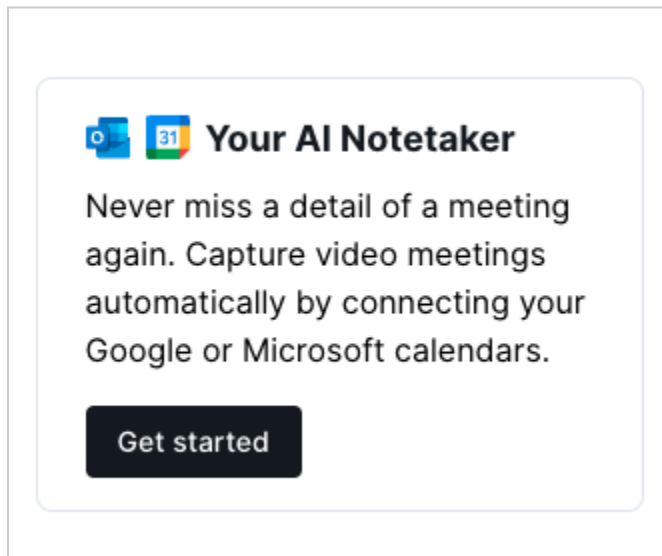


How to Use the Meeting Notetaker

Once set up, Rev automatically joins your meetings, records everything, and delivers complete transcripts without you having to think about it. Let's walk through exactly how to make this magic happen.

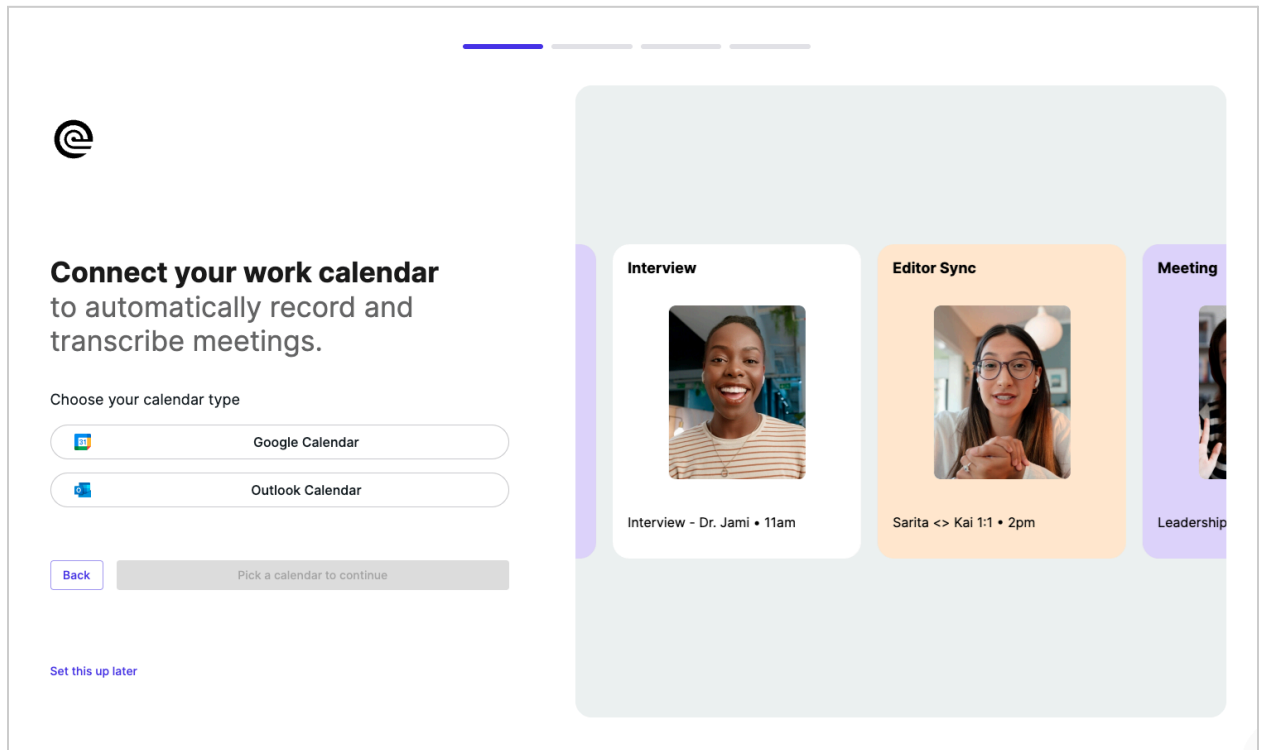
Connect Your Calendar

Connect your calendar to automatically join client meetings and court hearings with Rev's note-taking feature.



1. Click "Get Started" on the right side of your dashboard

2. Choose Google Calendar or Microsoft Outlook



3. Sign in to authorize the connection
4. Rev will ask you which meetings should be automatically recorded. You have three options:
 - a. **All meetings with video links** - Rev joins any meeting that has a Zoom, Teams, or Google Meet link
 - b. **Only meetings you organize** - Rev only records meetings where you're the host
 - c. **Only meetings you manually select** - Rev waits for you to choose each meeting individually
5. After each meeting, Rev can automatically send the transcript to different people:
 - a. **Everyone on the meeting invite** - all attendees get the transcript
 - b. **Only people from your organization** - keeps transcripts within your company
 - c. **Just you** - private transcripts that only you can access
6. Rev asks about two types of permissions:
 - a. **Who Can See Transcripts:**
 - i. **People you add manually** - you control the exact list
 - ii. **Anyone in your organization** - automatic access for coworkers
 - iii. **Anyone with a link** - public access (use carefully)
 - b. **What They Can Do:**
 - i. **View only** - they can read but not change anything (recommended)
 - ii. **Edit access** - they can make changes to the transcript

7. Your upcoming meetings now appear in Rev
8. Click any meeting to activate Rev's AI note-taker

Finding the Meeting Hub After Set-Up

- **Your Meeting Calendar will auto-populate on the right side of your dashboard**
- **You can also look for "Meeting Hub"** in the left sidebar of your Rev window
- **Click on Meeting Hub** to access all your meeting recording options

This is your control center for all automatic meeting recording and transcription.

Screenshot Suggestion: Meeting Hub page with the "Getting Started" button prominently displayed and ready to click.

Finding Meeting Recordings

- Locate and click the "My Meetings" tab on the left side navigation bar
- All of your previously recorded meetings live in this folder

Adding Meetings That Aren't on Your Calendar

Sometimes you need to record a meeting that's not in your calendar:

Quick Meeting Join:

- **Look for "Paste Meeting Link"** option in Meeting Hub
- **Copy the meeting link** from your email, chat, or wherever you received it
- **Paste the URL** into the provided field
- **Rev joins automatically** and records just like your scheduled meetings

Perfect For: Spontaneous meetings, when someone invites you last-minute, or when you're asked to join someone else's meeting quickly.

Adding More Calendar Accounts

If you use multiple calendar systems:

- **Go back to Settings** in Meeting Hub
- **Click "Connect Another Calendar"** to add additional accounts
- **Choose Google or Microsoft** for your second calendar
- **Rev combines all your meetings** into one unified view

Perfect For: People who have separate work and personal calendars, or who work with multiple organizations.

