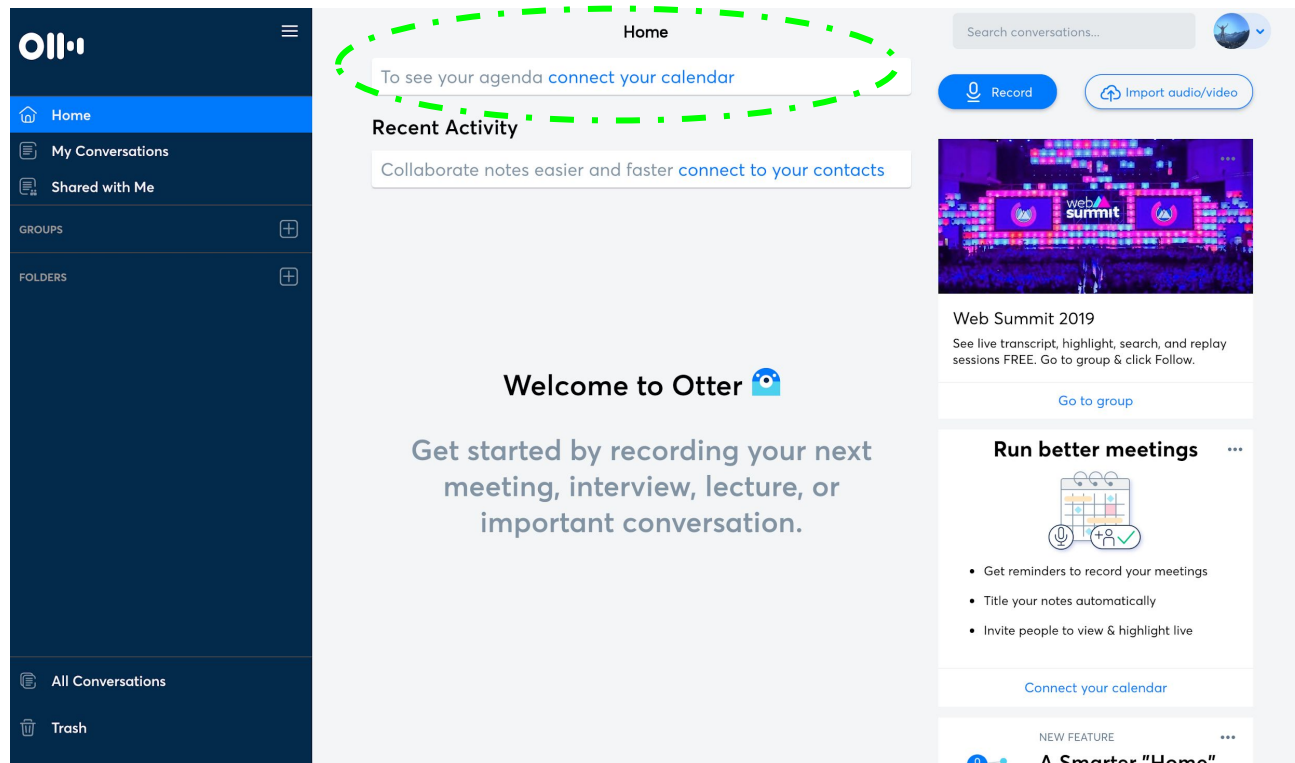


Set-up Otter for Teams checklist

1. **Link your Google or Microsoft calendar** to enhance organization and for auto-title recordings/meetings on Web/iOS/Android
2. **Turn on Otter notifications** on iOS/Android to enable *one touch recording* on mobile




Add to your Custom Dictionary

Click on Profile > Account Settings > Manage Vocabulary

Account Settings

General Plan Apps

Profile photo 

Name

Email

Password

Manage Vocabulary NAMES of people, and custom vocabulary



Manage Vocabulary

Search conversations...

Add new words below:

Type words and phrases, separated by comma or line break. Case sensitive.

Add

A B C F G H I L O P R V

A

AI

ASR

B

BMW

C

cloud

CRM

F

Fin analytics

Flexport

G

Google Suite

To enhance accuracy industry specific acronyms and terms.
Simply cut and paste (comma separated)

Manage Vocabulary

Search conversations...

Add names of people below:

Type names of people, separated by comma or line break. Case sensitive.

Add

B H J M P S

B

Brian Ecclesine

H

Hoyt Prisack

Helena Bott

J

Jenny Zurawell

M

Manish

Marie

To enhance accuracy, correct spelling of people's names. Simply
cut and paste (comma separated)

+Share

Easily share your recordings in a *live or post environment* either privately in email or with a shareable link

The screenshot displays the Otter.ai web interface. On the left is a dark blue sidebar with the Otter.ai logo at the top. Below the logo are two main sections: 'My Conversations' (highlighted in blue) and 'Shared with Me'. Under 'My Conversations', there is a 'GROUPS' section with a plus icon and a list of groups: 'Disrupt SF 2018', 'General', 'phil.goldenberg', 'Pipeline & Lead Gen', 'PR & Corporate Marketing', 'raj.pillai, frank.calderon', 'Sam, Seamus and 3 more users', 'Sam, yun and 6 more users', and 'Seamus'.

