Introduction

When using web conferencing software such as Lync and WebEx, you may want to install a webcam to get the most out of your web conferencing experience. This self-help document will step you through how to install a standard webcam (Logitech HD Pro) using the plug and play technique (no software installation).

If you will be using a web conferencing software in a classroom or lab, be sure to follow your department’s procedures for installation of specialty software. For Faculty and Staff office computers - please plan a week ahead if you need help with installation.

Setting up your Webcam

It is recommended that you install the software that comes with your webcam. However, if you are using your webcam for a web conference in a classroom, you may be able to simply plug in your webcam to a usb drive and it will work.

This should be tested prior to when the class is scheduled to take place.

1. Place your webcam snuggly on the top of your monitor (Fig 1).
2. Plug the webcam into a usb - either the monitor (Fig 2) or the hard drive (Fig 3).
3. The **Installing device driver software** pop up message box will appear (Fig 4) in the system tray.

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If the driver does not automatically start to install, unplug the webcam and plug it into a different usb. At times, the usb on the hard drive functions better.

4. When installation is complete, the **Your device is ready to use** pop up message will appear (Fig 5) in the system tray.

5. Your webcam is now ready to be used in the web conferencing software of your choice.