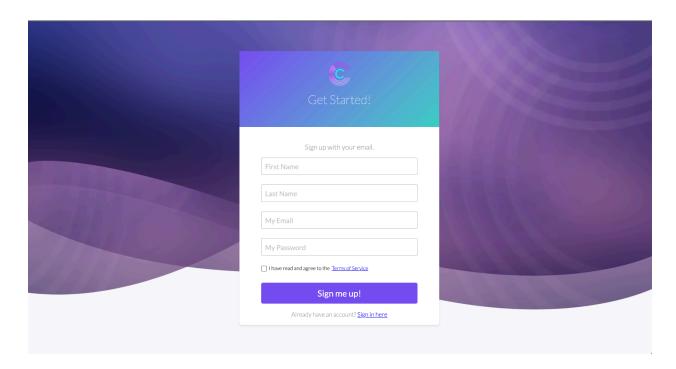
CaptureMyMeeting: User Documentation

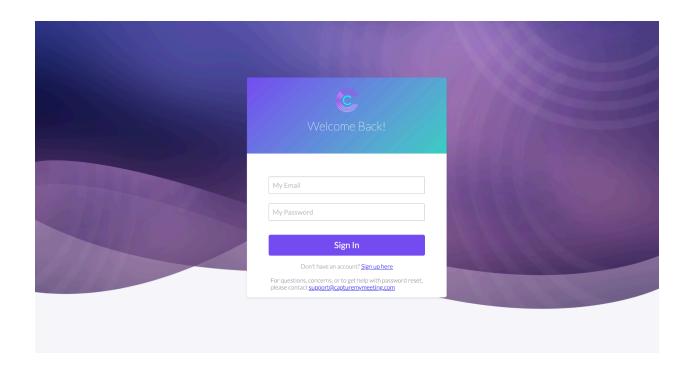
CaptureMyMeeting is an online web application that keeps track of your meeting content for you. The application will index your meeting recordings, enabling you to view, search, and share their spoken and written content. It will also generate automatic meeting notes. Find the relevant content you are looking for at any time. No more need for extensive meeting notes!

Register and Sign In

Sign up for a FREE account at https://www.capturemymtg.com/auth/signup. You will need to provide your email address and a password, along with your first and last name.

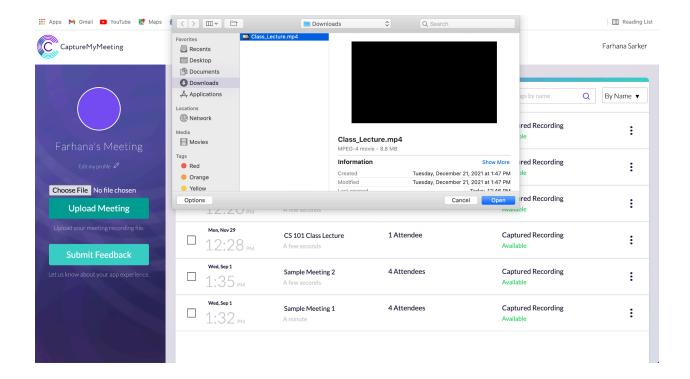


Then log in at any time at https://www.capturemymtg.com/auth/login.



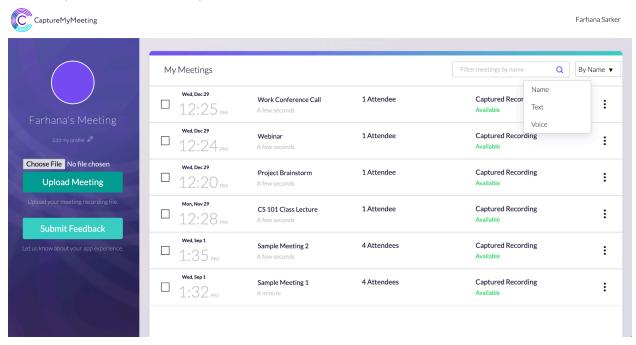
Upload Your Meeting Recordings

Upload your meeting recordings using the "Upload Video" button on the left side panel. Meeting recordings must be in MP4 or M4A format. Once your recording is uploaded, CaptureMyMeeting will automatically index it, making its audio and written content searchable.



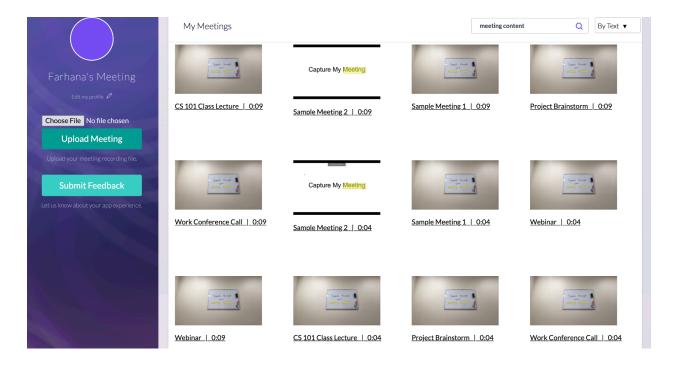
Search Through Your Meeting Content

CaptureMyMeeting offers three methods of searching through your meetings: Search by Name, Search by Text, and Search by Voice.

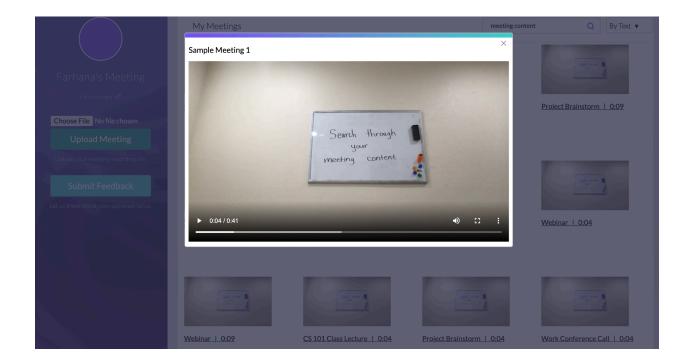


Text Search

CaptureMyMeeting indexes the video content of your meeting recordings, using AI to detect and recognize text within your video frames. Click on the drop-down next to the search bar at the top of the page and select "Text". Then, search through anything that was written and shared during your meeting, e.g. on a whiteboard or powerpoint. Search results will include images from your recording displaying your searched content, highlighted, along with the corresponding timestamps at which they appeared in the recording.

