

Transcript for AI Writing Assistant Demonstration Video

This video is accessed from the AI Writing Assistant Demonstration video topic in the [IRIS Reach help centre](#).

Transcript

To begin, select **Try our AI Writing Assistant**.

When you use the AI Writing Assistant for the first time, you must agree not to input any personal or sensitive data, information that should not be publicly available, or any intellectual property, such as copyrights, trademarks, or business sensitive information.

To agree and give your consent, select **Continue**.

When you're ready to create your message, enter the relevant details you'd like to communicate.

You don't need to enter the entire message in full detail to guide the AI Writing Assistant's understanding of your intended message. For example, enter **write a short email to parents and carers about persistently absent students**.

After entering the details, select **Run AI Assistant**. The AI Writing Assistant generates the email using ChatGPT.

Please be aware that the AI Writing Assistant only collects the information you enter and cannot access any other organisational data in IRIS Reach or connected systems.

To add the text to the email editor, select **Insert**.

Before sending the email, we recommend checking the message to make sure it meets your requirements.

You may want to edit it to include personalised information, dynamic text, and to make sure it is suitable for the intended recipients.