeting Owl Pro.



For Teams

Click the kabob icon in the top menu and then click "Device Settings"



Make sure you have selected the Meeting Owl Pro for your Audio and Camera device.