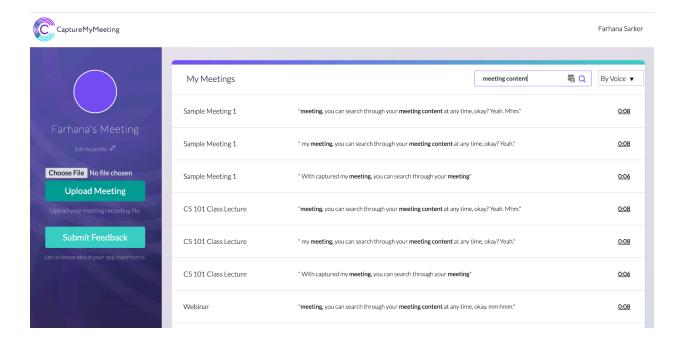


Clicking on a search result timestamp will take you to your video, already seeked to the timestamp.

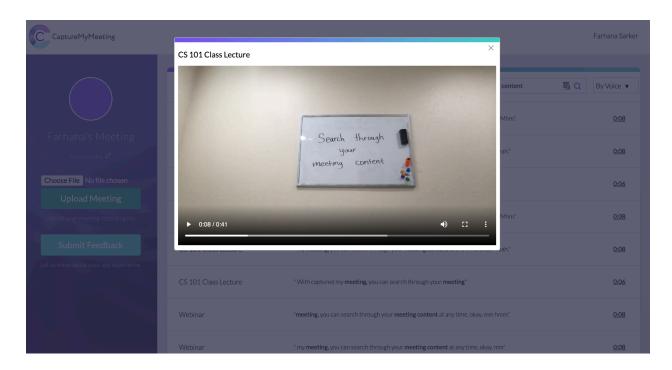


Voice Search

CaptureMyMeeting also indexes the audio content of your meetings. Click on the drop-down next to the search bar at the top of the page and select "Voice". Then, search through anything that was discussed during your meeting. Search results will include the matched audio content with the search query bolded within, along with the corresponding timestamp at which the content was heard.



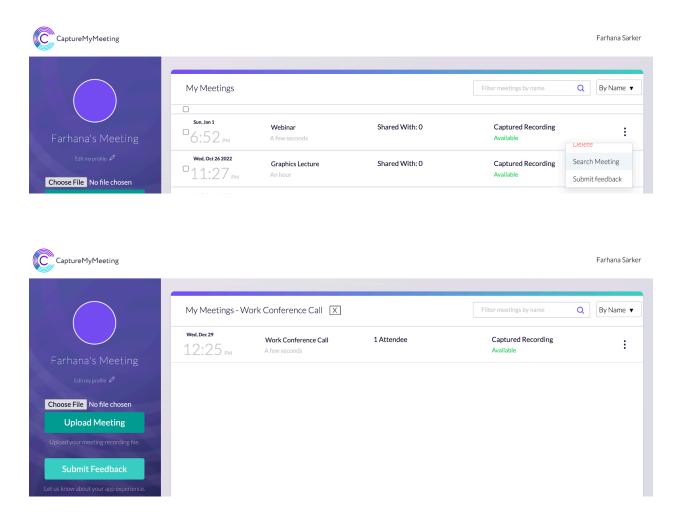
Clicking on a search result timestamp will take you to your video, already seeked to the timestamp.



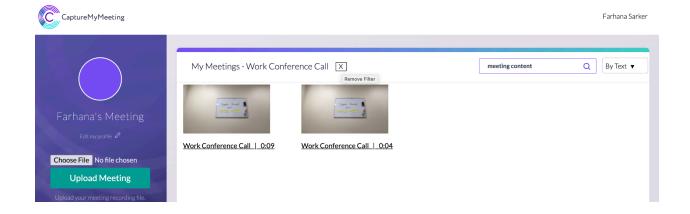
Search within a Meeting

The search feature will search across all of your meetings by default. To search within a single meeting, click on the three dots on the right-hand side of the meeting card that you would like to select, then click "Search Meeting" from the options. Then, all search results displayed afterward will pertain only to that meeting. Easily remove the meeting filter by clicking the "Remove Filter" box that appears next to the title of the page.

Select a Single Meeting:

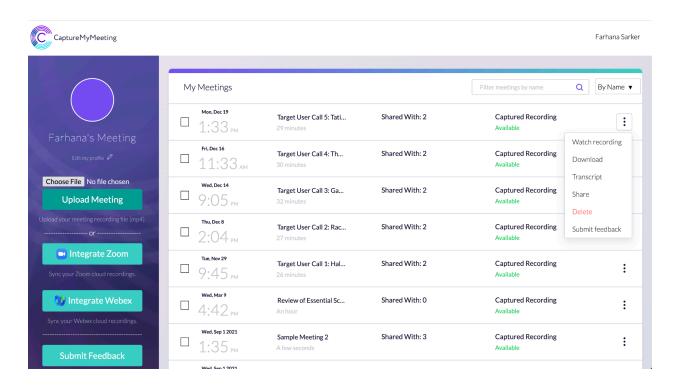


Remove Meeting Filter:



Dashboard with All of Your Meetings

After your recording has been processed, you can view it along with the rest of your meeting recordings on the homepage. Watch, download, and search through your recordings at any time. You can also download a transcript of your meeting.



