

# Zoom AI Companion Meeting Summary

This new feature uses AI technology and allows **meeting hosts** to initiate an AI-generated meeting summary. The summary is automatically sent to the host's email after the meeting has ended.

Please be aware that this feature requires activation. To initiate the summary, the host of the meeting should click on the "**Start Summary**" button. Here's a brief introduction to this feature:

## Start Meeting Summary as the Host

- Start a meeting from the Zoom as you would normally do.
- On the in-meeting controls, on the lower section of your screen, you will now notice a new button called "**Start Summary**"



- You will be greeted with the following screen:

### Meeting Summary with AI Companion is on

Meeting Summary uses AI technology, which may include third-party models. Zoom does not use any audio, video, chat, screen sharing, attachments or other communications-like content (such as poll results, whiteboard and reactions) to train Zoom's or third-party AI models.

We'll send the meeting summary to invitees after the meeting ends (based on the settings configured for this meeting). Anyone who receives the meeting summary may save and share it with apps and others. The account owner can access the meeting summary.

AI-generated content may be inaccurate or misleading. Always check for accuracy.

Stop Summary

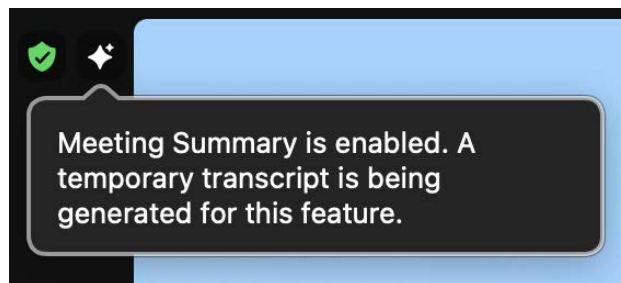
Got It

- Click **Got it**
- The meeting summary will begin to be generated in the background, and participants will see a similar notification.

- On the upper left of your screen, you will see a new Icon indicating that Summary AI is active.



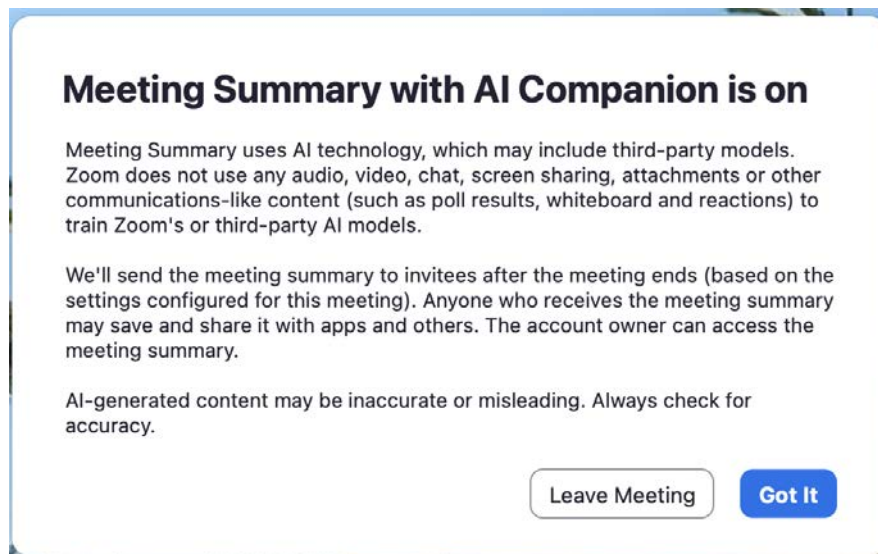
You can click on it to see the following message:



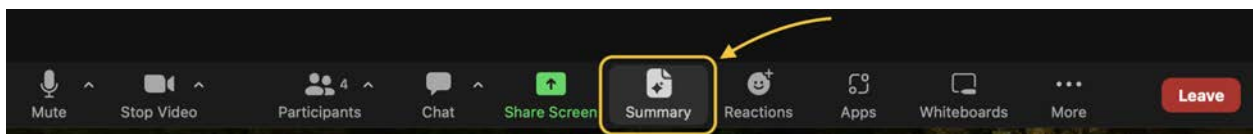
After the meeting concludes, the finalized summary will be sent out shortly for the **host**. We advise reviewing/editing the emailed summary, as the AI may introduce errors while capturing meeting notes.

## AI Meeting Summary as a participant

- Join a meeting with Zoom as you would normally do. Once the host activates the ZOOM AI Summary you will be greeted by the following message.



- Note that in your meeting control toolbar, on the lower section of your screen, you will see the new button **Summary**.



- If the host has not initiated the AI Summary option for this meeting, participants will still be able to prompt a request for this feature to be enabled for the meeting session.
- Click on the **Summary** button and click Send Request.

### Ask Host to Start Meeting Summary with AI Companion

Meeting Summary automatically generates and shares a summary of your meeting

Cancel

Send Request

The request will be sent to the host in the current meeting. **Note** that the summary at the end of the meeting will still only be emailed to the **Host**.

