

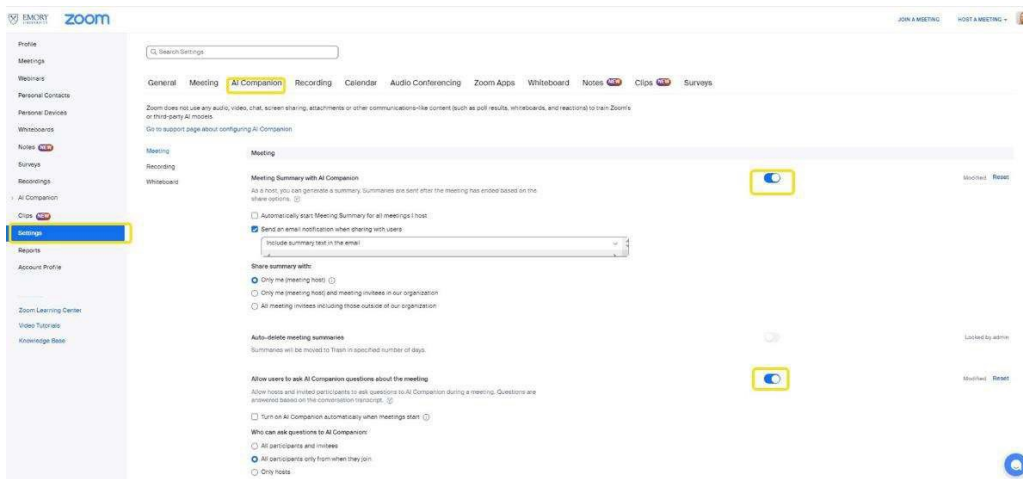
# How to Use Zoom AI Companion

## 1. Turn on Zoom AI Companion Features

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

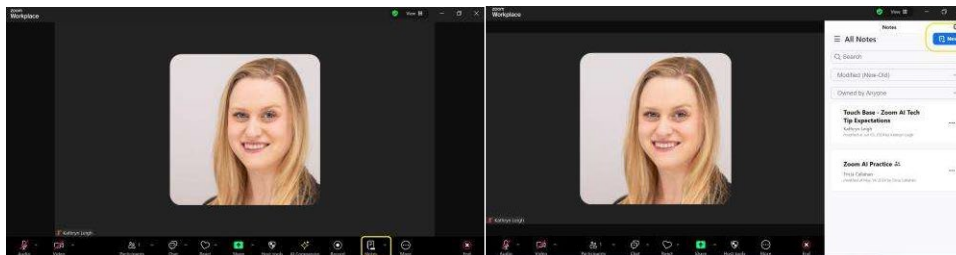


- b. Select **"Settings"** in the lefthand side navigation panel  
c. Select the **"AI Companion"** tab at the top of the page  
d. Turn on the relevant settings that you would like to use

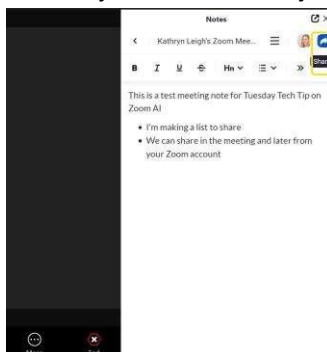


## 2. Notes

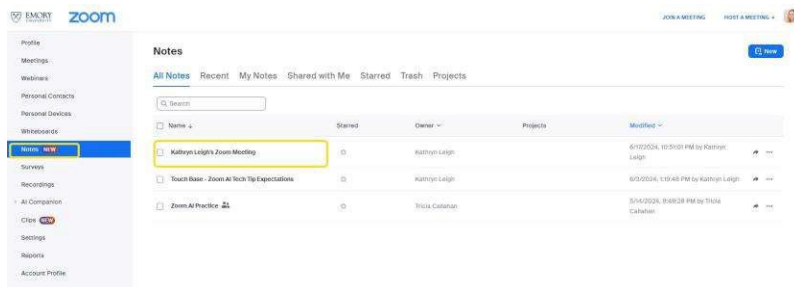
- a. While in the meeting **select the "Notes" feature image** at the bottom right of the meeting page.  
b. "All Notes" will appear on the right-hand side of the page. You may select an existing note or **"New"** to draft a new note.



- 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.

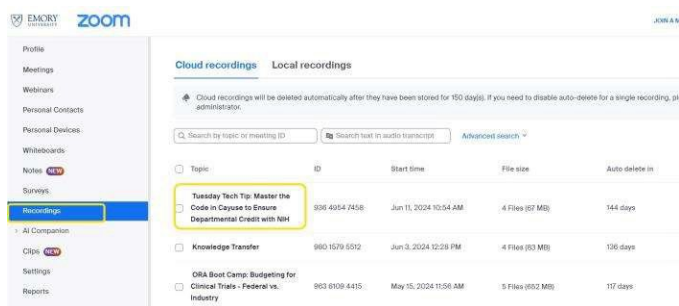


- e. The selected note will open in a new window to review, edit, and/or share.