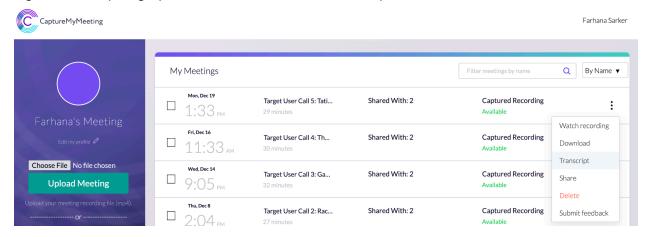
Update Meeting Details

Update the name to your meeting recording by clicking on the current name to edit it.



Download Transcripts

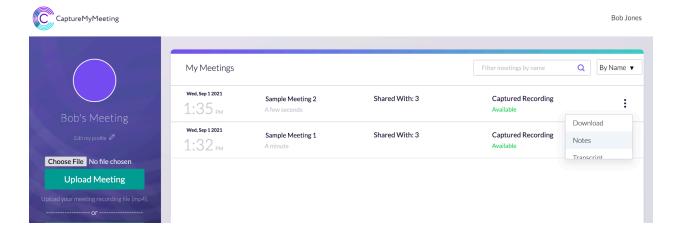
Download a full, speaker-labeled and timestamp-labeled transcript of each of your meeting recordings. To do so, click on the three vertical dots at the right of each meeting card. Then, click "Transcript" from the overflow menu. Once you have done so, the transcript will begin to download as a text file. Transcripts can detect up to 10 speakers, and the content will be organized into paragraphs, each labeled with a timestamp.



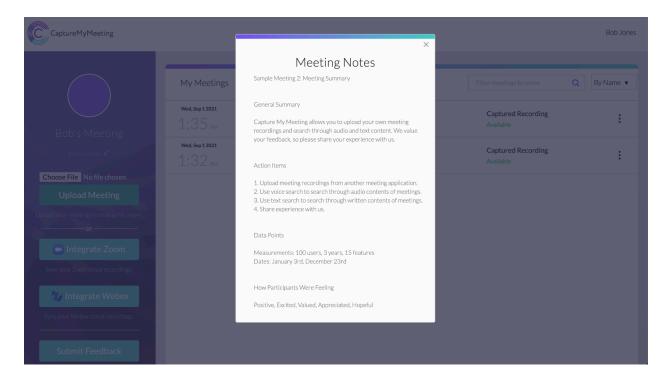
Get Al-Generated Meeting Notes

After uploading your meeting recording, or importing your recording with one of our <u>integrations</u>, CaptureMyMeeting will generate meeting notes for you shortly afterward using OpenAl's GPT-3.

To access the meeting notes, click on the three dots to the right of a meeting card, and choose "Notes" from the options.

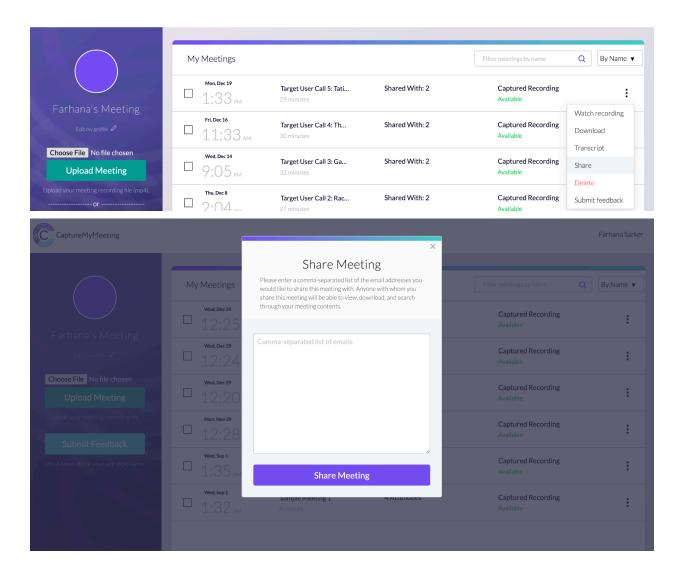


A modal should appear containing meeting notes generated using OpenAl's GPT-3 models. View meeting summaries and extracted action items, data points, and sentiments.



Share Your Meeting Content

Use our "Share" feature to share your meeting content with anyone. Simply submit a comma-separated list of emails via the Share Modal. Once the people you have shared your content with have made an account on CaptureMyMeeting (with the same email address that the content was shared with), they will be able to view, download, and search through your meeting recording.



Integrations

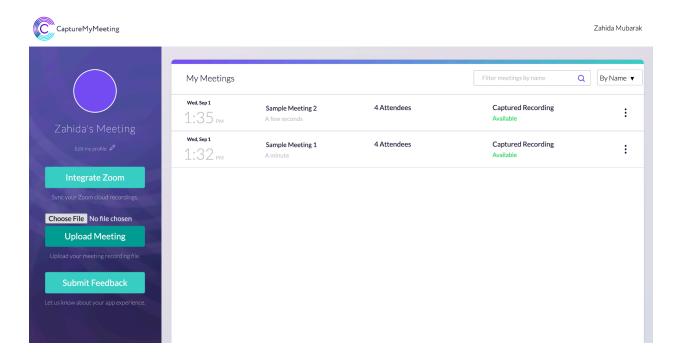
To allow you to more easily import and index your meeting content, CaptureMyMeeting provides integrations with leading meeting applications.

