

INSTAMINUTES

User Documentation

Instaminutes help users to summarize meetings into concise notes.

There are three ways to summarize your meetings:

1. By uploading recorded meeting audio
2. Recording live meeting
3. Automatically, just Integrate meeting tools like Zoom & get summarized notes.

Summarize my meetings

Start by uploading audio or record meeting



Upload



Record

Summarize

Connect tools with Instaminutes

Here, every app belongs to you & your team. From calendar to project management, integrate all your favorite tools.



Zoom

Summarize Zoom meeting into concise notes automatically. Only Pro Zoom users.

Connect



Google Meet

Summarize Google meeting into concise notes automatically.

Coming Soon!



Slack

Share meeting notes to slack directly.

Coming Soon!



Trello

Create Trello action items from meeting notes directly.

Coming Soon!



Asana

Create Asana action items from meeting notes directly.

Coming Soon!



Calendly

Get meeting notes notification before your next Calendly meeting.

Coming Soon!



Gmail

EShare meeting notes to Gmail

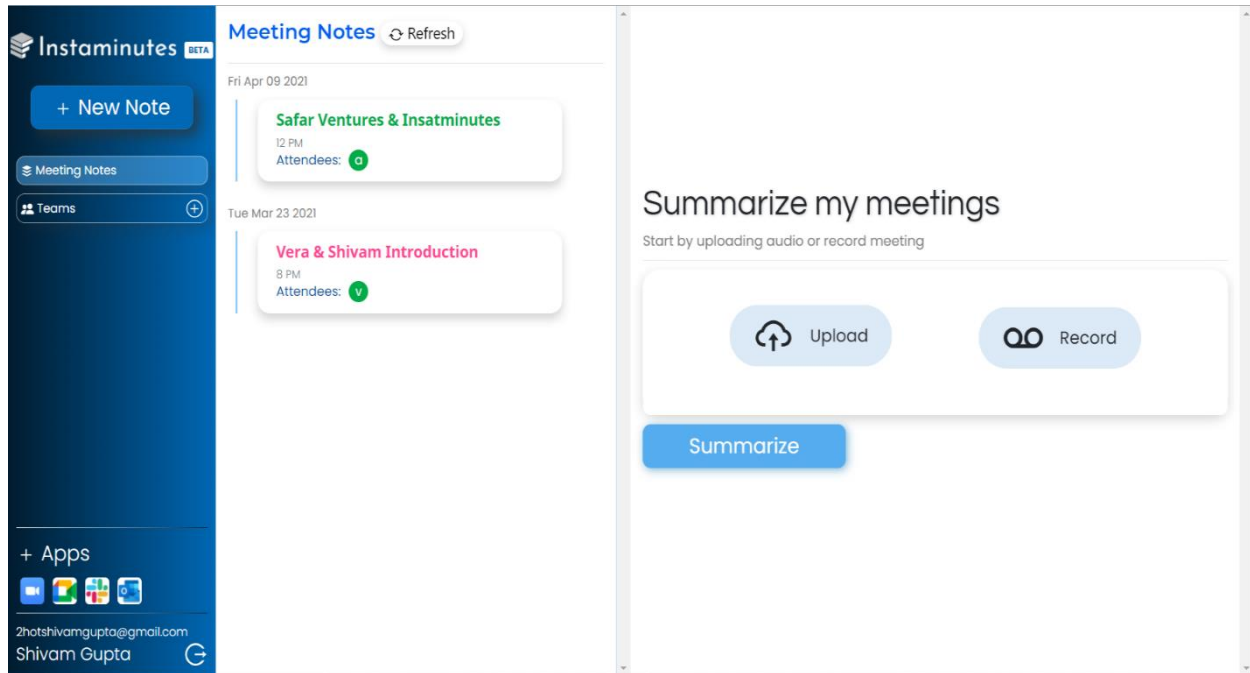


Outlook

Share meeting notes to Outlook

How to summarize your meetings using Instaminutes?

