Guide

Set up Claritalk Connect

Connect can detect conversations on its own, remind you of what's in your calendar, and immediately suggest the right calendar item. You decide how much of that you want. Below is what each setting does and when to turn it on or off.

Start and open Connect

- After installation, you start Connect via the **shortcut**.
- The program remains active afterwards, even after you restart your PC.
- You'll find it **in the bottom right of the taskbar**, among the hidden icons behind the arrow. Double-click the **C** to open the window.
- Click **Settings** in Connect to open the settings screen.

Apply changes
After adjusting a setting, click **Go back** to apply them. For some changes, Connect will ask to restart the program — how to do that correctly is explained in Restart Claritalk Connect.

Settings at a glance

Setting	Default	Requires	What it does
Conversation detection	Enabled	—	Detects that your microphone is in use and asks if you want to transcribe the conversation
Conversation reminder	Enabled	—	Reminds you of conversations that are in your calendar
Automatic recording start	Disabled	Conversation detection	Starts recording automatically as soon as a conversation is detected
Auto-select calendar item	Enabled	Outlook integration	Suggests the matching calendar item when a conversation is detected

What each setting does exactly

Conversation detection

Enabled by default
Connect detects whether your microphone is in use. As soon as that's the case, the program asks if you want to transcribe the conversation. You don't have to remember to start a

recording yourself.

Exclude applications

If you use programs that access your microphone without it being a conversation — think of dictation software like Whispr Flow, or recording tools like Loom — you can put those on the exclusion list. Connect will then leave you alone when only that application is using the microphone.

Don't forget to click **Go back**, otherwise the change won't be applied.

When to turn off

Turn off conversation detection if you'd rather start each recording yourself, for example if you're on the microphone all day for things unrelated to customer calls.

Conversation reminder

Enabled by default
Connect reminds you of upcoming conversations that are in your calendar. When a conversation is detected, you get a notification on your screen.

This way you don't miss any preparation time and you start with the right calendar item linked, which makes the report afterwards much better.

Automatic recording start

Disabled by default Requires conversation detection
When this setting is on, recording starts automatically as soon as conversation detection notices a conversation. You don't need to confirm anything.

Note
This option only works if **conversation detection** is enabled. If you turn off conversation detection, automatic start will also be disabled.

When to turn on

Useful if virtually every conversation at your microphone is a customer call and you never want to miss a recording. If you work in a shared space or have many internal conversations, leave them off and confirm each conversation instead.

Auto-select calendar item

Enabled by default Requires Outlook integration

Connect suggests a matching Outlook calendar item when a conversation is detected. You confirm that suggestion, or adjust it if it's a different conversation.

For this, your calendar must be linked. How that works is explained in the integration overview. If Microsoft asks for administrator approval when linking, see Administrator approval required.

Which combination do you choose?

As few interruptions as possible

- Conversation detection: **on**
- Automatic recording start: **on**
- Auto-select calendar item: **on**

Connect handles everything itself. You only need to step in if the suggested calendar item isn't correct.

Keep control yourself

- Conversation detection: **on**, with your dictation and recording tools excluded
- Automatic recording start: **off**
- Conversation reminder: **on**

You're reminded, but nothing starts without your confirmation.

See also: Restart Claritalk Connect Update audio drivers
Questions about a setting? Mail support@claritalk.com.

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