Zoom Integration

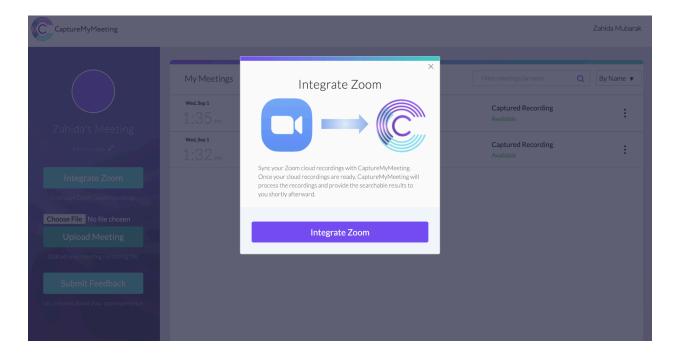
Sync your Zoom account with CaptureMyMeeting. Once your future cloud recordings are ready on Zoom Cloud, CaptureMyMeeting will automatically index them and provide you with their viewable and searchable content shortly afterward. Follow the steps below to integrate Zoom into your CaptureMyMeeting account.

Integrate Zoom: Authorize CaptureMyMeeting to Access Your Zoom Data

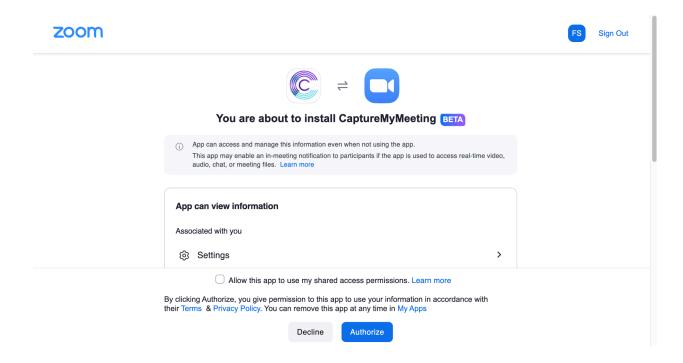
Click on the "Integrate Zoom" button on the left side panel.



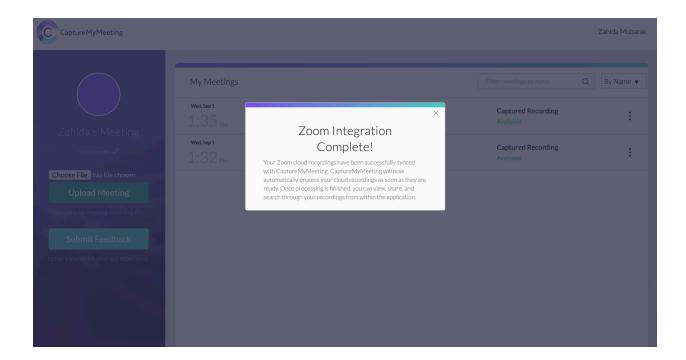
A modal will appear asking you to begin the authorization process.



After you click "Integrate Zoom" on the modal, you will be redirected to Zoom's authorization page, where you can either authorize us to access your Zoom data, or decline.



Once you have authorized us successfully, any Zoom cloud recording you create going forward will be automatically indexed by CaptureMyMeeting as soon as it is ready on Zoom Cloud. Once indexing is finished, you can view your searchable content through the CaptureMyMeeting application.

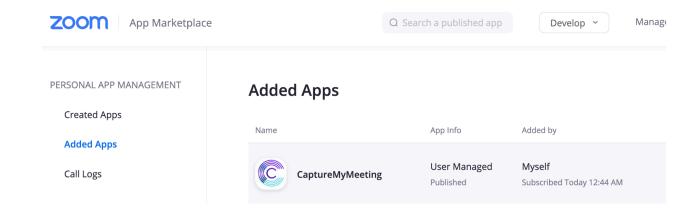


Note: If the above success modal does not appear, contact support@capturemymeeting.com for assistance.

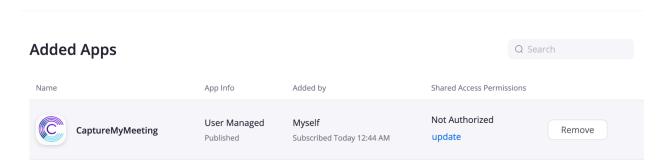
Remove Zoom Integration: Deauthorize CaptureMyMeeting from Accessing Your Zoom Data

To deauthorize CaptureMyMeeting from accessing your Zoom data, perform the following steps:

- 1. Navigate to Zoom App Marketplace and log into your Zoom account.
- 2. Click "Manage" at the top right of the page.
- 3. Click "Added Apps" on the left side panel. CaptureMyMeeting should appear within the list of your added apps.



4. Click the "Remove" button next to the CaptureMyMeeting application, then complete the steps that follow. Once you have done so, CaptureMyMeeting will no longer have access to your future Zoom cloud recordings or any of your other Zoom data.



The next time you visit the CaptureMyMeeting application, you will see the "Integrate Zoom" button reappear on the left side panel. If you ever want to integrate Zoom again, simply click this button and complete the authorization process.

Webex by Cisco Integration

CaptureMyMeeting is an Al-driven meeting productivity tool that keeps track of your meeting content for you so that you can more easily find, review, and act on the collected knowledge from your meetings. Get meeting notes and transcripts. The application will also make the spoken and written content of your meeting recordings searchable. To make this process smooth and seamless for your Webex recordings, CaptureMyMeeting provides a Webex integration.

