



# How to Use Equal Time

Your guide to getting started with the most powerful AI-powered meeting notes. Access meeting translations, and secure, inclusive collaboration.

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## Step 1: Sign Up for a Free Trial

1. Go to <https://equaltime.io/buy/>
2. Select Premium and start your free trial.
3. You will be prompted to create an account on <https://app.equaltime.io> with your email and password or with Google or Microsoft or Zoom SSO accounts.

✓ You now have an active Equal Time account!

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## Step 2: Set Up Your Account

1. Complete your **profile setup** with name, role, and company (optional).
  2. Review the short onboarding guide provided in-app.
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## Step 3: Connect Your Calendar

Equal Time works best when it can automatically join your meetings.

1. In your dashboard, click [Settings > Calendar](#).
2. Connect your calendar (Google Calendar, Microsoft Outlook, or both).



3. Allow permissions so Equal Time can read meeting invites and join calls automatically.

## Calendar Integration

Allow our Equal Time Bot to join your meetings automatically to get meeting transcripts, auto-summarization, topic detection, sentiment analysis and more AI-powered features!

  You are connected to Google Calendar

  You are connected to Microsoft Outlook

DISCONNECT CALENDARS

Equal Time's use and transfer to any other app of information received from Google APIs will adhere to [Google API Services User Data Policy](#), including the Limited Use requirements.

## Step 4: Customize Meeting Bot Settings

1. Go to [Settings > Bot Settings](#).
2. Choose which meetings you want Equal Time to join.

### Bot Settings

Join All Meetings

☒ Join All Meetings I've Accepted

Join Only Internal Meetings

Join Only Meetings I'm Hosting

Don't Join Any Meetings Automatically

where you RSVPed yes, even if you are not attending. The bot will not

e or no.

×

Custom Bot Name:

Rachel's EqualTime.io Note Taker (prod)

SAVE BOT SETTINGS

3. Name your bot with a Custom Name (this will be the screen name visible to you and others in calls)

## Step 5: Set Translations

1. Go to [Settings > Translations](#).
2. Enable **Transcript Translation**:
  - Choose your preferred translation language from the list of 102 languages available (e.g., **Thai**).
  - Equal Time will provide transcripts in the Transcript Tab and the translated Transcript in the Translation tab of each meeting details page.



Meeting Translation

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## Step 6: Email Preferences

1. Navigate to [Settings > Email](#).
2. Select who you'd like to receive the Meeting Summary email after each meeting:

### Meeting Emails

If you are not receiving Equal Time meeting emails, or you unsubscribed by accident, please [email us to let us know!](#)

- ☒ Send meeting summary emails when bot joins meetings
- ☒ Send opt-out emails when bot joins meetings

Who should receive summary emails:

☒ Just Myself

Myself and Participants with @equalicert.com emails in the meeting

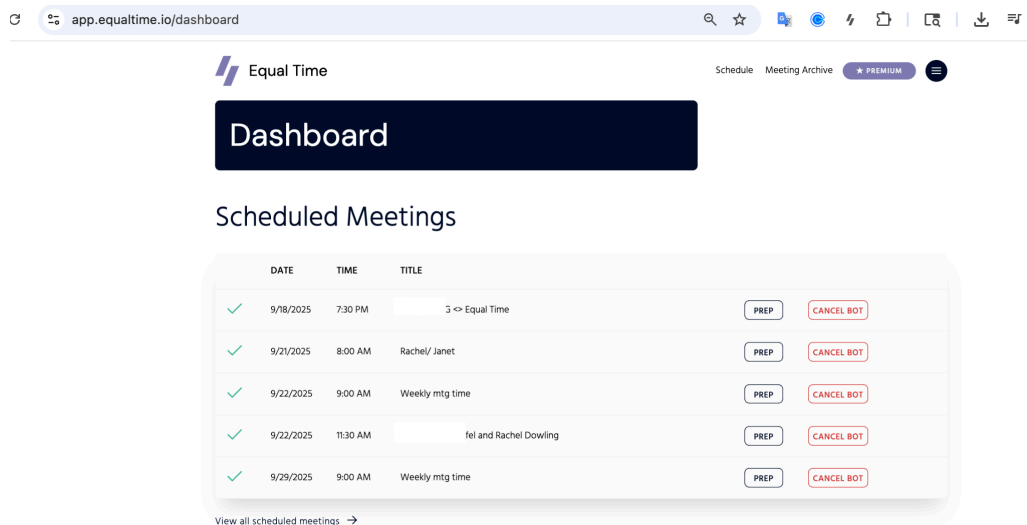
All Participants

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## Step 7: Start Using Equal Time



1. Schedule a Zoom, Microsoft Teams, or Google Meet call.
2. Equal Time will join automatically (or when you approve).
3. After the meeting, open your dashboard to view:
  - Transcript + translation
  - Key decisions & action items
  - Speaking time analysis
  - AI follow-up email draft
4. Before your upcoming meetings, use the Meeting Prep to prepare for your next call!



## Support is always here to help

1. Use our [Help Center](#) to answer questions to your most common questions. You will find video tutorials and instructions to the most common questions users have.
2. Contact us at [hello@equaltime.io](mailto:hello@equaltime.io) for questions or to schedule a call with a team member. We look forward to supporting you!