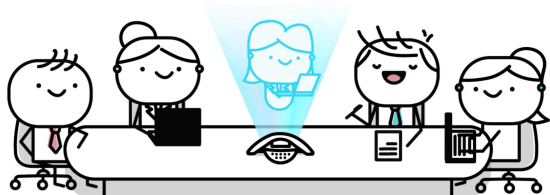


Getting Started...



Step 1: Sign up at Voicera.com

- Visit <https://www.voicera.com> and sign up.
- Configure your settings, especially calendar authorization.



Step 2: Have Eva in a meeting

- Conference call? Invite eva@voicera.com as a participant.
- In Person? Download and open the Voicera mobile app.

Step 3: Mark important moments

During your meeting, Eva will automatically take notes and highlight important moments with Predictive Highlights. You can also call out moments by saying, "Okay Eva – Action Item" or tapping in the app (both desktop and mobile).



Step 4: Review, edit and/or share

After your meeting, Eva will send an email with the notes and highlights. You can then visit the Voicera platform and review the notes. Feel free to edit, mark other moments and share the highlights by pushing out an email or sending them to other collaboration tools like Salesforce, Slack and many more coming soon.



Making Meetings Actionable.