Sync your Webex account with CaptureMyMeeting. Then, any Webex cloud recording you create going forward will be automatically imported and processed by CaptureMyMeeting. Once CaptureMyMeeting processes your Webex recording, you can then:

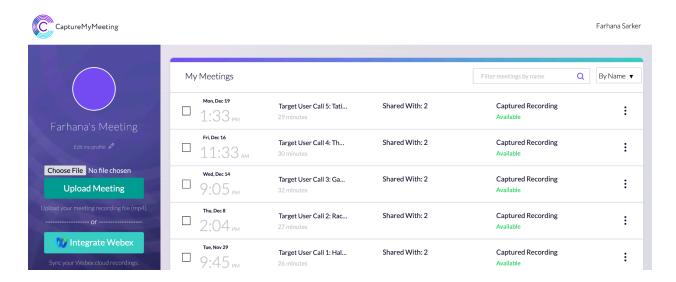
- Search through anything that was spoken or written (e.g. on a whiteboard, powerpoint, etc.) during your meeting.
- View your highlighted gueries within matched video frames or portions of the transcript.
- Automatically playback your meeting recording from the matched timestamps.
- Get automatic Al-generated meeting notes.
- Download your meeting recording.
- Download a full speaker-labeled transcript.
- Automatically share your processed meeting content (notes, transcripts, searchable content, etc.) with meeting participants.
- Share your processed meeting content with others who could not join the meeting.

Follow the steps below to integrate Webex into your CaptureMyMeeting account.

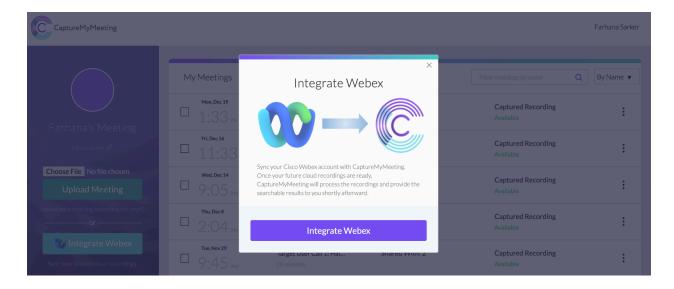
Integrate Webex

In order to integrate Webex, you must authorize CaptureMyMeeting to access some of your Webex data. Follow the steps below to do that.

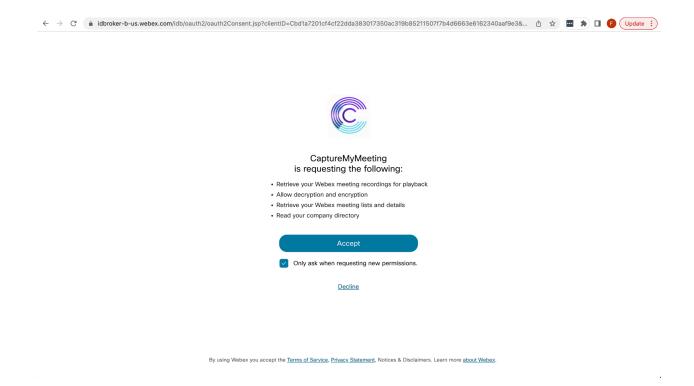
1. Navigate to the homepage. Click on the "Integrate Webex" button on the left side panel. A modal will appear asking you to begin the authorization process.



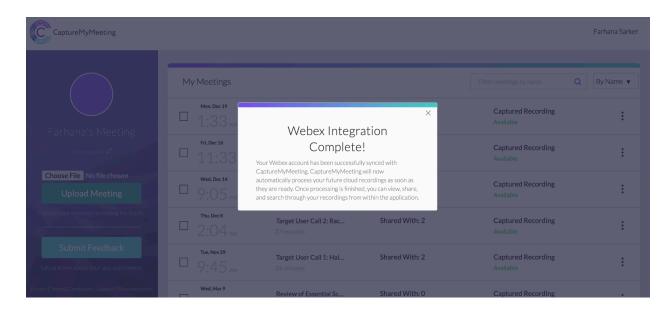
2. Click the "Integrate Webex" button on the modal. Then, you will be redirected to Webex's authorization page, where you can either authorize us to access your Webex data, or decline.



3. Click "Accept". You will then be redirected to CaptureMyMeeting's homepage.



4. If the authorization was successful, you should see a "Webex Integration Complete!" success modal appear. Now, any Webex cloud recording you create going forward will be automatically imported and indexed by CaptureMyMeeting as soon as it is ready to download. Once indexing is finished, you can view your searchable content through the CaptureMyMeeting application

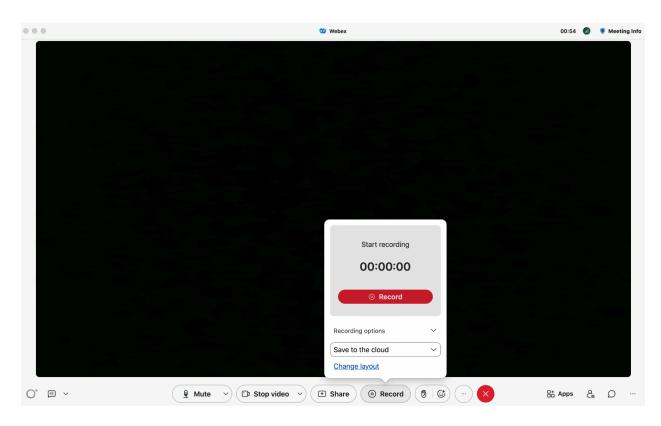


If the success modal does not appear, contact support@capturemymeeting.com for assistance.

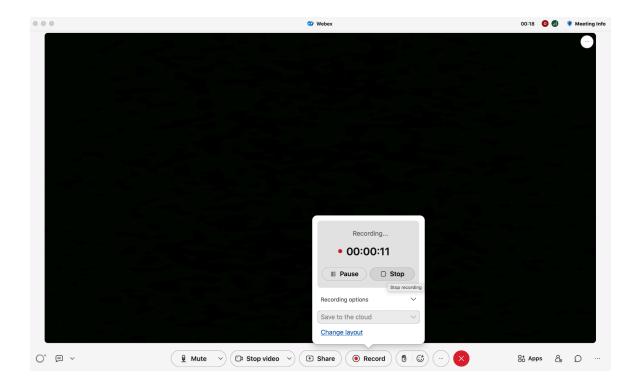
Index and Summarize a Webex Recording with CaptureMyMeeting

After integrating Webex, in order for CaptureMyMeeting to process your Webex cloud recordings, you must record each of the Webex meetings (or portions of the Webex meetings) that you want CaptureMyMeeting to process. Follow the instructions below to do that. Once CaptureMyMeeting has indexed your recording, you can use all of CaptureMyMeeting's features on your recording (search meeting content, get transcript, share meeting content, etc.)

