

# How to Use Zoom AI Companion

## 1. Turn on Zoom AI Companion Features

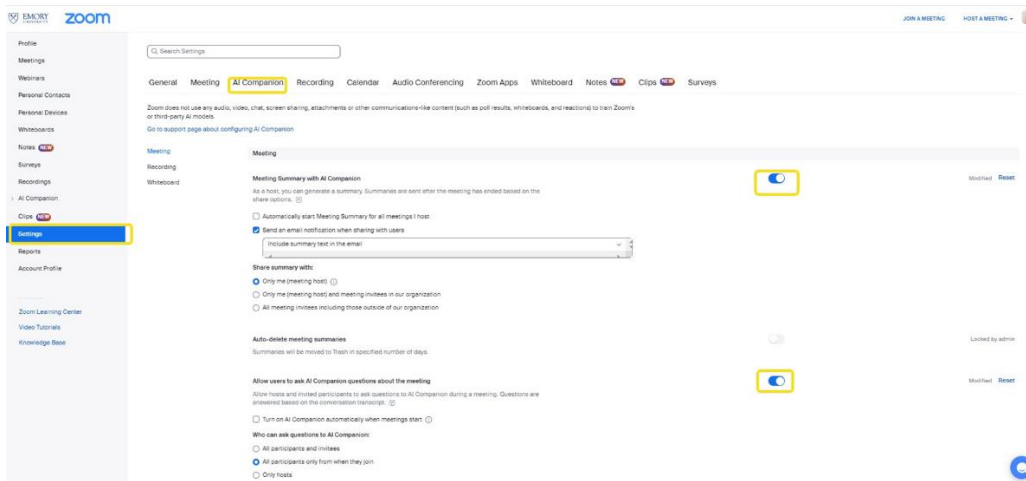
a. Log into your Emory Zoom Account online: <https://emory.zoom.us/>



b. Select **“Settings”** in the lefthand side navigation panel

c. Select the **“AI Companion”** tab at the top of the page

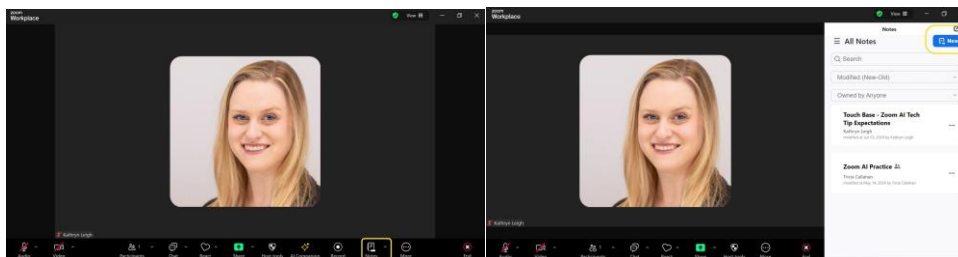
d. **Turn on** the relevant settings that you would like to use



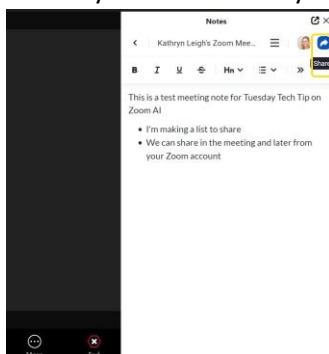
## 2. Notes

a. While in the meeting **select the “Notes” feature image** at the bottom right of the meeting page.

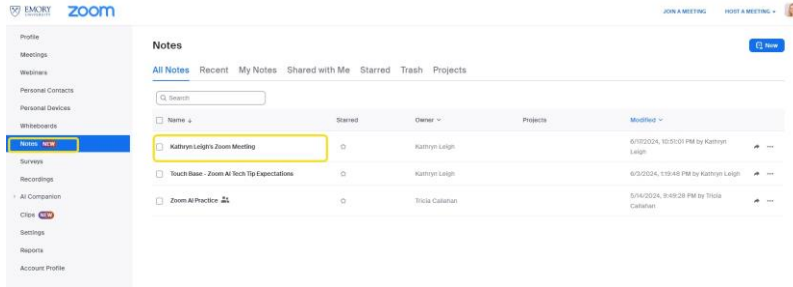
b. **“All Notes”** will appear on the right-hand side of the page. You may select an existing note or **“New”** to draft a new note.



c. You may share the note you create directly in the meeting.