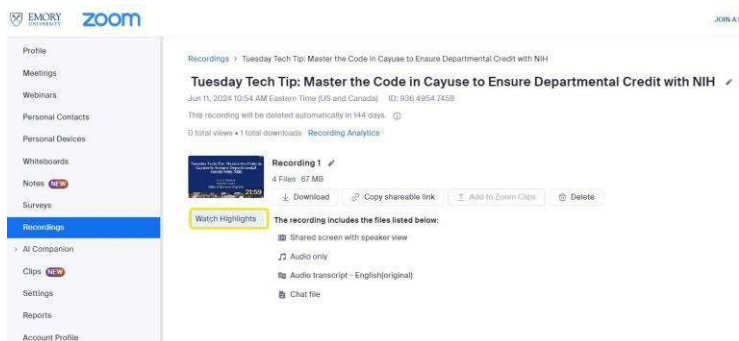


### 3. Watch Highlights

- 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 page. At the top, there's a video player with a title card that reads "Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit With NIH" by Teresa Sussman, Director of Grants, Office of Sponsored Programs. Below the video player, there's a "Summary" section. The summary states that Teresa Sussman emphasized the importance of accurate information in the NIH grant system and the need for verifying details in proposals to ensure proper credit is given to departments and schools. It also mentioned the challenges of reviewing proposals within tight deadlines and the need for tech tips and feedback to improve future processes. Below the summary, there's a "Smart Chapters" section with a list of chapters. The first chapter, "Emphasizing Accurate Information in Grants", is highlighted. The next steps section lists three tasks: 1. Tricia will ensure the accuracy of department, school, and institution information in Cayuse for all proposals, especially for graduate fellowships and Primate Center proposals. 2. Teresa will provide guidance and assistance to the team for any questions or issues related to the NIH credit and proposal submission process. 3. The team will verify and correct any discrepancies or errors in proposals sent before the deadline to avoid potential issues with NIH funding.

#### 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.

The screenshot shows the Zoom AI Companion interface. On the left, there's a navigation panel with options like Profile, Meetings, Webinars, Personal Contacts, Personal Devices, Whiteboards, Notes, Surveys, Recordings, AI Companion, Meeting Summary, Clips, Settings, Reports, and Account Profile. The "Meeting Summary" option is highlighted. The main area shows a list of recordings. The first recording, "Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit With NIH", is highlighted. The table lists recordings with columns for Topic, ID, Host, and Date.

- You can **share, edit, and/or delete** the AI-generated Meeting Summary from this page. Note that Zoom's AI Companion may occasionally misgender meeting participants by assigning incorrect pronouns or identifiers in its automatically generated summaries and notes. Since these errors cause harm and demonstrate disrespect to our LGBTQ+ colleagues, it is the responsibility of those running or distributing meeting materials to carefully review AI-generated content for accuracy before sharing.

The screenshot shows the Zoom AI Companion interface for a specific meeting summary. The title is "Meeting Summary for Tuesday Tech Tip: Master the Code in Cayuse to Ensure Departmental Credit With NIH". The date and time are "Jun 11, 2024 10:54 AM Eastern Time (US and Canada)" and the ID is "936 4954 7456". The "Quick recap" section summarizes the meeting content. The "Next steps" section lists three tasks: 1. Teresa and her grants team to ensure that the proper credit is given to the correct departments and schools for graduate fellowship proposals by entering the mentor's academic department and school information in Cayuse instead of the graduate school information. 2. Teresa and her grants team to ensure that the proper credit is given to the correct departments and schools for proposals involving the Emory Primate Center by entering the academic department and school information of the researchers in Cayuse, while keeping the Emory Primate Center information in EPICS. 3. Principal Investigators to review and verify the accuracy of department and school information entered in Cayuse proposals, especially for graduate fellowship proposals and proposals involving the Emory Primate Center, before submission to avoid errors and the need for corrections after submission. The "Summary" section is highlighted. Below the summary, there's a "Proper Credit Allocation and Data Usage" section. At the bottom, there's a "Share, Edit, Delete" button.

# ADDING PRONOUNS

Understanding and using pronouns in Zoom meetings

## IMPORTANCE

Respecting pronouns fosters an inclusive environment and acknowledges individual identities in virtual spaces.

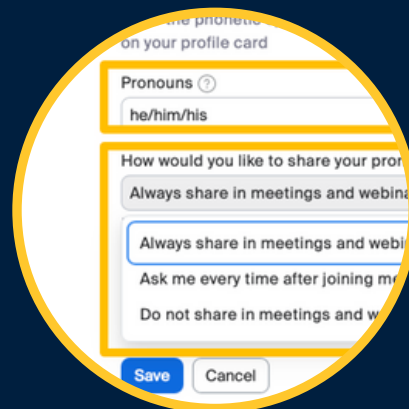
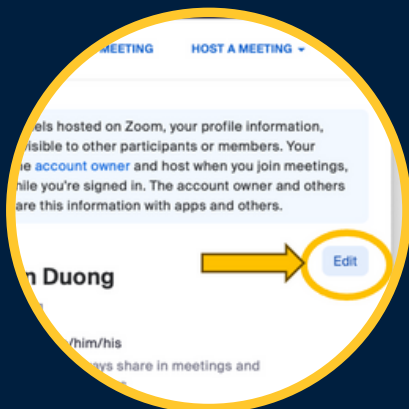


## STEPS

Login in at [emory.zoom.us/profile](https://emory.zoom.us/profile) using your SSO. Click “Edit” button on the right edge where your name is.

## ADD PRONOUNS

Add in your pronouns and how you'd like it to be displayed.



## CHECKLIST

Ensure ethical practices when sharing AI-generated notes to maintain transparency and integrity. Always sign into the Zoom app using your Emory SSO.



**EMBRACE  
INCLUSION**

Let's create a welcoming space for everyone in our virtual meetings.



**AUTHENTICITY.  
INTERSECTIONALITY.  
INCLUSION.**

EMORY | Emory Pride Employee Network