

WELCOME

Meet Ordaily — the assistant that runs your day.

Ordaily connects to the tools you already use — your email, calendar and meetings — then does the busywork for you. You just talk to it, like you'd text a colleague. No new app to learn.



Handles your email

Tells you what's important, summarises long threads, and drafts replies in your voice — you review, then say the word to send.



Runs your calendar

A morning rundown of your day, prep before meetings, and booking — just ask “book a meeting with alex@acme.com Tuesday at 2pm”.



Remembers meetings

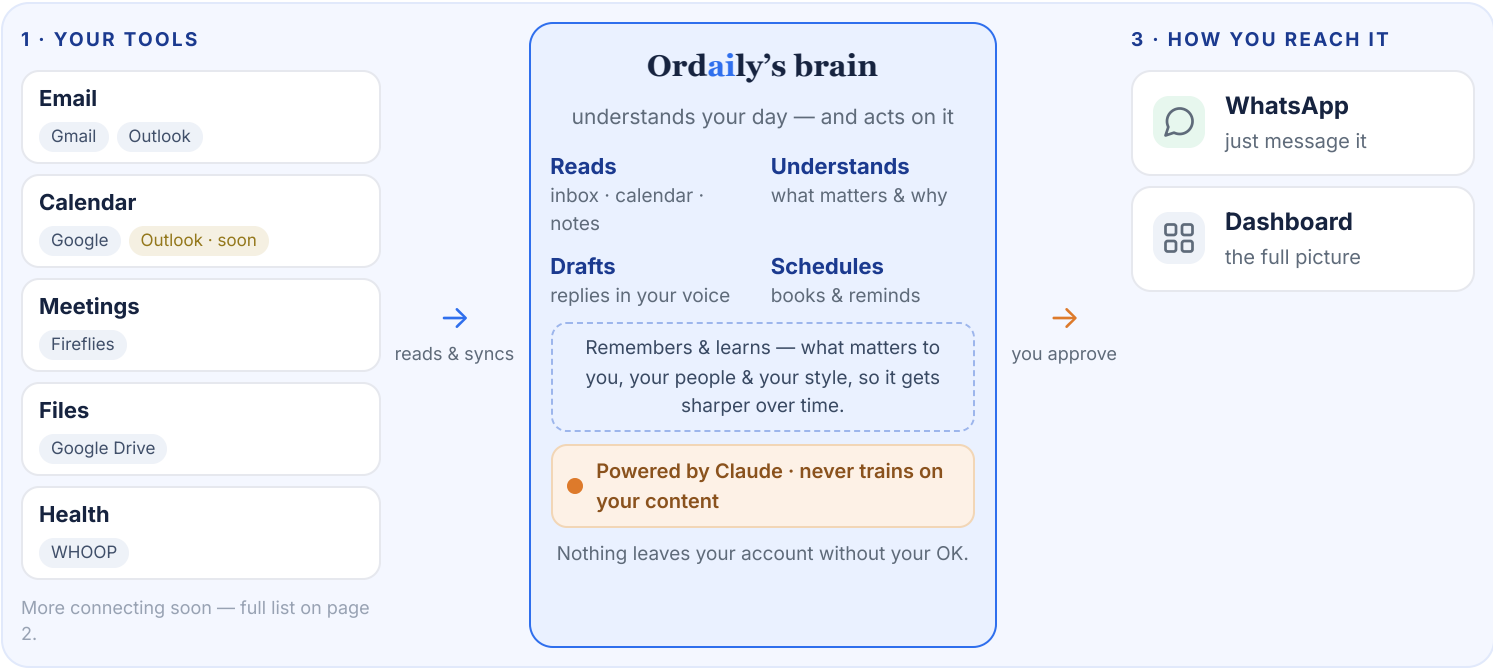
Pulls the notes, decisions and to-dos from your calls (via Fireflies), so you never lose what was agreed.



Keeps your day on track

Catches to-dos from your chats and reminds you at the right time. A second brain for your day.

HOW IT WORKS — IN ONE PICTURE



YOU'RE ALREADY ON WHATSAPP — HERE'S THE REST

Getting set up.

You're connected on WhatsApp — now two quick things in your dashboard and you're all set. Follow along.

1

Connect your tools

In your dashboard, open **Settings > Integrations**. You'll see every tool with a Connect button. Tap it — a secure sign-in opens (the same one you'd see signing into Google or Microsoft), you approve, and it flips to ✓ Connected. Ordaily never sees your password.

SETTINGS > INTEGRATIONS

Gmail

✓ Connected

Google Calendar

✓ Connected

Fireflies

Connect

Google Drive

Connect

+ Connect more tools

2

Choose what you hear about

Open **Settings > Notifications**. For each connected tool, pick what Ordaily tells you — action items, full summaries, or off. Change it any time. (Example: for meetings, choose "action items" to only get the to-dos after each call.)

SETTINGS > NOTIFICATIONS

Fireflies · meetings

Action items

Summaries

Off

Email · Gmail

Action items

Summaries

Off

Set each tool how you like — change any time.

What you can do on WhatsApp

A few things you can ask Ordaily — type in plain English, or send a voice note.

INBOX & EMAILS

"What's urgent today?"

"Draft a reply — point me at the email and I'll write it in your voice"

"Summarise the last email from Standard Bank"

TASKS & REMINDERS

"Add to my to-do: call insurance"

"Remind me in 2 hours to leave for the airport"

"Mark the Q3 budget task as done"

When Ordaily holds a draft, you're in control: reply **yes** to send, tell it what to **change**, or **cancel** to drop it — it shows you the result before anything is sent.

CALENDAR & MEETINGS

"What's on my calendar today?"

"Book a meeting with alex@acme.com Tuesday at 2pm"

"Move my 3pm meeting to Friday"

VOICE

Send a voice note — Ordaily transcribes it and acts on it

On Premium, it can reply back in voice — and read you your morning briefing

EVERYTHING YOU CAN CONNECT

In your dashboard, open **Settings > Integrations** to connect what you use — more arrive as we add them.

EMAIL		MEETINGS & NOTES		CRM		NETWORKING & MARKETING	
Gmail	LIVE	Fireflies	LIVE	HubSpot	SOON	LinkedIn	SOON
Microsoft Outlook	LIVE	Otter	SOON	Salesforce	SOON	Google Ads	SOON
CALENDAR & VIDEO		DOCS & STORAGE		COMMS		TASKS & PM	
Google Calendar	LIVE	Google Drive	LIVE	Slack	SOON	ClickUp	SOON
Outlook Calendar	SOON	Google Docs	SOON	MS Teams	SOON	Monday	SOON
Google Meet	SOON	OneDrive	SOON	ACCOUNTING		PAYMENTS	
Zoom	SOON	Dropbox	SOON	Xero	SOON	Stripe	SOON
		Notion	SOON	QuickBooks	SOON	PayPal	SOON
				FreshBooks	SOON	HEALTH	
				Zoho Books	SOON	WHOOP · Premium	LIVE

Ordaily

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