

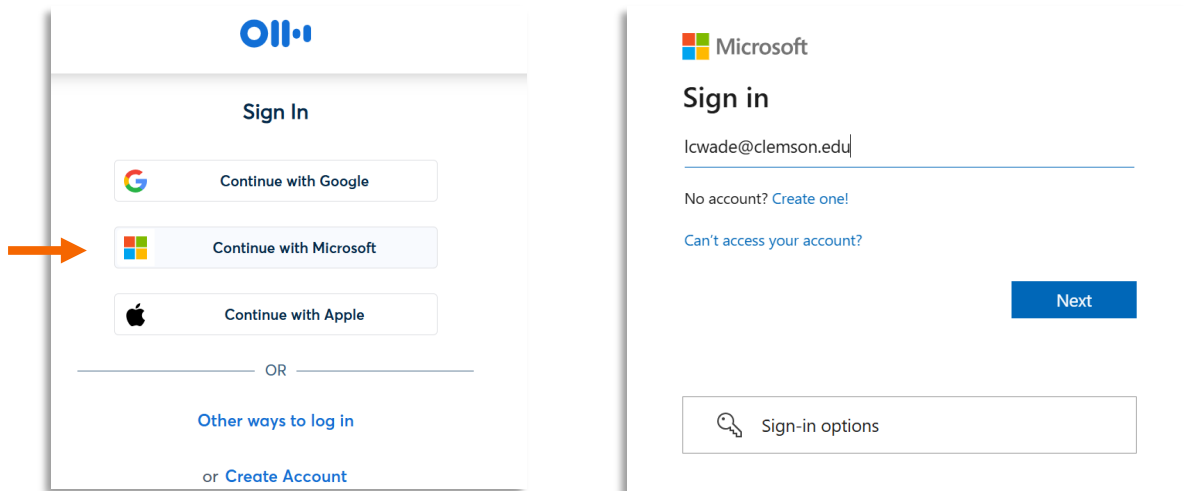


AI tools can enhance productivity by automating repetitive tasks or assisting in content creation and communication. AI can transcribe meetings, summarize discussions, and suggest actions based on conversation insights. Otter.ai is a product that Clemson Advancement is using to help make note taking and meeting minutes more productive. As with any AI tool, there are certain precautions that need to be considered and best practices need to be followed. The following instructions will show you how to log into the Otter.ai tool and use it more effectively in your daily work.

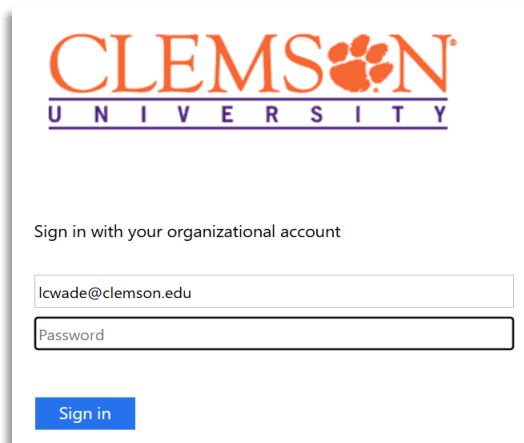
Linking your Otter.ai account with Zoom

Navigate to otter.ai/signin

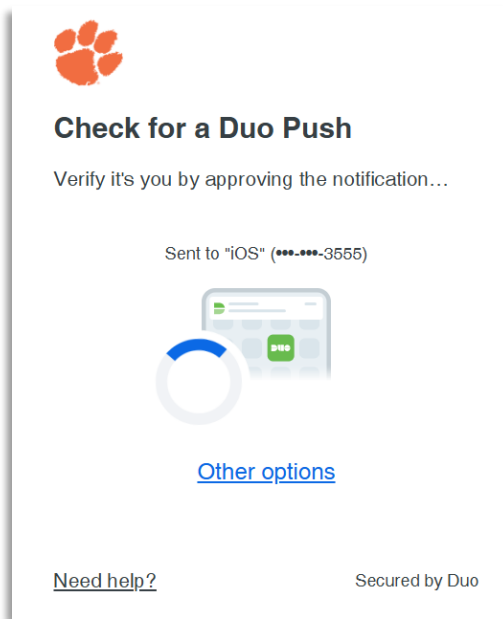
Select *Continue with Microsoft* and enter your @clemson.edu email address.



You will be redirected to the Clemson University SSO login page. Use your Clemson credentials to sign in.

