



## Quick Start Guide to Otter.AI

### Office of Accessibility Resources

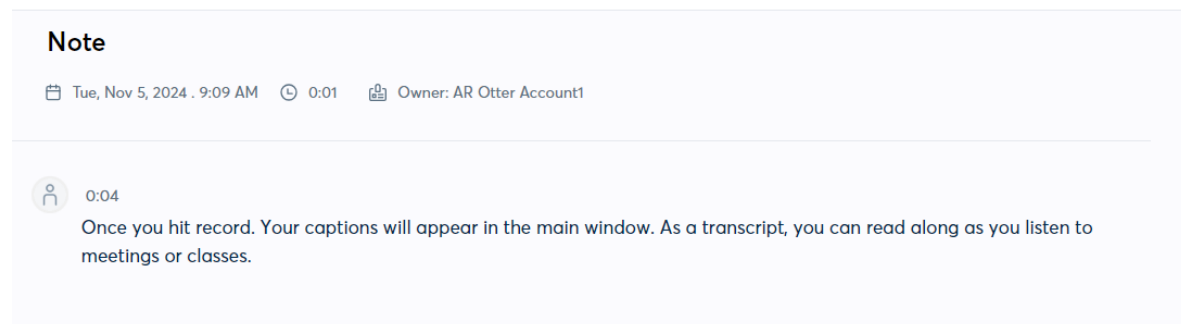
Otter.AI is a service that provides live captions, transcripts, AI summaries of meetings, and other AI tools for productivity and organization. Otter.AI is free for 300 minutes a month with the option to subscribe for more minutes.

### Captioning Meetings or Classes:

Select “Record” in the upper right corner.



Your captions will appear in live time in the main window:



Once you finish recording, Otter.AI will generate a summary of your meeting. It will also show an outline of the meeting and highlight any action items.

### Example Pysch Class

AR Otter Account1 Today at 9:14 am 3 min Copy Summary

#### Summary Transcript

The conversation explores the profound impact of emotions on individuals and those around them, emphasizing that emotions are not merely psychological phenomena but influence physical health and behavior. Positive emotions, such as happiness, are linked to longer, more fulfilling lives, while stress, related to negative emotions like fear and anger, can be detrimental. Facial expressions, considered culturally universal by some psychologists, can both communicate and regulate emotions. For instance, smiling can lift moods, while frowning can lower them. The discussion also touches on cultural differences in emotional expression and the work of psychologist Paul Ekman, who identified ten basic human emotions.

You can also view the original transcript and replay any recorded audio by clicking on any word to start the replay.

Updated 4/9/25

# Example Pysch Class

Edit

AR Otter Account1 Today at 9:14 am 3 min Copy Summary

Summary Transcript

## Keywords

emotional contagion, positive outlook, stress impact, facial expressions, cultural universals, facial feedback, mood regulation, emotional gestures, introvert strengths, extrovert expression, emotional regulation, basic emotions, emotional health, emotional communication, emotional understanding

## Speakers

Speaker 1 (100%)

1 Speaker 1 0:00

This could actually improve your mood, and not by smoothing wrinkles, but actually by easing depression, or that this

You can also use the AI chat feature to ask questions such as “Was I mentioned in this meeting?,” “What acronyms or technical terms have been used,” or to ask more specific questions about the content.

AI ChatOutlineComments

Ask AI questions or chat with your teammates

✦ How can we better recognize and manage the basic human emotions identified by Harold Izzard?

✦ What are some cultural differences in the expression and interpretation of emotions?

✦ How can understanding emotions improve our overall health and well-being?

Ask anything about your conversations...

If you need to refer back to your recordings at a later date, they can be found under “My Conversations.”

Updated 4/9/25



AR Otter Account1



accessibilityresourc...



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Otter AI Chat

NEW



My Conversations



All Conversations



Apps



More



CHANNELS



DIRECT MESSAGES



FOLDERS

