AI ASSISTANT GUIDE

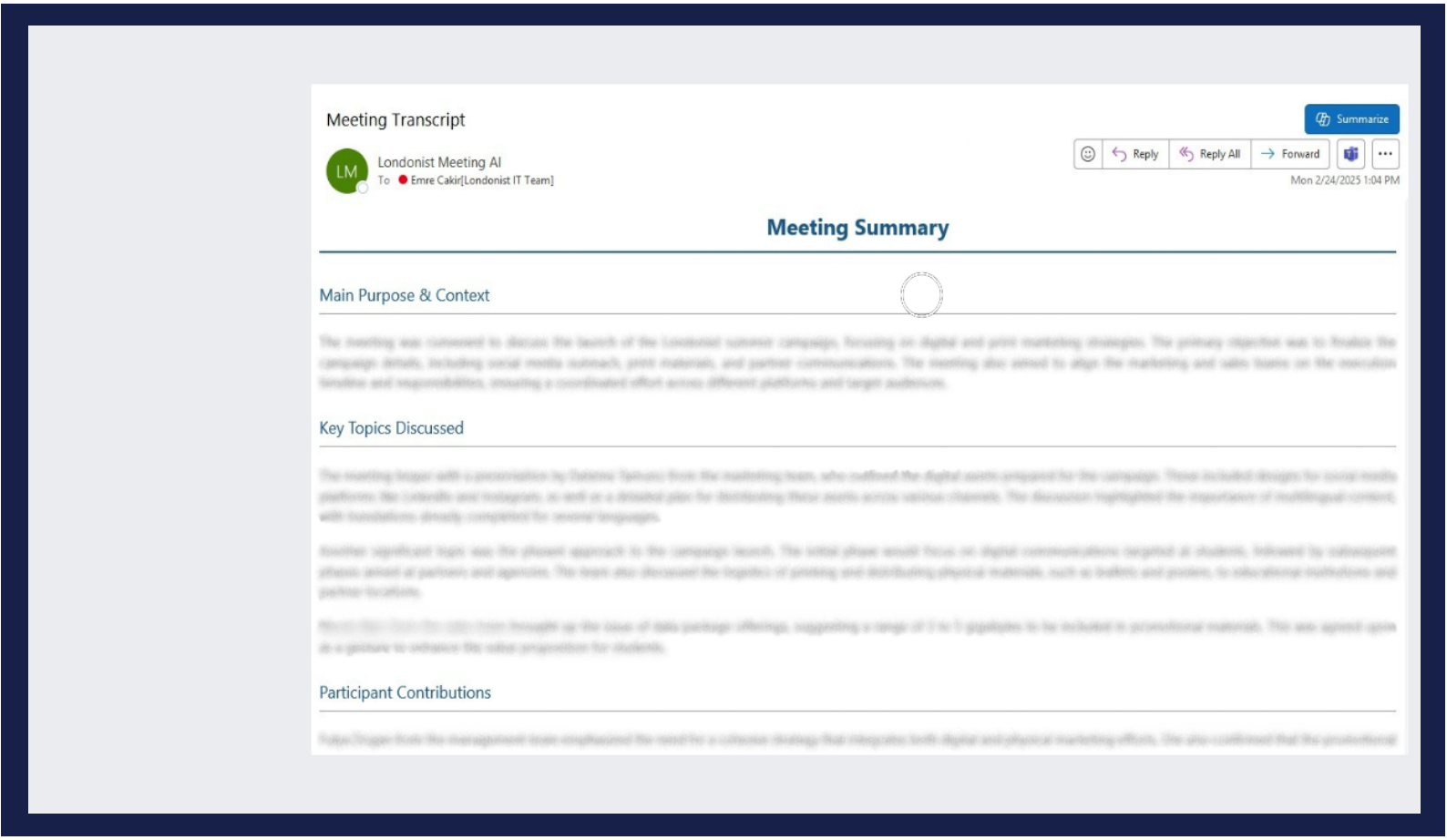
londonist DMC

londonist TECHNOLOGIES

Dear Londonist Team,

We now have an AI assistant (londonist.ai@londonist.co.uk) for your meetings, allowing you to keep track of discussions even if you miss a meeting.

