

### Set up

1. Add app to Teams
2. Complete your profile - answer questions about your nationality, languages you speak
3. Give permissions for running app in Teams

### Pre-meeting

4. Create a meeting inside the app
5. Invite participants to join
6. Enter your meeting

### In-meeting

7. Turn on transcriptions to transcribe what you say

### Post-meeting

8. Find your analysis in 'Post-meeting'. Meeting will be labelled the name it was given in when created.
9. Review your communication analysis to get insights into your communication style and level of English. Click on the post-meeting tab and 'Analysis'
10. Receive feedback from your team and colleagues on how the meeting went with our collaborative chatbot. Click on 'feedback' in the post-meeting tab
11. Store all meetings for reflection on how you communicate in different meetings and find in the 'post-meeting tab'

If you have any problems go to <https://www.tigim.co/contact-us> or contact us at [hello@tigim.co](mailto:hello@tigim.co)