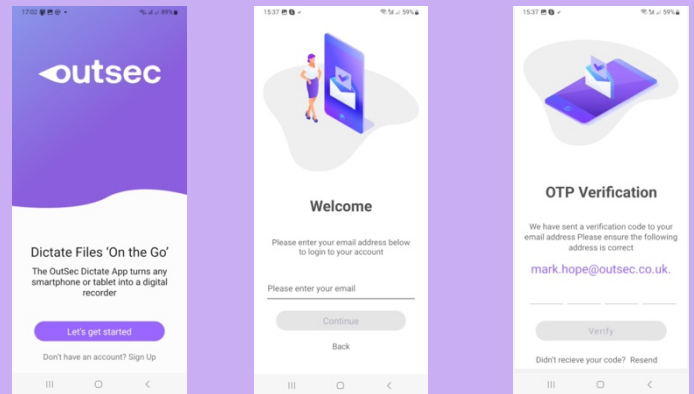# outsec Dictate

# QUICK STARTER GUIDE

Here is our quick starter guide on how to set up and use the OutSec Dictate App. The app allows for dictation to be sent safely and securely to OutSec's secure servers for transcription. The app is available free of charge for OutSec customers. For full instructions, see the OutSec Dictate User Manual.
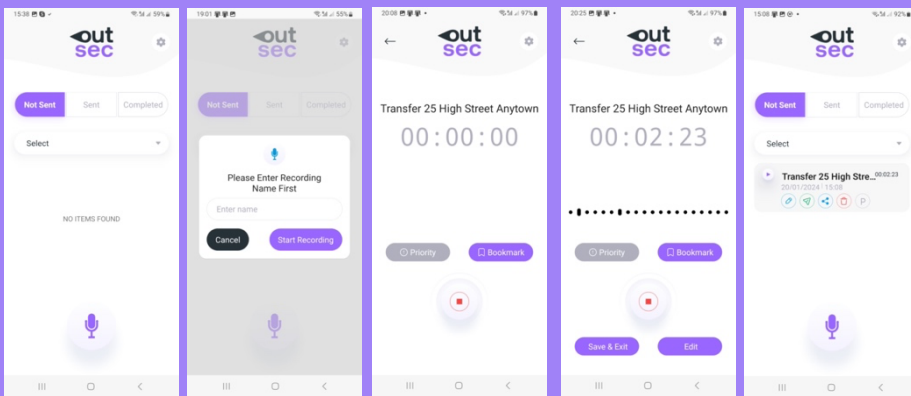
## Secure Login

Once downloaded, click on "Let's get started" which will prompt you to login using your OutSec registered email address.

You will then receive a one time passcode which will be sent to you via email. Please enter the code in the space provide it. If you did not receive an OTP, press "resend".



## Recording Your First Sound File & Sending Files to OutSec



To start recording, press the purple microphone. You will then be prompted to name your file. Press the record button to start recording. When you have completed your dictation press stop then "Save & Exit".

To send the file to us press the green paper aeroplane icon. You are also able to change the file status from normal to priority if you forgot to do this whilst recording. Once sent, the file will then appear in the 'Sent' dashboard.

Need a file urgently? Simply press the "priority" button when recording or on the Not Sent Dashboard.

## Download & Share Completed Files

Once a file has been completed it will appear in the Completed Dashboard. You will be notified that the file has been returned to you by email. You will also receive an app notification (if you choose to receive these). Files are deleted from our FileManager system after 40 days (or sooner depending on any retention period set by your company).

To download your completed file, press the purple download arrow and follow the on device instructions. You may need the Microsoft Office 365 app to access the file on device.

To share the file, press the blue share icon and follow the on device instructions.



OutSec is the UK's leading online transcription company. We have specialist divisions catering for: medical, legal, property and surveying, financial, commercial, media and interviews, conferences and seminars, inventories, HR, recruitment and executive search transcription.