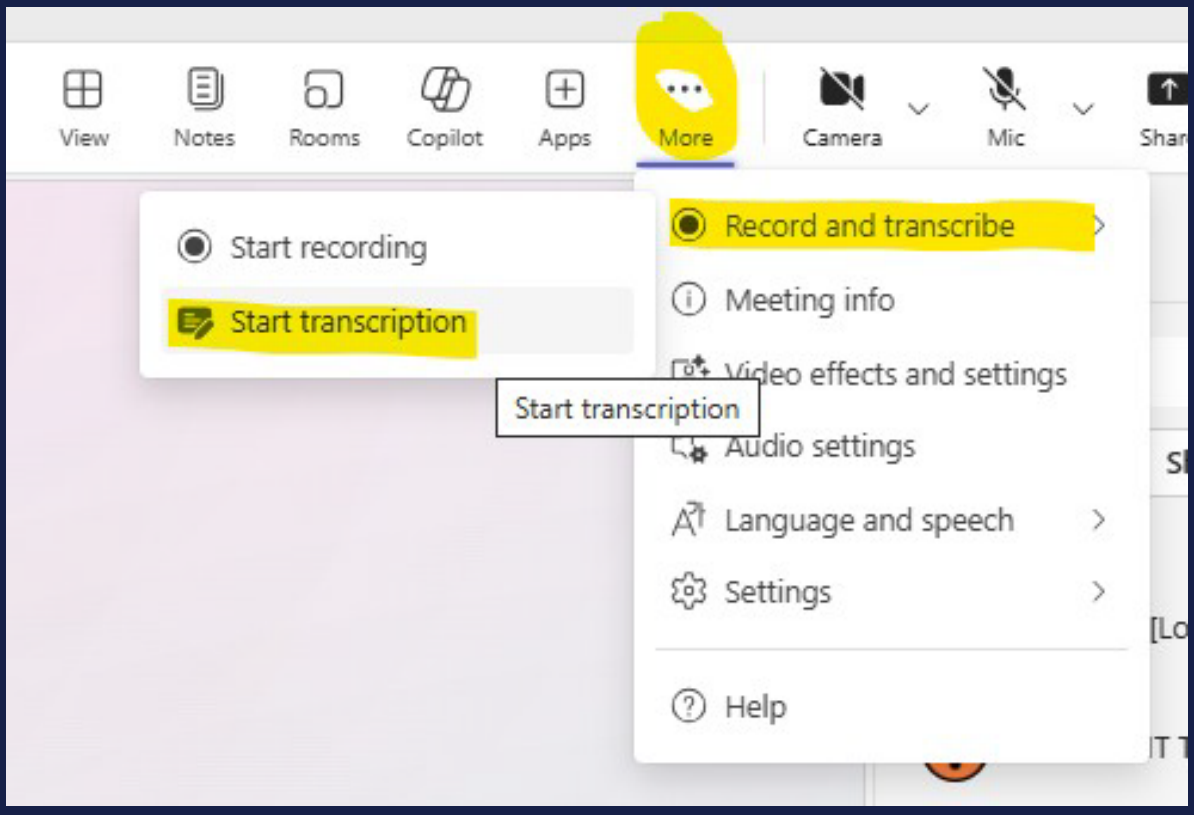
Using the AI assistant is very easy, and it can join any Teams meeting with you.



