SETTING UP YOUR MEETING OWL IN SKYPE FOR BUSINESS ON A MAC

1. Plug your Owl's USB cable into the base of the Owl, and into your computer.

2. Plug in your Owl's power adapter and wait until Owl's eyes stop pulsing and you hear a hoot.

3. Select **Skype for Business** on the top left corner of your screen.

4. Select **Preferences**.

5. Select **Audio/Video**.

6. Select **Meeting Owl** under Microphone, Ringing, Speakers, and Camera.

7. Start your meeting.

    • Select **Meetings** on the left to start a scheduled meeting.

    • Select **Contacts** on the left to call a contact.

       • Select your contact and select the video (⬚) icon to start a call with video.

    • Select Conversations on the top menu. Select **Meet Now** or **Join Skype meeting by URL**.