

## SETTING UP YOUR MEETING OWL IN SKYPE FOR BUSINESS ON WINDOWS

1. Plug your Owl's USB cable into the base of the Owl, and into your computer.
2. If Owl is unplugged, plug in your Owl's power adapter and wait until Owl's eyes stop pulsing.
3. In the Skype for Business main window, click the **Options** (⚙️) icon on the top right.
4. Select **Audio Device** from the menu on the left.
5. Choose **Meeting Owl** as your Audio device and click OK.
6. Select **Video Device** from the menu on the left.
7. Choose **Meeting Owl** as your Video device.
8. Under **Video Settings**, uncheck **Crop and center my video in meetings**.
9. Start your meeting.