

HOW TO USE WEB CONFERENCING

WITH AN OWL LAB MEETING OWL



MIT
MANAGEMENT
SLOAN SCHOOL



NEED MORE HELP?

For immediate assistance:
Sloan AV Help at (617) 324-2000
Mon - Fri, 8am - 8pm*

**Some restrictions may apply*



ROOM RESOURCES

To reserve the room :
Add the room into the location field
of the invite sent out via Exchange.
If this is not available, please reach
out to the space owner for details of
how to book the room.



ADDITIONAL RESOURCES

To request training:
Please call Sloan AV Help at
(617) 324-2000

Important : To report AV problems, send an email to stshelp@mit.edu or call (617) 324-2000

1

QUICK START: CONNECT YOUR LAPTOP

Plug the following into your computer:

1. HDMI cable*
2. USB cable



**If your computer does not have a direct HDMI connection please use an adapter.*

2

WAIT 30 SECONDS

The system auto-detects new connections. Once you've plugged in, the system will see your computer and the display will turn on.

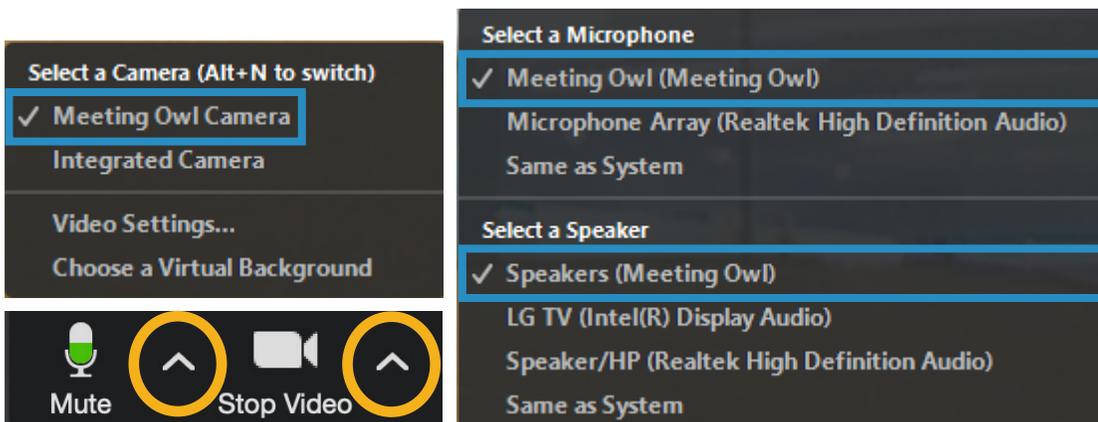


3

VERIFY YOUR SOFTWARE'S AUDIO AND VIDEO SETTINGS

This process will work with any web conferencing service (e.g. Zoom, WebEx, Skype, Google Hangouts, etc...). Update the audio and video settings once you log in. For example, Zoom settings can be adjusted with the following steps:

1. Click the small arrows next to the microphone and camera in the bottom left.
2. Select the **Meeting Owl** for the Camera, Microphone, and Speaker.



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