

Tips: OtterPilot Meeting

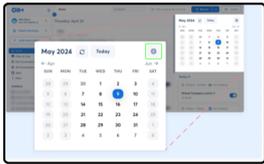
HOW TO STOP

OtterPilot from automatically joining your meetings

1 Sign in to Otter.ai

2

Click the gear settings icon on the upper corner of the homepage calendar



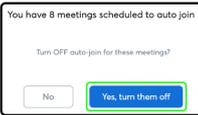
3 Under the OtterPilot section, toggle off Auto-join all meetings



4

Carefully review the pop-up will alert you to how many upcoming meetings OtterPilot is scheduled to join automatically.

Select Yes, turn them off to proceed with toggling off auto-join.

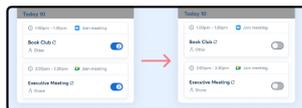


5 OtterPilot will no longer automatically join your synced calendar events.



Note: Previous events that were manually toggled on/off will retain that setting. Toggling on/off auto-join will only affect meetings where you did not manually change the setting for. Review your calendar event settings after managing this setting.

6 Review your homepage calendar events and verify that OtterPilot is toggled off for your upcoming meetings.

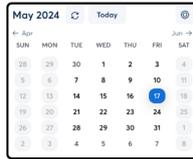


HOW TO REMOVE

OtterPilot from a live meeting

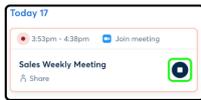
Home page calendar

1 Navigate to the calendar section on the right side of the Otter Home page.



The current live OtterPilot recording will be displayed.

2 Click the stop recording button.



3 Click Yes, turn it off to confirm the removal of OtterPilot.

OtterPilot will be removed momentarily.



Conversation

1 Navigate to My Conversations and select the conversation that is currently being recorded by OtterPilot.

2 Click Stop OtterPilot in the control playback bar.



3 Click Yes, turn it off to confirm the removal of OtterPilot.

OtterPilot will be removed momentarily.



HOW TO REMOVE

OtterPilot through the meeting control

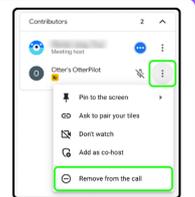
Zoom

1 The host or co-host can remove OtterPilot as a participant in Zoom during the meeting.



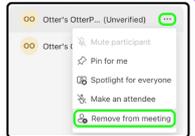
Google Meet

1 Depending on the meeting permissions, other participants and hosts can remove OtterPilot from the meeting.



Microsoft Teams

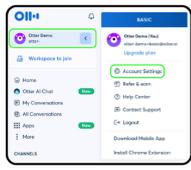
1 Depending on the meeting permissions, the organizer and presenter(s) can remove OtterPilot from the meeting.



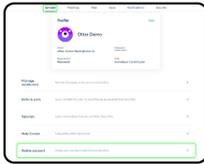
HOW TO REMOVE OtterPilot account

Using a web browser

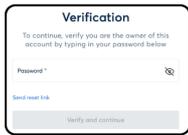
- 1 Sign in to Otter.ai.
- 2 Click on your profile on the left navigation menu and select Account Settings.



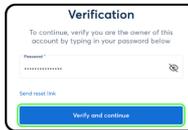
- 3 Under General, select the last option Delete account.



- 4 Enter your password.

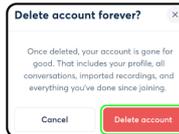


- 5 Click Verify and continue.



- 6 Carefully read the pop-up to understand what will happen to your account when you delete it.

To proceed with permanently deleting your account, click Delete account.



- 7 Your account is permanently deleted. No further action is required.

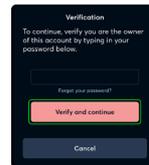
HOW TO REMOVE OtterPilot account

Using the mobile app

- 1 Open the Otter mobile app.
- 2 Tap the menu button above 'Settings' in the upper corner.
- 3 On the expanded menu, click your name in the profile section.
- 4 In the Account section, select Delete account.



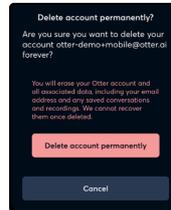
- 5 Enter your password into the prompt and tap Verify and continue.



- 6 A final confirmation message will appear.

Please read carefully to understand what will happen to your account when you delete it.

To proceed with the permanent deletion of your account, tap Delete account permanently.



- 7 Your account is permanently deleted. No further action is required.

Revision #2

Created Tue, Jun 4, 2024 10:38 AM by FAZILAH BT. BASARUDDIN

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