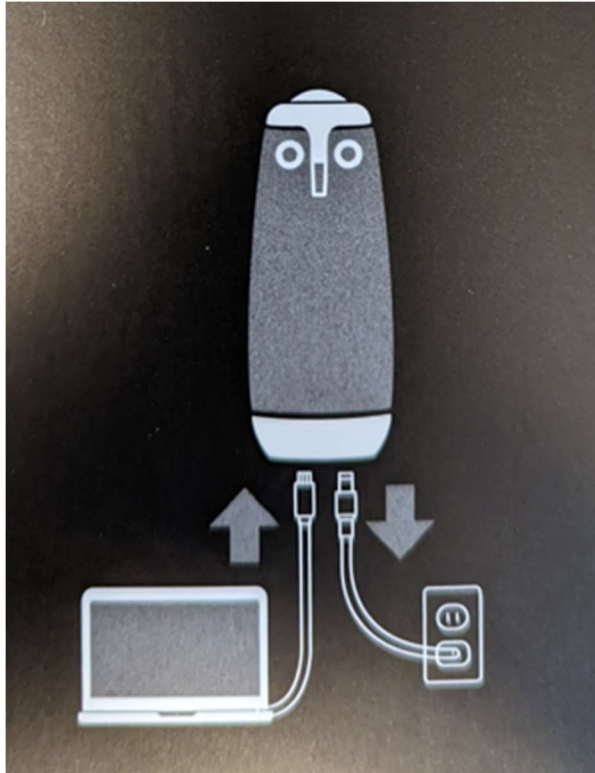


Using the Meeting Owl

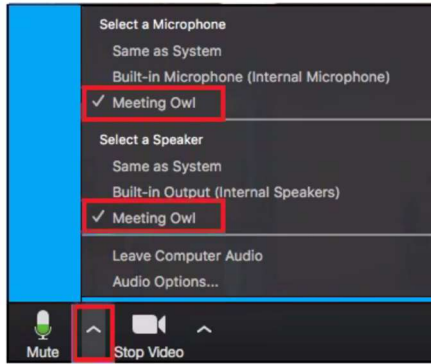
How to Article

Using the Meeting Owl

1. Plug the USB and power cables into the base of the OWL; connect the USB to your laptop and the power to a power outlet



2. Start the Zoom session and click **Join Audio Conference by Computer**
3. Click the ^ to the right of the Microphone icon and select **Meeting Owl** as both the microphone and the speaker
4. Click the ^ to the right of the Camera icon and select **Meeting Owl** as both the microphone and the speaker



5. If needed, adjust the OWL volume using the + and – buttons on the back of the Owl's base



6. When finished, return the Owl, power adapter and USB cable to the case and return to the Osgoode ITS Helpdesk