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/
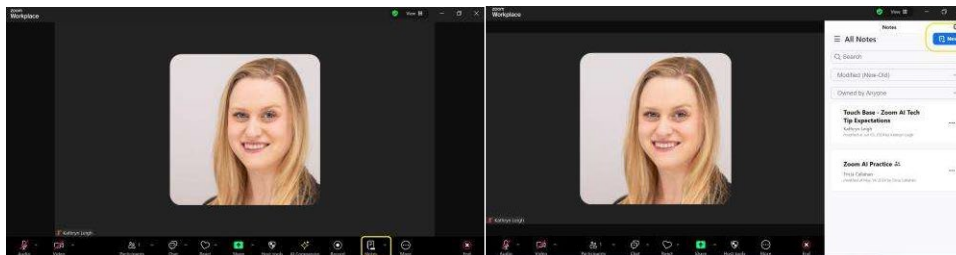

    b. Select **"Settings"** in the lefthand side navigation panel
    c. Select the **"AI Companion"** tab at the top of the page
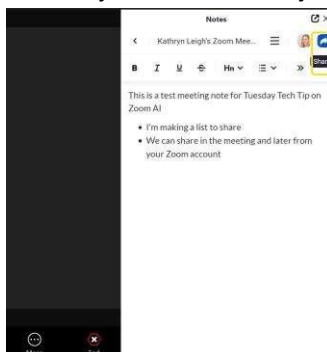   d. **Turn on** the relevant settings that you would like to use
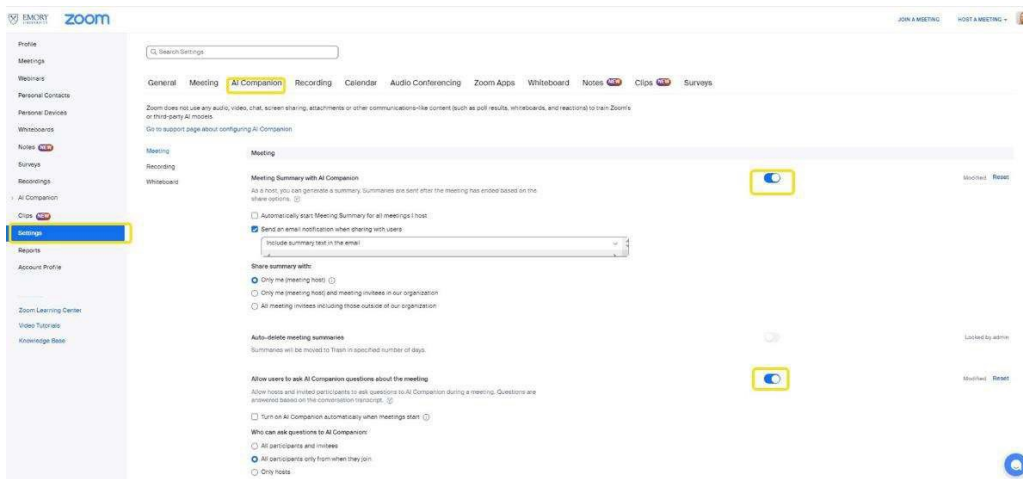

2. ***Notes***
    a. While in the meeting **select the "Notes" feature image** at the bottom right of the meeting page.
    b. "All Notes" will appear on the right-hand side of the page. You may select an existing note or **"New"** to draft a new note.

    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.
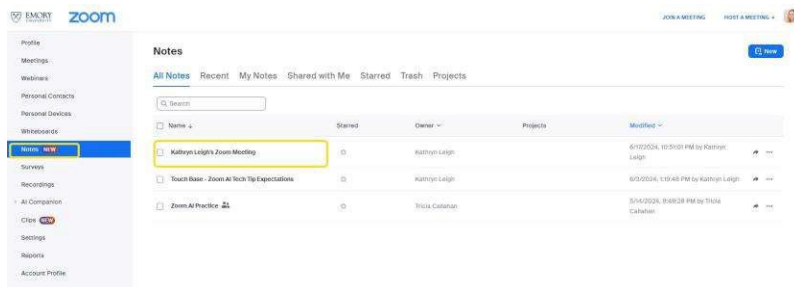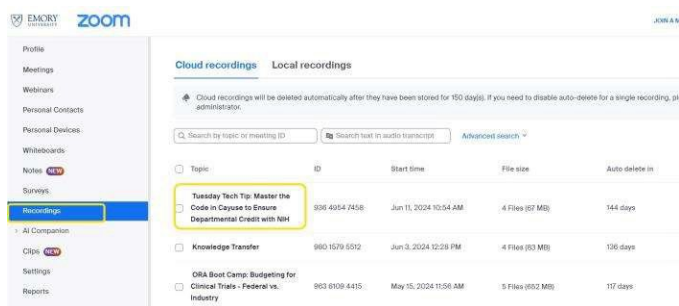

e. The selected note will open in a new window to review, edit, and/or share.
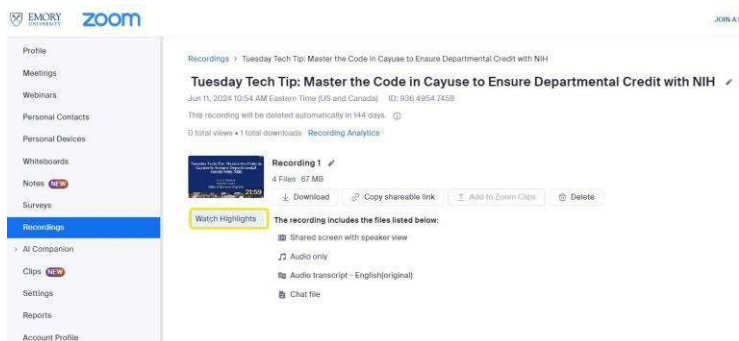

3. *Watch Highlights*

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*
   a. Login to your online Zoom Account
   b. **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.

5. *Meeting Summary*
   a. Login to your online Zoom Account
   b. Select **"AI Companion"** and **"Meeting Summary"** from the left-side navigation panel. **Select the relevant recording title.**

   c. 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.

ADDING PRONOUNS

Understanding and using pronouns in Zoom meetings

IMPORTANCE

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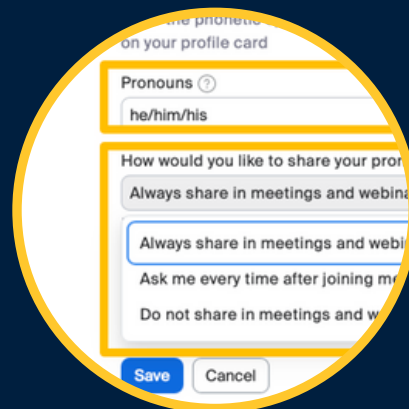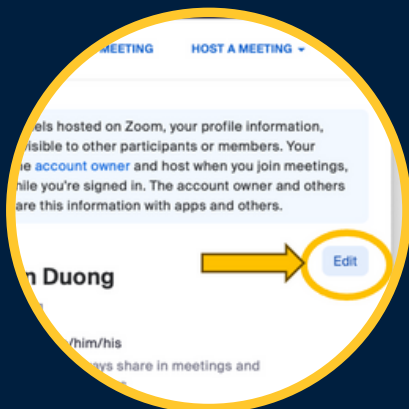
STEPS

Login in at emory.zoom.us/profile 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