1. [Login](#) using your gmail
2. Click “+New Notes” button



3. Choose “Record” to record live meeting & Click “Start Recording”
4. Or Choose “Upload” to upload recorded meeting audio
5. After your meeting is over or uploading is done, Click “Summarize”
6. Our AI models will start summarizing in the background.
7. In the meantime, Write a title for your meetings

Let's give your meeting a title

Enter meeting title

Share with:



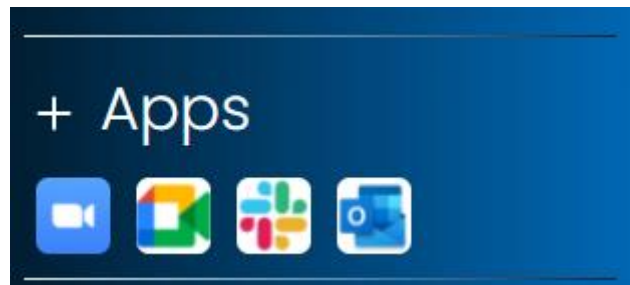
Pro Tip! Enter attendees email to share the notes with them!

Next

8. Add Attendees by adding their email addresses to share summarized meeting notes with them
9. It may take 2-5 mins to complete the summarization depending on length of meeting
10. We will email you once it's done. Enjoy summarizing.

How to integrate Instaminutes with Zoom to summarize automatically?









1. [Login](#) using your gmail
2. Click on “+ Apps”



3. Select Zoom and Click “Connect”

Connect tools with Instaminutes

Here, every app belongs to you & your team. From calendar to project management, integrate all your favorite tools.

 Zoom Summarize Zoom meeting into concise notes automatically. Only Pro Zoom users. Connect	 Google Meet Summarize Google meeting into concise notes automatically. Coming Soon!
 Slack Share meeting notes to slack directly. Coming Soon!	 Trello Create Trello action items from meeting notes directly. Coming Soon!
 Asana Create Asana action items from meeting notes directly. Coming Soon!	 Calendly Get meeting notes notification before your next Calendly meeting. Coming Soon!
 Gmail EShare meeting notes to Gmail	 Outlook Share meeting notes to Outlook

4. Zoom authentication page will open



You cannot authorize the app

This app requires your pre-approval

Pre-approve

View and manage current user's meetings ?

From app developer: This scope is used to enable new users to create the meeting in Zoom via Instaminutes.

View current user's recordings ?

From app developer: This scope is used for the transcription of the meeting and further preparation of meeting minutes.

View current user's information ?

From app developer: This scope is used for managing and validating the user information from our end.

You may be sharing sensitive info with this site or app. By clicking Authorize,

5. Click on "Pre-approve" button
6. Click "Authorize" button



Instaminutes is requesting access to your Zoom account

This app requires your pre-approval

✓ Pre-approved

View and manage current user's meetings ?

From app developer: This scope is used to enable new users to create the meeting in Zoom via Instaminutes.

View current user's recordings ?

From app developer: This scope is used for the transcription of the meeting and further preparation of meeting minutes.

View current user's information ?

From app developer: This scope is used for managing and validating the user information from our end.

Authorize

Decline

7. After successfully connecting Zoom, a tick mark will appear on Zoom and it will show "Connected"
8. For every Zoom meeting you want summarized notes, Click "Record" in your Zoom meeting tool only
9. After your meeting is done, Click "Stop recording"
10. You will automatically get an email when your summarized meeting notes will be ready
11. Click on email and go to summarized notes
12. Click on any note you want to edit
13. Or click "Add New Notes" to add new key points
14. Click "Save" and then "Yes, Share" to share final summarized meeting notes with all meeting attendees.