The main content area is titled 'My Conversations' and shows a conversation titled 'One Willow Ap' dated 'Tue, 4/30 · 12:02 PM'. A sharing modal is open over the conversation. The modal has a search bar at the top, a 'Share' button, and a 'To:' field with the placeholder 'Names, emails, or groups'. Below this, there is a link icon and the text 'Anyone with the link can view', followed by a 'Create a link' button. A 'Start at:' field is set to '0:00'. At the bottom of the modal, there is a 'Copy link' button and a URL: 'https://otter.ai/s/974c662c83ac468988b0fc22e4dc'. The modal is outlined with a green dashed line.

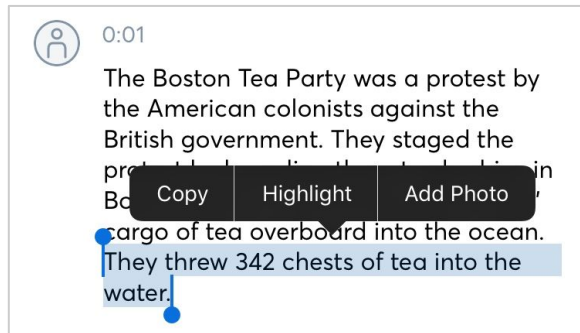
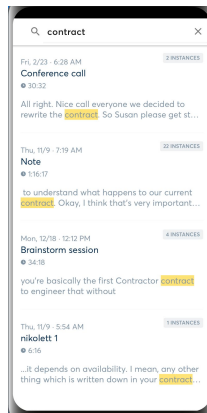
Below the modal, the conversation transcript is visible. It shows two entries: one at '0:00' with the text 'Signing document signing and stuff like that for them so hopefully, you know, it's in place if it's not right right this second it should be good. So, in terms of live transcription.' and another at '0:12' with the text 'Cook, hear me. Yes, okay. if you can see my screen I construction, and it's picki'.

At the bottom of the interface, there is a footer with the text '© Otter.ai Confidential & Proprietary.'

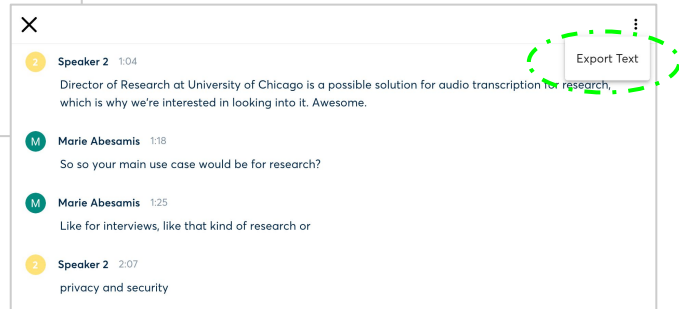
Real-Time Highlighting

Highlight Important Moments

During or after recording, you can highlight important sentences within your conversation with *one simple tap*.



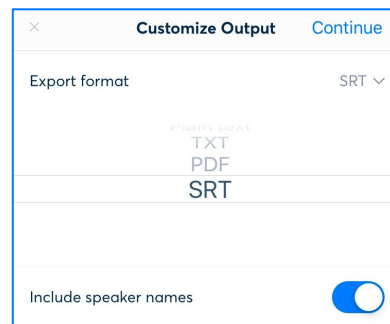
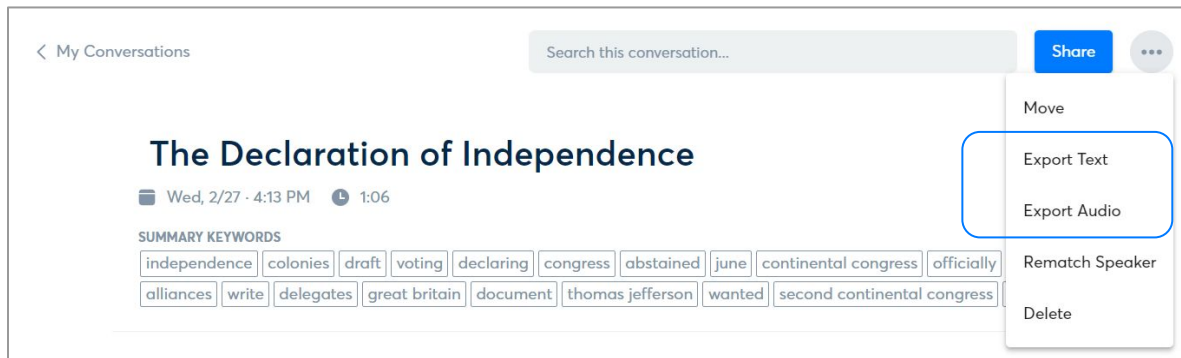
Review and export highlights after recording has been completed



Export

Export your text *and* audio in a variety of formats to suit your different needs.

Export in Word, TXT, PDF, SRT, mp3



Other info links + best practices

1. [How to Otter - Starter Guide link](#): step-by-step "how-to" instructions by feature
2. [Customer testimonials + use case examples link](#)
3. [Otter video overview - Link](#): a short video that provides a visual overview of features
4. [Features comparison across subscription levels pricing link](#)
5. **Productivity integrations already built into Otter:** [Dropbox](#), [Zoom](#), [Agnostic across video conference services](#), [Google calendar and Outlook](#)
 - a. You can sync your Zoom account in your Otter account [\[Link\]](#) so that Otter is your unified depository for all meeting notes (in-person and across all video conferencing services).
6. [For Enterprises: Otter for Teams FAQ.pdf Link](#)
7. **Best Practices:** good speaker audio and internet connection



For technical questions please send an email to support@otter.ai

For training, questions on a feature, or account support please send an email to sales@otter.ai or have your Admin reach out to their Otter direct contact