- On the upper left you will see this new Icon indicating that Summary AI is active.



You can click on it to see the following message:

Meeting Summary is enabled. A temporary transcript is being generated for this feature.

## Viewing/editing the email Summary as the host - (summaries will only be sent to the host)

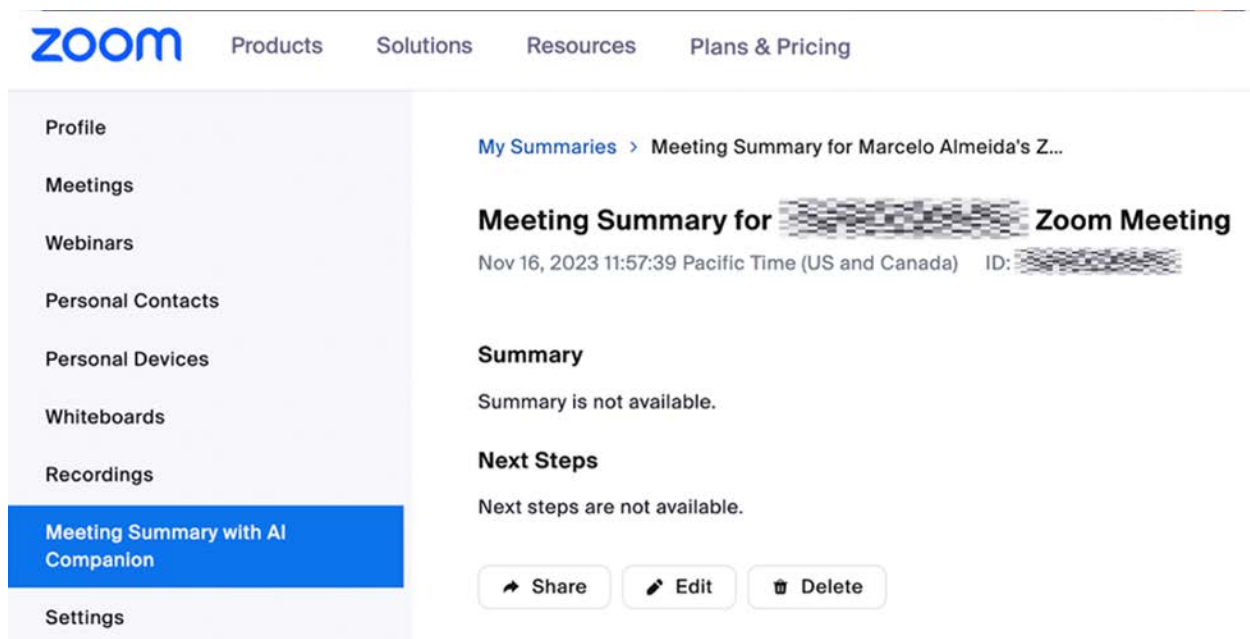
Once a meeting summary is available, a copy of it is provided through email.

- Access your email inbox; find and select the email with the same subject as the meeting topic to view the summary.
- (Optional for the host) From the body of the email, click **"Edit Summary Here"**.

You will be prompted to sign in to your Zoom (if you are not already) to continue editing via the web.

**Note:** Only the host has the *Edit Summary Here* option. Unauthenticated users will not receive an email summary.

- The link will take you to your ZOOM profile where your Meetings Summaries can be EDITED (see image below)



The screenshot shows the Zoom web interface. On the left is a navigation menu with options: Profile, Meetings, Webinars, Personal Contacts, Personal Devices, Whiteboards, Recordings, Meeting Summary with AI Companion (highlighted in blue), and Settings. The main content area shows a breadcrumb trail: My Summaries > Meeting Summary for Marcelo Almeida's Z... The title is 'Meeting Summary for [redacted] Zoom Meeting'. Below the title is the date and time: 'Nov 16, 2023 11:57:39 Pacific Time (US and Canada)' and the ID: '[redacted]'. The 'Summary' section states 'Summary is not available.' and the 'Next Steps' section states 'Next steps are not available.' At the bottom, there are three buttons: 'Share', 'Edit', and 'Delete'.

If you do not get an email, you still have the option to directly go to your ZOOM profile online and under MY SUMMARY you can view all your previous files that can be edited.

We are excited about this and encourage you to explore the new Zoom AI Summary feature. We also understand that sometimes adapting to such brand new AI innovation can feel a little challenging initially. These advancements are here to enrich and transform our interactions for the better at USD. Thank you for being part of this positive change!

For more information please visit <https://blog.zoom.us/zoom-ai-companion/> and for improved and better service with all audiovisual support, please send your future emails to [ims@sandiego.edu](mailto:ims@sandiego.edu). With all other IT matters, please send your requests to [help@sandiego.edu](mailto:help@sandiego.edu).