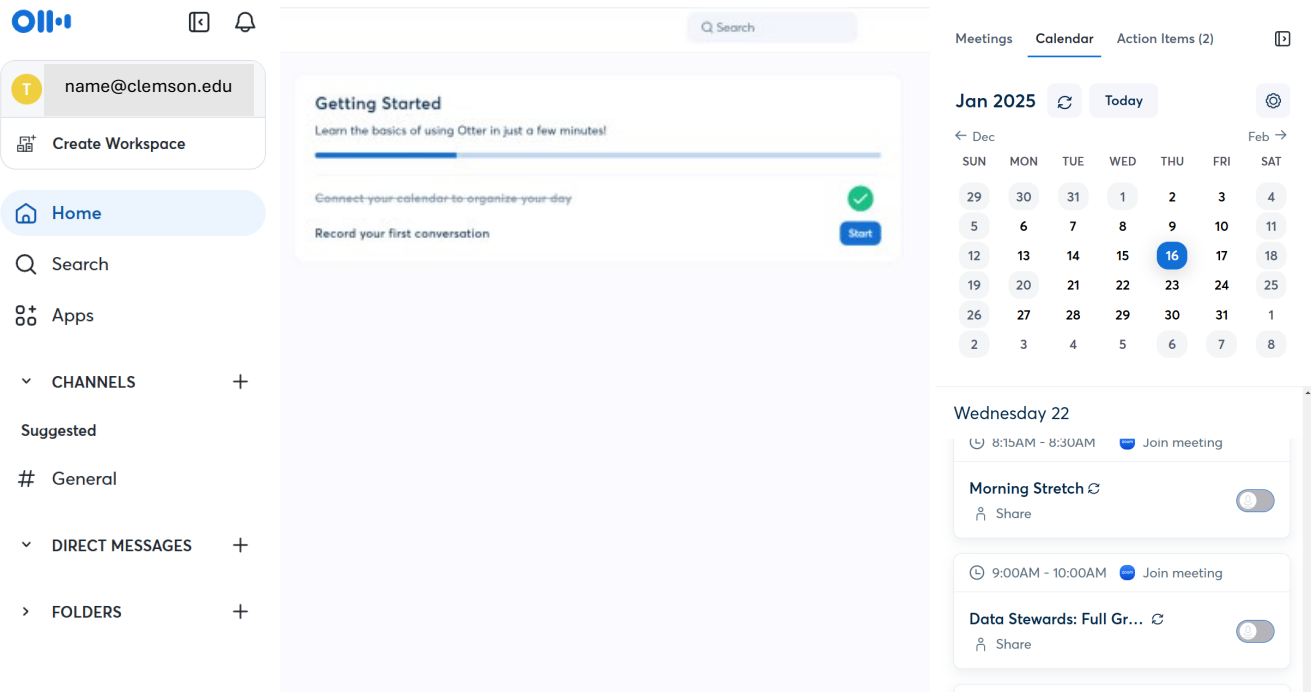


Otter.ai utilizes DUO multi-factor authentication. Accept the DUO push notification.



Your Otter homepage will look similar to this.

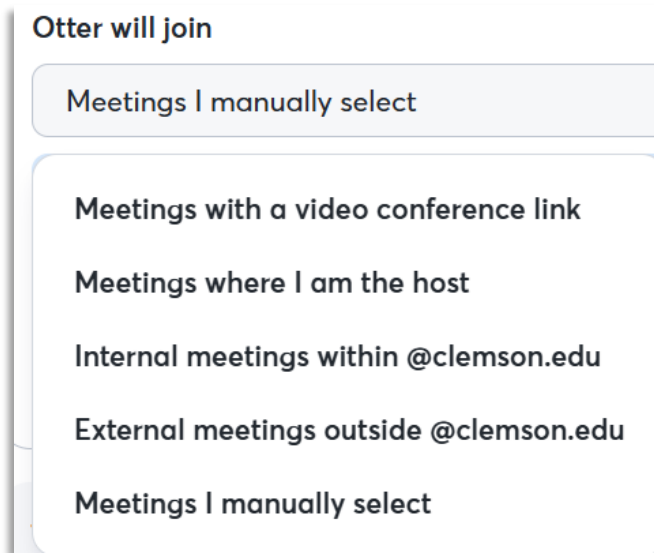
- The Account Profile is on the left.
- A summary of recent meetings is in the middle.
- The calendar, meetings, and action items are on the right.



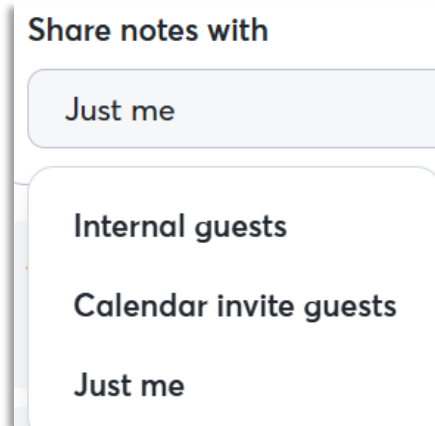
Using the menu on the right, click on Meetings.

There will be drop-down options to select how meetings are selected.

Select your preference for meetings otter.ai will join



Select your preference for whom meeting notes are shared with.



It is recommended that you select “Meetings I manually select” and share with “Just me”. This will give you the best ability to manage meeting notes and how the meetings are shared.