- 1. Start a Webex meeting.
- Record the meeting. In order to do so, click the "Record" button on the bottom panel of the meeting application, as shown in the screenshot below. A small modal should appear.



- 3. In the modal that appears, choose the "Save to the cloud" option in the "Recording options" dropdown menu.
 - a. Note: To be able to save recordings to Webex cloud, your Webex account must be subscribed to at least a Webex Meet Plan.
- 4. Click the red "Record" button in the modal. Your meeting should begin recording.
 - a. Note: If at any point you want to stop the recording, click the "Record" button again on the bottom panel. In the popup modal that appears, click "Stop". If you want to continue recording, begin recording again as explained above. Each time you record, a separate recording file will be created on your Webex account. CaptureMyMeeting will process all of those recording files.



5. After the meeting is finished, any recording that you created during your meeting will be imported into CaptureMyMeeting and processed shortly after the recording becomes available to view within your Webex account. Once processing is done, you should be able to use all of CaptureMyMeeting's features with your meeting recording (search, get transcript, etc.)

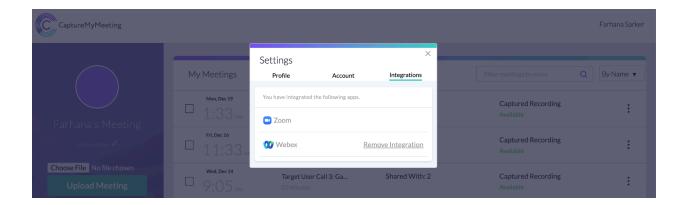
Remove Webex Integration

Remove Integration via the CaptureMyMeeting Portal:

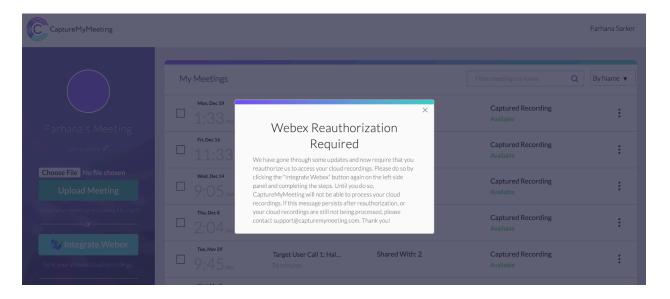
1. Navigate to the CaptureMyMeeting homepage, then hover your cursor over your name at the top right of the page. Click "Settings" from the overflow menu.



2. In the modal that appears, click the "Integrations" panel. Webex should appear within your list of integrations.



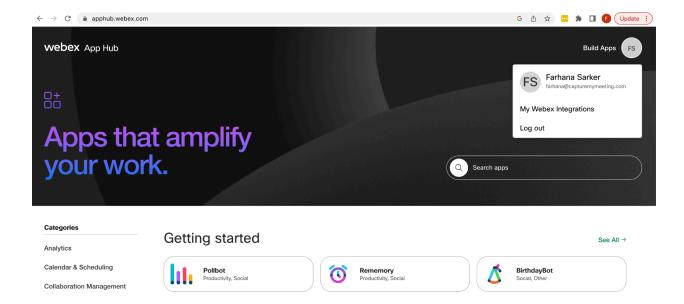
- 3. Click "Remove Integration" next to Webex.
- 4. You should now be redirected to the homepage. A modal should appear containing a message telling you that in order for CaptureMyMeeting to process your Webex cloud recordings going forward, you need to complete the authorization process again. You can do so by clicking the "Integrate Webex" button, which should now be reappearing on the left side panel.



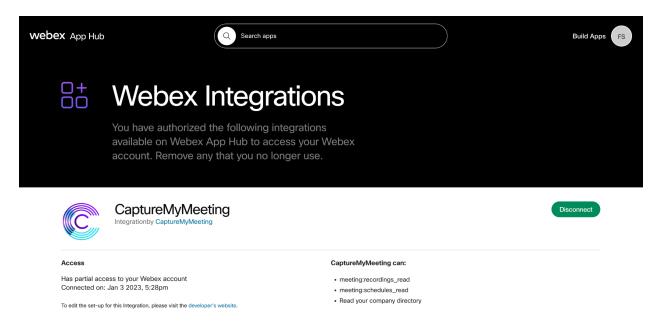
After successfully removing the integration, CaptureMyMeeting will no longer have access to your Webex data.

Remove Integration via Webex App Hub:

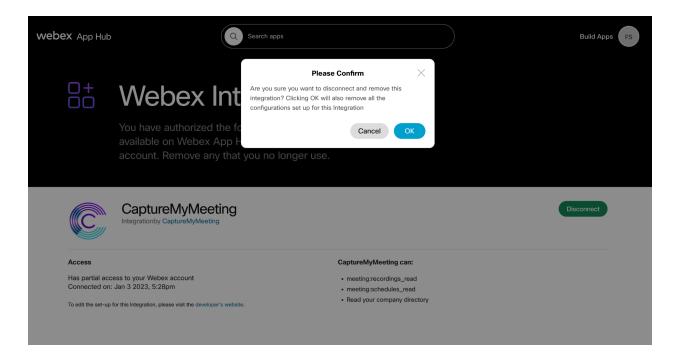
- 1. Navigate to apphub.webex.com and log into your Webex App Hub account.
- 2. At the top right of the page, click on your user icon.
- 3. From the dropdown menu, click on "My Webex Integrations".



