

## **ZOOM MEETING & OWL Setup Instructions**

1. Setup your meeting at [www.zoom.us](http://www.zoom.us).
  - a. **Login = [info@northlandfdn.org](mailto:info@northlandfdn.org) PW = Nf4040~**
  - b. Invite attendees: Select Outlook Calendar. Open and Select Invite Attendees. This creates an Outlook email invitation. Enter email address to everyone you want to invite.
  - c. Meetings with 3 or more call in participants are limited to 40 minutes. Meetings with one or two call in participants do not have time limitations.
2. You will need the **laptop, a projector, and the OWL**. Connect the OWL to power and the laptop (via USB). Both cords connect on the bottom of the Owl. When the Owl's eyes stop pulsing and you hear a hoot your Owl is ready to use.
3. Place the Owl in the center of the table no further than **6 feet** from the furthest participant.
4. Make sure the laptop's Bluetooth is turned on by either **clicking the bottom right** to pull up

the options menu  or type Bluetooth in the search bar on the bottom left. 

5. Once the Bluetooth is on make sure Meeting Owl is connected.
6. Open your Zoom meeting and select Join Audio Conference by Computer.
7. Select the Up arrow to the right of the Microphone icon on the bottom left of your screen and select Meeting Owl as the microphone and speaker.
8. Select the Up arrow to the right of the Camera icon and select Meeting Owl as your camera.