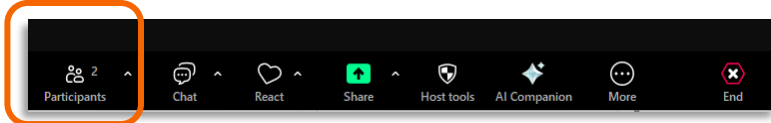
Removing Otter.ai from a meeting

There are two options to remove Otter.ai from a Zoom meeting. The host can remove the AI Notetaker from as a participant. You can also use the Otter.ai dashboard.

Removed by host:

The host of the meeting can remove the AI notetaker by managing the Participant list.

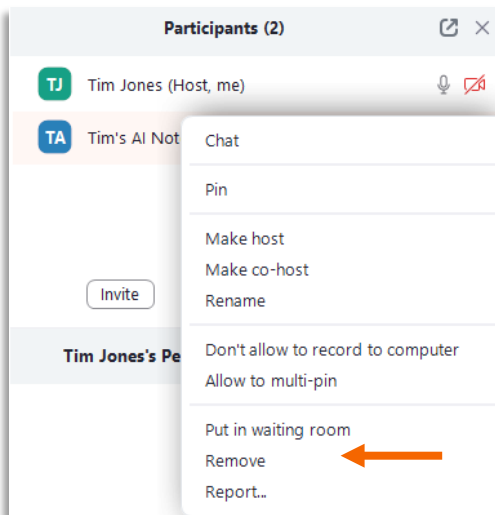
Click Participants in the toolbar.



Click on the ellipses icon next to the Notetakers name.



Click Remove and the AI Notetaker will no longer be in the meeting.

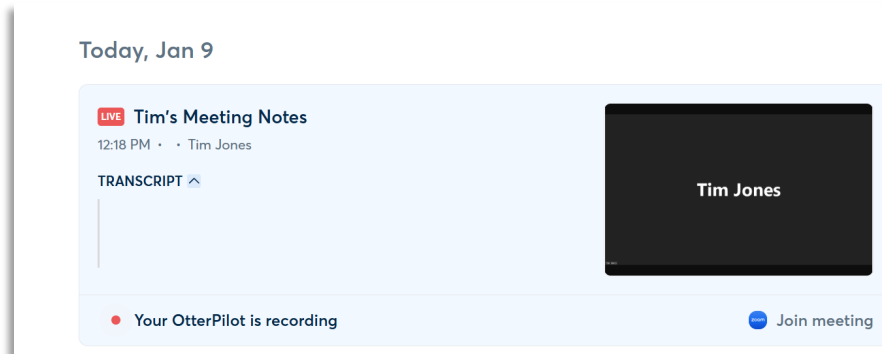


Removed by attendee:

The attendee has the option to manage the AI Notetaker from the Otter console.

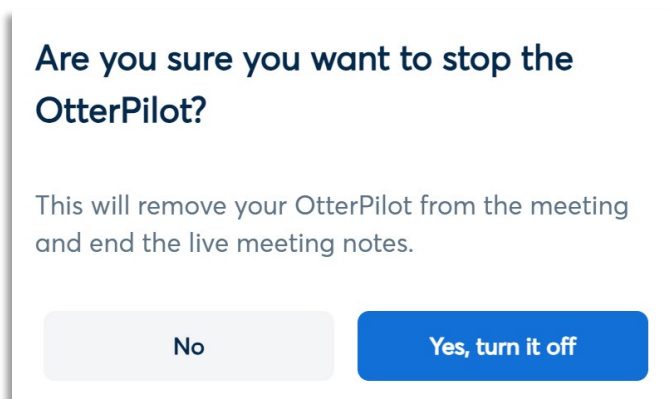
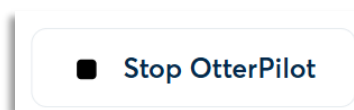
Login to Otter.ai, <https://otter.ai/home>.

The meeting being recorded will be visible from the Home screen.



At the bottom of the screen you will see a button to stop. Click **Stop** and confirm.

Otter AI Notetaker will exit the meeting.



Additional Documentation

Otter.ai provides additional documentation for navigating the tool and turn on/off additional features.

Please visit [Otter.ai Help Center](#) for more documentation or contact a member of the

Key Features

1. Real-Time Transcription
 - a. Converts spoken words into text in real time during meetings, webinars, or interviews.
 - b. Captures speaker identification (assigns labels to different speakers).
 - c. Provides a running transcript viewable by meeting participants (if shared).
2. Searchable Transcripts
 - a. Generates fully searchable transcripts, making it easy to locate key moments or keywords in a conversation.
3. Speaker Recognition
 - a. Identifies and differentiates between multiple speakers (after assigning speaker names for accuracy).
4. Collaboration Tools
 - a. Allows users to annotate, highlight, and comment on sections of the transcript.
 - b. Shareable transcripts for collaborative review and editing.
5. Live Captioning
 - a. Provides live captions during meetings to enhance accessibility for participants with hearing impairments.
6. AI Summarization
 - a. Automatically generates summaries and key highlights from lengthy transcripts.
7. Privacy and Security
 - a. Offers secure storage and customizable sharing settings to protect sensitive information.