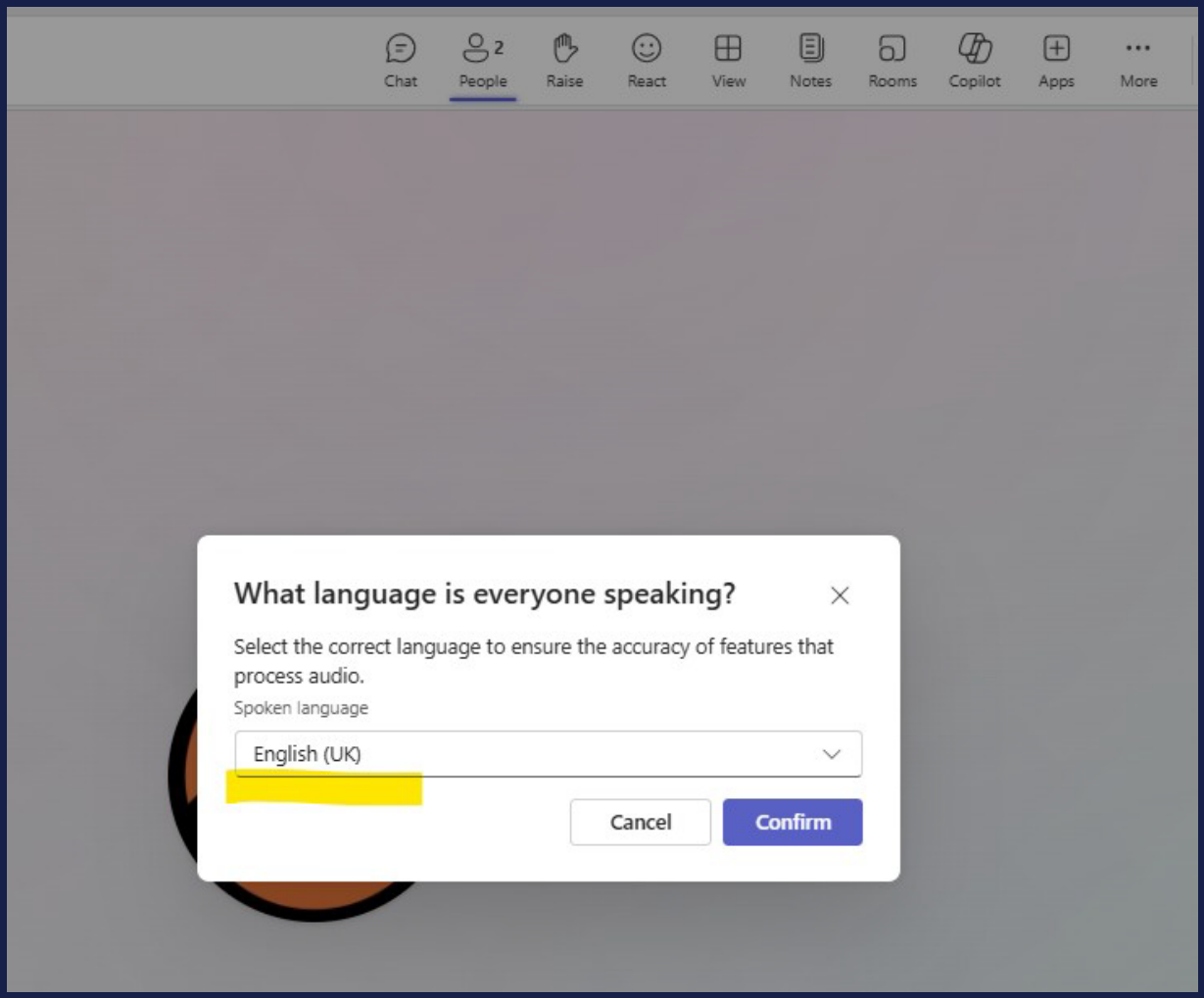
londonist.ai@londonist.co.uk AI Notes Preview

Moreover, with the new **Transcript** feature, the AI can take notes of everything discussed without the need for manual note-taking, or even translate the conversation into a different language in real-time. All you need to do is activate the **Transcript** feature and pay attention to the points highlighted in the visuals.

