

## Otter.ai Directions

### **Recording a presentation using Otter.ai in a web browser.**

1. Go to <https://otter.ai/> and click Log In in the upper right-hand corner. Your Triton email address is your user name.
2. To record, click Record in the upper right hand corner. Speak into your computer's built-in microphone, a supported headset, or an external mic. You will see the transcript in real-time while recording, as long as your device is connected to the internet. For best results, place the microphone within three feet from the person speaking and try to minimize background noise.
3. To pause the recording, click the pause button. To resume recording, click the microphone icon.
4. To stop recording, click the stop button.
5. Once the recording has been stopped, the conversation is saved automatically with the name *Note* to **My Conversations** or in the group or folder where you started your recording. To change the name, click the conversation, then click the name and type a new one.

### **Recording a presentation using the Otter.ai mobile app.**

1. After downloading the Otter.ai app from the Apple or Samsung app store, open the mobile app.
2. To record, tap the record button in the lower right corner. Speak into your device's built-in microphone, a supported headset, or an external mic. You will see the transcript in real-time while recording, as long as your device is connected to the internet. For best results, place the microphone within three feet from the person speaking and try to minimize background noise.
3. To pause the recording, tap pause. To resume recording, tap the microphone button again.
4. To stop recording, tap stop.
5. Once the recording has been stopped, the conversation is saved automatically with the name *Note* to **My Conversations** or in the group or folder where you started your recording. To change the name, tap the conversation, then tap the name and type a new one.