4. The CaptureMyMeeting app should show up in your list of integrations. Click the "Disconnect" button to the right of the app.



5. A modal should appear telling you that removing the integration will remove all configurations associated with the integration. Click "Ok" on the modal.



6. Your Webex account should now be disconnected from your CaptureMyMeeting account. CaptureMyMeeting will no longer have access to your Webex data. Follow the steps in the <u>previous section</u> to sync the integration removal with CaptureMyMeeting and to learn how to reintegrate Webex in the future if you would like.

Todoist Integration

CaptureMyMeeting is an Al-driven meeting productivity platform that keeps track of your meeting content for you so that you can more easily find, review, share, and act on the collected knowledge from your meetings. Get meeting notes, including summaries, action items, and sentiment analysis. View full speaker-labeled transcripts. Search through anything that was spoken or written (e.g. on a whiteboard, powerpoint, etc.) during your meeting.

Integrate your Todoist account with CaptureMyMeeting. CaptureMyMeeting will then automatically store all action items that it detects from each of your imported meeting recordings into your personal Todoist inbox going forward. For recordings automatically imported through our Zoom and Webex integrations, action items will only be stored in the meeting host's personal Todoist inbox.

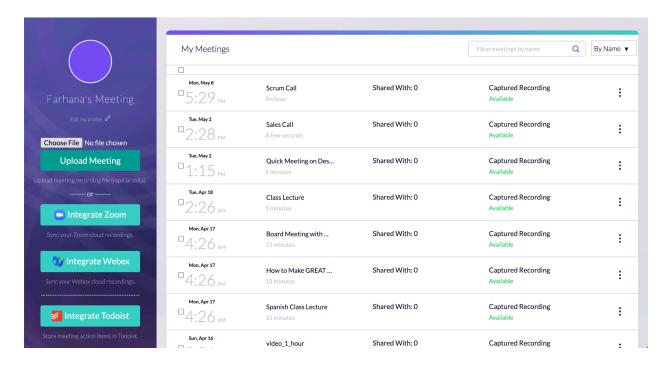
Follow the steps below to integrate Todoist into your CaptureMyMeeting account.

DISCLAIMER: This application is not created by, affiliated with, or supported by Doist.

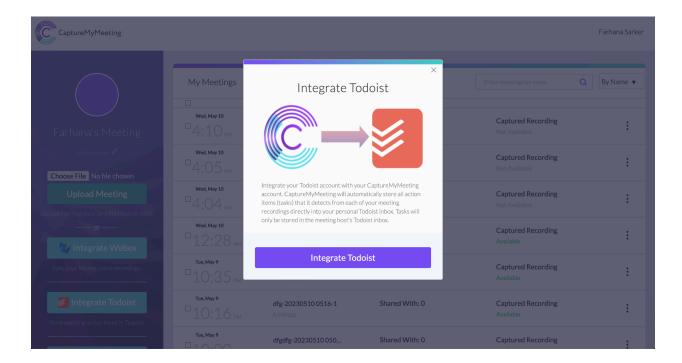
Integrate Todoist

In order to integrate Todoist, you must authorize CaptureMyMeeting to access some of your Todoist data. Follow the steps below to do that.

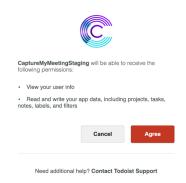
1. Sign into <u>CaptureMyMeeting</u>. Click on the "Integrate Todoist" button on the left side panel of the home page. A modal will appear asking you to begin the authorization process.



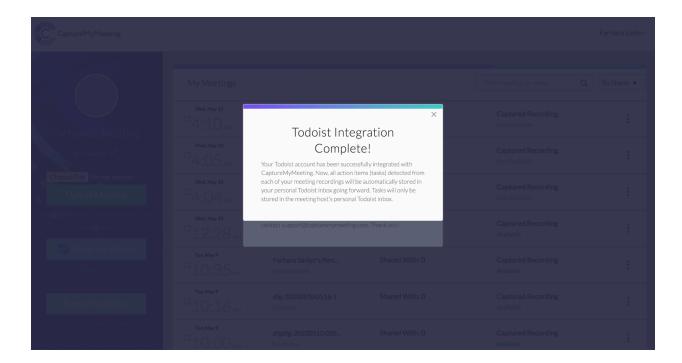
2. Click the "Integrate Todoist" button on the modal. Then, you will be redirected to Todoist's authorization page, where you can either authorize us to access your Todoist data, or decline.



3. Click "Accept". You will then be redirected to CaptureMyMeeting's homepage.



4. If the authorization was successful, you should see a "Todoist Integration Complete!" success modal appear. Now, CaptureMyMeeting will store all action items that it detects from your meeting recordings into your personal Todoist inbox going forward.

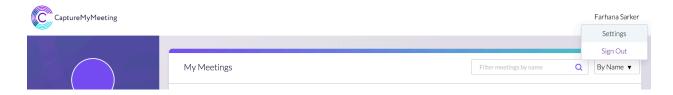


If the success modal does not appear, please contact support@capturemymeeting.com for assistance.

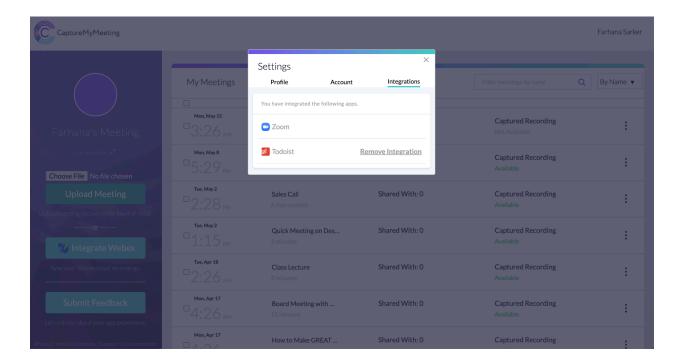
Remove Todoist Integration

Remove Todoist Integration via the CaptureMyMeeting Portal:

5. Navigate to the CaptureMyMeeting homepage, then hover your cursor over your name at the top right of the page. Click "Settings" from the overflow menu.