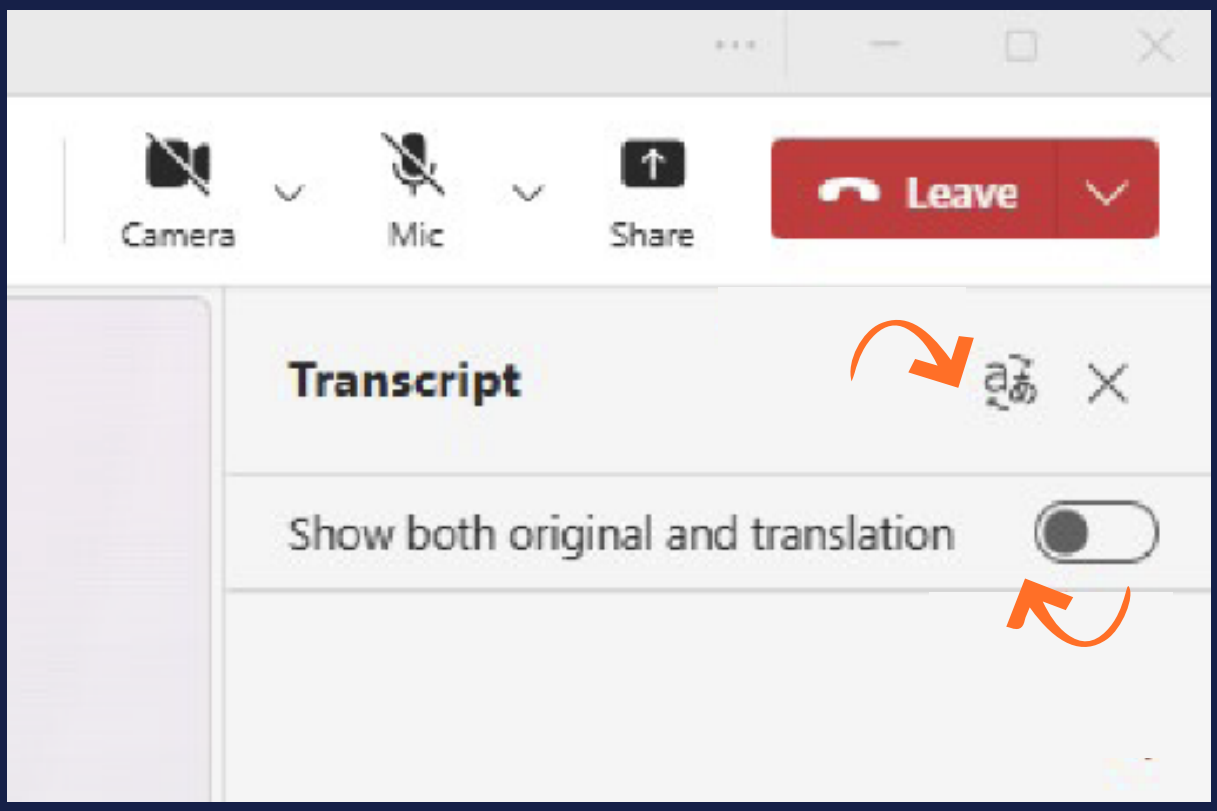
1 HOW TO OPEN IT



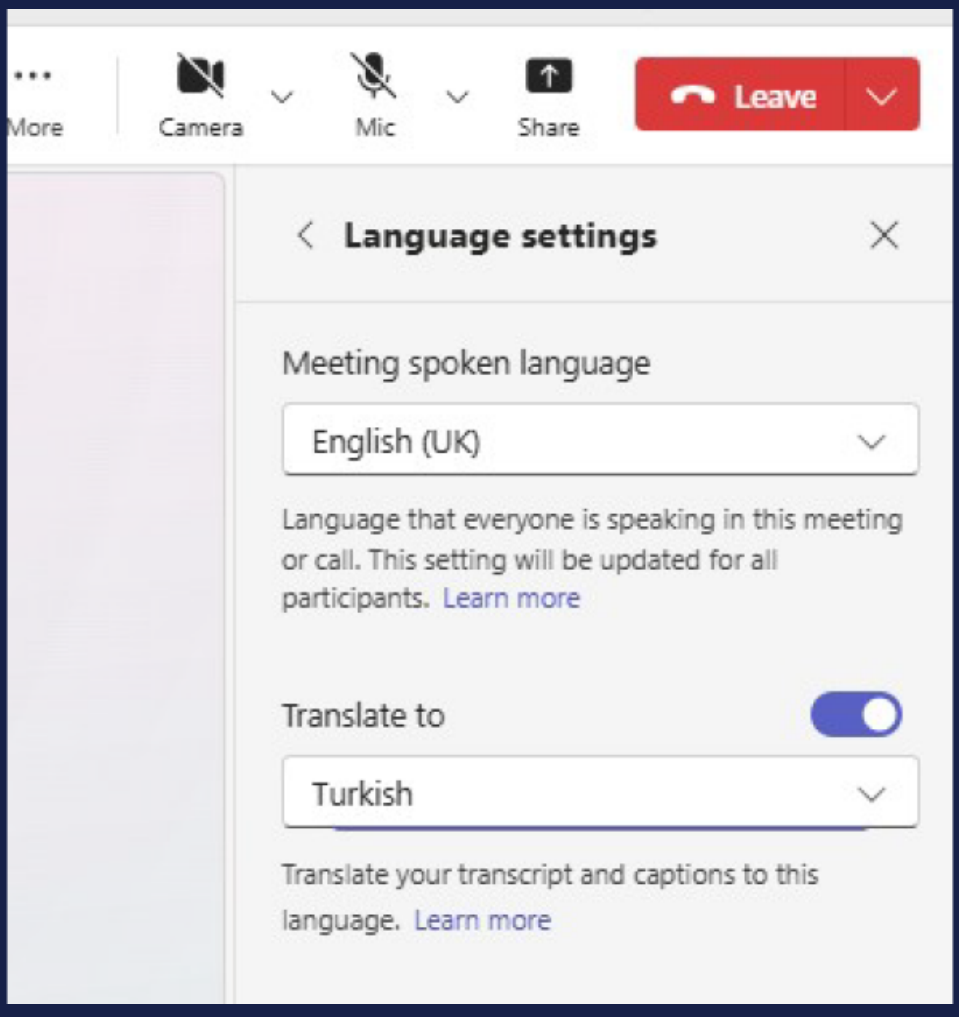
2 SELECT INPUT LANGUAGE



3 TRANSCRIPT OPTIONS

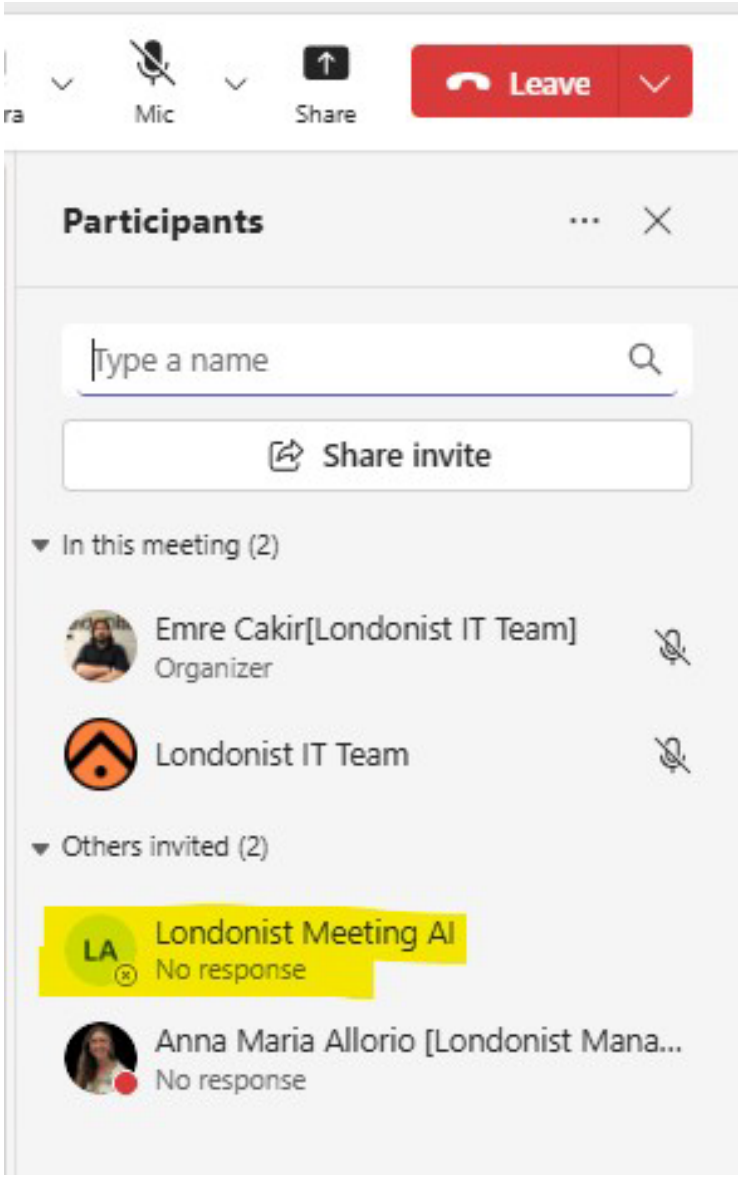


4 TRANSLATE OPTIONS



To invite the AI to meetings(londonist.ai@londonist.co.uk) , simply add it to the **CC before the meeting** and enable the **Transcript** feature. The notes will be sent to you within **30 minutes** after the meeting ends. The system will also email external participants, making it a great feature for both note-sharing and clarification.

HOW IT WILL JOIN THE METING



However, it is important to note that this feature only works for **Teams meetings created by users with a londonist.co.uk email address.** Similarly, you can enable the **Transcript** feature for **direct calls** as well. The AI will **not work** for meetings created through **Google Meet or other platforms.** Therefore, if possible, it's best for you to create the meeting.

If anyone wishes to use this feature within their own company, they can simply reach out to the IT team.