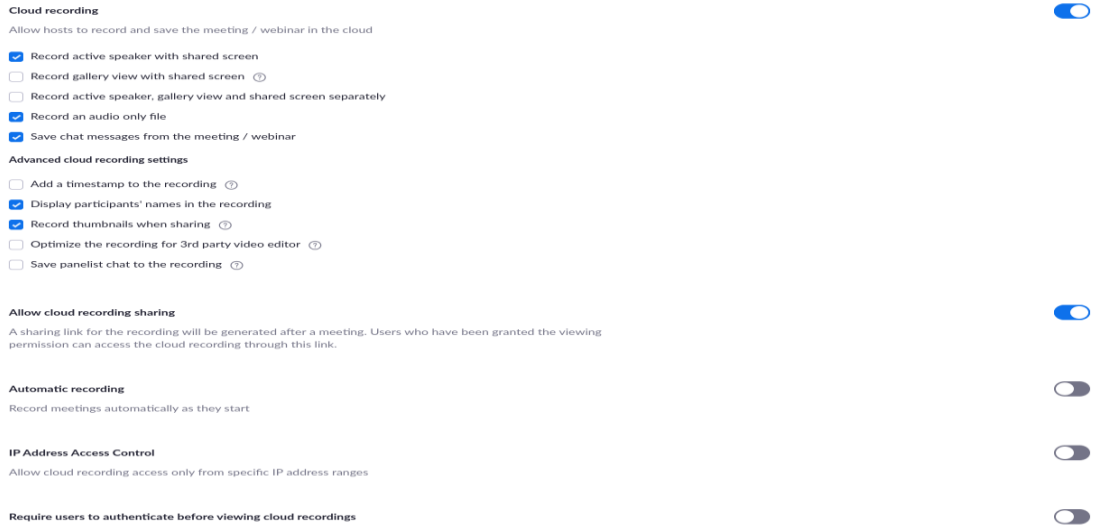
NOTE

1. Integration is available with **Zoom Pro** or above premium accounts only.
2. Integration with Zoom (free accounts) & other meeting tools like Meet will be live soon!
3. Zoom may take 5-30 mins to share your recorded meeting audio.
Check the Cloud Recording section under your Zoom profile for more details.

Pro Tip!

How to enable automatic recording to summarize every zoom meeting?

1. Users can manually start recording at the time of Zoom meeting or you can enable automatic recording by going to settings.



The screenshot shows the Zoom settings page for cloud recording. It is divided into several sections, each with a toggle switch on the right:

- Cloud recording** (Toggle: ON):
 - Allow hosts to record and save the meeting / webinar in the cloud
 - Record active speaker with shared screen
 - Record gallery view with shared screen ⓘ
 - Record active speaker, gallery view and shared screen separately
 - Record an audio only file
 - Save chat messages from the meeting / webinar
- Advanced cloud recording settings**
 - Add a timestamp to the recording ⓘ
 - Display participants' names in the recording
 - Record thumbnails when sharing ⓘ
 - Optimize the recording for 3rd party video editor ⓘ
 - Save panelist chat to the recording ⓘ
- Allow cloud recording sharing** (Toggle: ON):
 - A sharing link for the recording will be generated after a meeting. Users who have been granted the viewing permission can access the cloud recording through this link.
- Automatic recording** (Toggle: OFF):
 - Record meetings automatically as they start
- IP Address Access Control** (Toggle: OFF):
 - Allow cloud recording access only from specific IP address ranges
- Require users to authenticate before viewing cloud recordings** (Toggle: OFF):
 - Right before sharing cloud recordings, meeting hosts can choose from one of the options configured below to

- 2.
3. Enable the automatic recording (Recommended)
4. Please enable the “Record audio only file” in the cloud recording section.

How to summarize meetings manually (For Zoom Non-pro Users)?

1. [Login](#) using your gmail
2. Click “+New Notes” button
3. Go to your local recording files of Zoom. E.g;
 1. **Mac/Linux** :-> /Users/*User Name*/Documents/Zoom
 2. **Windows**:-> C:\Users*User Name*\Documents\Zoom
 3. Upload the audio only file on Instaminutes and enjoy the summary.

How to disconnect Zoom?

1. Click on “+ Apps”
2. Click “Disconnect” to deauthorize the Zoom app from Instaminutes.
3. You will need to re-connect Zoom if you wish to summarize your Zoom meeting automatically.
4. Please refer “[How to summarize your meetings using Instaminutes?](#)” to use Instaminutes after disconnecting Zoom. _