

# Let your voice be the lead

## Meet Webex Assistant for Webex Meetings

Use your voice during meetings to highlight the agenda, things to note, action items or decisions taken. Record the meeting to keep the transcript after the meeting. Send all or specific highlights to meeting attendees.

### Create highlights

Say **“OK Webex”** and a specific command to create highlights of important parts of your meeting. Share with your participants after the session.

Voice Command	Example
Action item	<i>“Action item to review the deck”</i>
Note	<i>“Note that we updated the proposal”</i>
Decision	<i>“We decided to move ahead with the latest proposal”</i>
Agenda	<i>“The agenda for this meeting is to review our go-to-market release”</i>
Summary	<i>“In summary, we are moving ahead with Friday’s release plan”</i>
Task	<i>“Create a task to look at the UI fix”</i>
Highlight that	<i>“Highlight that”</i>

### Keep the transcript

To make sure you keep the transcript, you need to record the meeting, otherwise the transcript will be lost.

1. Click the record icon.



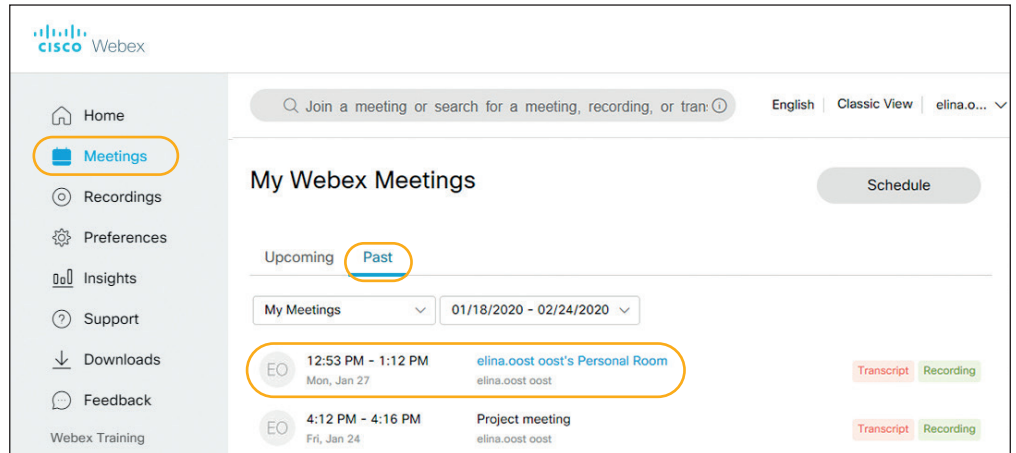
2. Click the **Record** button.



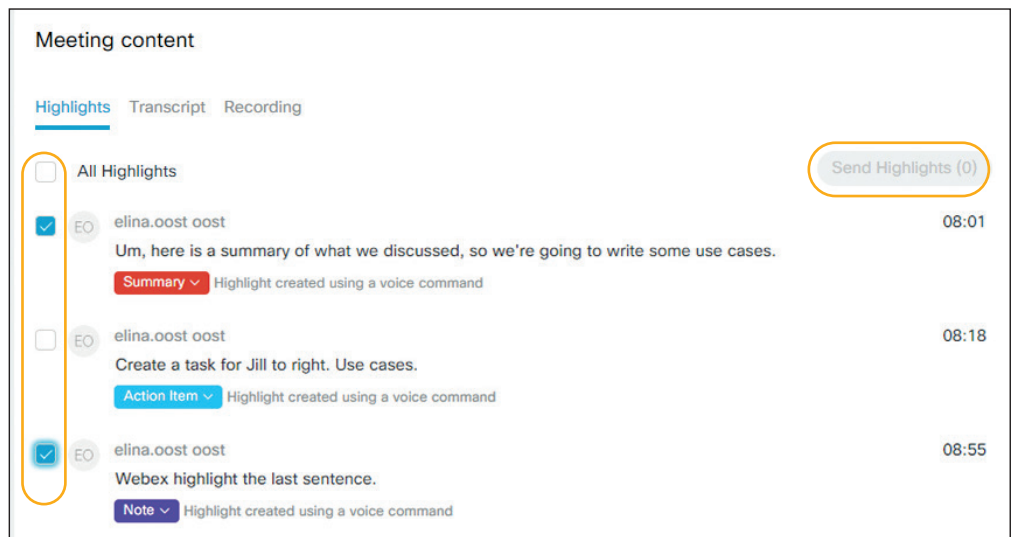
# Send highlights to participants

After the meeting, you can review and select highlights to send to your meeting attendees.

1. Log in to your Webex site.
2. Select **Meetings** in the left side menu.
3. Click **Past**.
4. Click the meeting title.



5. Select the highlights you want to send.
6. Click **Send highlights**.



7. Type the name or email address of the attendees.
8. Click **Send email**.

