

How to Create Highlights During Your Meeting

Learn how to use interactive voice commands



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After you've invited Eva and it's joined the call it will be taking notes for you, but you can also utilize interactive voice commands to capture important moments that happen.

Highlights are key moments that get triggered during a call and processed for later. During your call, you can create a highlight by saying "Okay Eva" or "Okay Eva, Action Item".

After the meeting is over your highlights will be transcribed and emailed to you in a summary email. You can also visit your meeting dashboard at any time to go back browse through your highlights, listen to the audio snippet and view the transcript.

For a list of all supported voice commands visit - [Eva Commands](#)