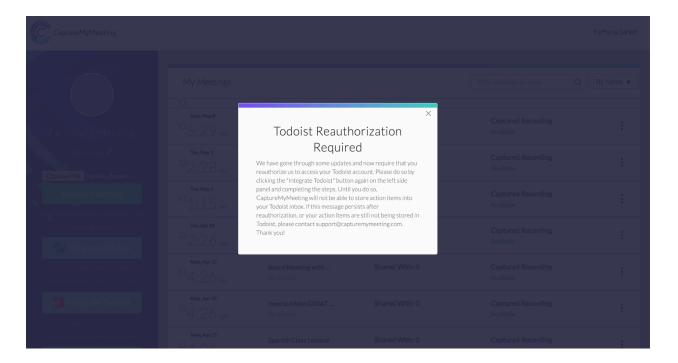


6. In the modal that appears, click the "Integrations" panel. Todoist should appear within your list of integrations.



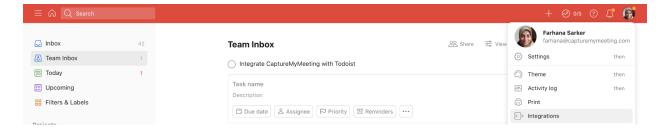
- 7. Click "Remove Integration" next to Todoist.
- 8. You should now be redirected to the homepage. A modal should appear containing a message telling you that in order for CaptureMyMeeting to store action items in your Todoist inbox going forward, you need to complete the authorization process again. You can do so by clicking the "Integrate Todoist" button, which should now be reappearing on the left side panel.

After successfully removing the integration, CaptureMyMeeting will no longer have access to your Todoist data.

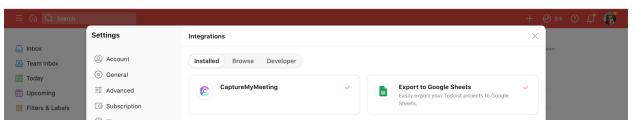


Remove Todoist Integration via the Todoist App:

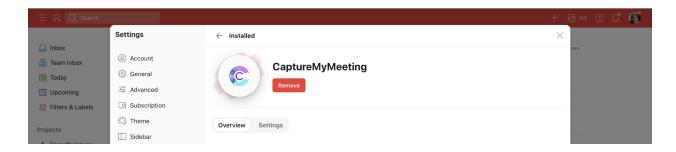
- 7. Navigate to https://todoist.com/ and log into your Todoist account.
- 8. At the top right of the page, click on your user icon.
- 9. From the dropdown menu, click on "Integrations".



10. The CaptureMyMeeting app should show up in your list of integrations. Click on the CaptureMyMeeting app within the list.



11. Click the "Remove" button under the CaptureMyMeeting name.



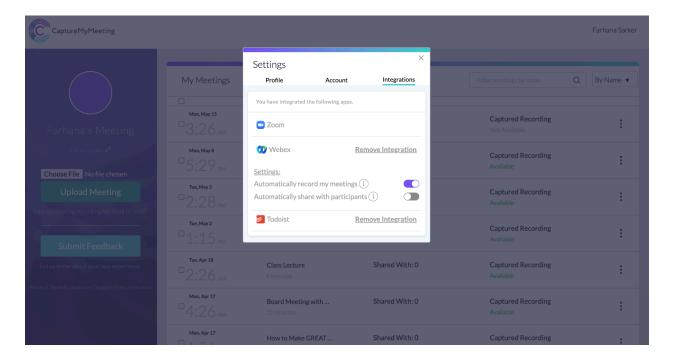
12. Your Todoist account should now be disconnected from your CaptureMyMeeting account. CaptureMyMeeting will no longer have access to your Todoist data.

View Your Current Integrations

1. Navigate to the CaptureMyMeeting homepage, then hover your cursor over your name at the top right of the page. Click "Settings" from the overflow menu.



2. In the modal that appears, click the "Integrations" panel. A list of your integrations should appear within the panel.



Update your Settings

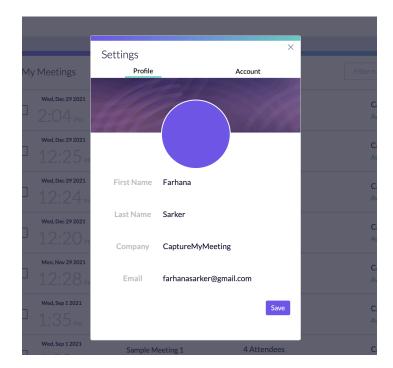
Settings are located on the left side panel. To edit your settings, click "Edit my profile" on the left side panel.





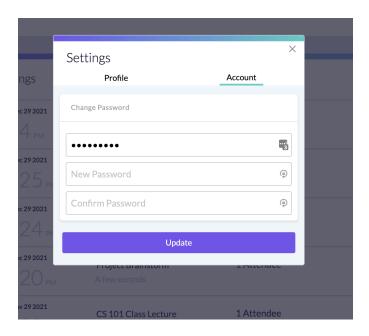
Profile Settings

Update your personal information through your Profile Settings via the "Profile" tab.



Account Settings

Update your account settings through the "Account" Tab. Use this tab to update your password if you wish.



Submit Feedback Through the App

Submit feedback through the application any time, and CaptureMyMeeting support will get back to you within 3 days. You can use the "Submit Feedback" button on the left side panel to send general feedback regarding your application experience, or use the "Submit Feedback" option within each meeting card dropdown to submit feedback regarding a specific meeting. You can also send a message to support using the "Support" url at the bottom of the left side panel.