- d. To find meeting notes in your Zoom Account, select **“Notes”** from the navigation panel on the left-hand side. **Select the title of the note** you would like to review, edit, and/or share.

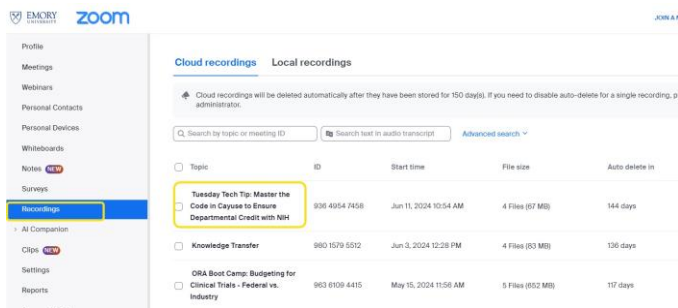


- e. The selected note will open in a new window to review, edit, and/or share.

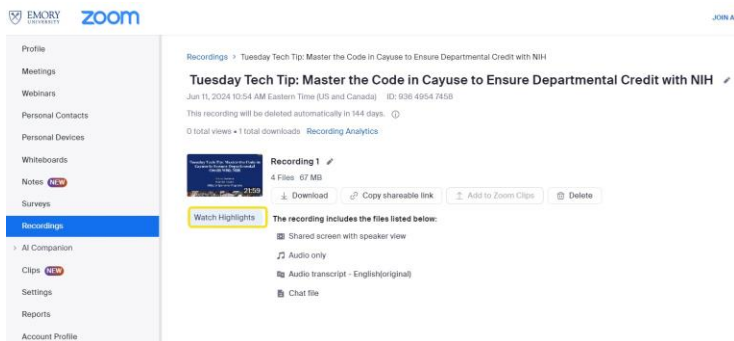


### 3. Watch Highlights

- a. Login to your online Zoom Account  
 b. Select **“Recordings”** from the navigation panel on the left side. **Select the relevant recording title.**



- c. Click on **“Watch Highlights”**



- d. Click **“Play”** to see the highlights from the meeting.



#### 4. Smart Chapters

- Login to your online Zoom Account
- Use the previous steps listed in section (3) to navigate to the Watch Highlights/Smart Chapters page. Click on each “Smart Chapter” to review the recording and written summary.

The screenshot shows a Zoom Smart Chapter interface. At the top, there's a video player with a blue header that reads "Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit With NIH" and identifies the speaker as Teresa Sussman, Director of Grants, Office of Sponsored Programs. Below the video player, there are sections for "Summary and smart chapters", "Summary", "Smart Chapters" (with a list of chapters like "From 06:00 Emphasizing Accuracy..."), and "Next Steps". A yellow box highlights the "Emphasizing Accurate Information in Grants" chapter, which contains a detailed summary of the meeting content.

#### 5. Meeting Summary

- Login to your online Zoom Account
- Select “AI Companion” and “Meeting Summary” from the left-side navigation panel. Select the relevant recording title.

This screenshot shows the Zoom AI Companion interface. On the left is a navigation menu with "AI Companion" and "Meeting Summary" highlighted. The main area displays "My Summaries" with a search bar and a table of recordings. The first recording, "Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit with NIH", is highlighted with a yellow box.

Topic	ID	Host	Date
Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit with NIH	936 4954 7458	kmeigh@emory.edu	Jun 11, 2024 11:01 AM
RAE Kickoff - July 2024 Cohort (Choose only one session)	969 7561 4525	kmeigh@emory.edu	Jun 4, 2024 09:55 AM
Touch Base - Zoom AI Tech Tip Expectations	939 1595 2491	kmeigh@emory.edu	Jun 3, 2024 01:07 PM
Knowledge Transfer	990 1579 5512	kmeigh@emory.edu	Jun 3, 2024 12:28 PM
RAE Kickoff - July 2024 Cohort			

- You can share, edit, and/or delete the AI-generated Meeting Summary from this page.

This screenshot shows the detailed view of the AI-generated meeting summary for the recording "Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit with NIH". The interface includes a "Quick recap" section, "Next steps" with bullet points, and a "Summary" section. At the bottom, there are buttons for "Share", "Edit", and "Delete".