

# Use AI Companion for meeting questions, meeting summaries, and smart recordings

As part of AI Companion, you can have your meetings summarized, ask questions to AI Companion during a meeting about what's happened so far, and edit saved smart recordings of past meetings.

## Meeting summary

Save time on note-taking and easily share action items with attendees. When you use Meeting Summary:

- The host will automatically get a summary that they can edit and share with the attendees.
- Hosts can also choose to automatically share with attendees [by email](#) or in the meeting's dedicated group chat in [Team Chat](#).
- You can [view and manage your saved meeting summaries](#) in your [Zoom web settings](#).

### When to use Meeting summary

- ✓ Instead of assigning a note-taker, use Meeting Summaries and have AI Companion take notes. You'll be able to edit them before you send them to the group. You can also choose to have unedited summaries sent to everyone automatically.
- ✓ Get action items from your Meeting Summary, so you can see who has the next steps to follow up on.

### Best practices

Some settings require your administrator to turn them on before individual users can. If you have questions about a particular setting, check with your administrator to see if they've enabled or disabled it for you.

- If you want Meeting Summary to automatically turn on for every meeting you host, turn on automatic Meeting Summary in your [Zoom web settings](#).
- When you're not the host, you can still [send a request to the host to turn on AI Companion Meeting Summary](#).
- If you [set your pronouns](#) in your Zoom profile, AI Companion will use those pronouns when referring to you. If you don't set your pronouns, AI Companion will use a large language model (LLM) to insert pronouns.
- [Find out if your language is supported](#).

[Learn more about Meeting Summary](#) →

## Ask AI Companion questions during a meeting

If you weren't able to attend part of a meeting, or needed to step out for a moment, you can ask AI Companion questions about what's happened so far. You'll only be able to ask questions about portions of the meeting where AI Companion was turned on and if the host allows participants to ask questions.

## When to ask questions

- ✓ Get a summary of what's going on without interrupting the current conversation.
- ✓ Ask if you've been mentioned so far in the meeting.
- ✓ Get a summary of what's happened so far in the meeting, so you can catch up and jump right in.

### Examples of questions you could ask:

- "Create a list in chronological order of all the topics discussed and the primary presenter of each topic."
  - If the output is in paragraph form, type a follow-up prompt: "Provide the above information in a list"
- If you need to step away during our meeting or something grabs your attention for a moment, ask: "Review what's been discussed over the past 5 minutes" to get back up to speed.
- If you show up late to a meeting, ask: "Catch me up on what took place before I got to the meeting. Did I miss anything important?"

## Best practices

- If AI Companion isn't turned on at the beginning of the meeting, it won't be able to answer questions about what happened before it was turned on.
- Make sure [your caption language is set correctly](#), as AI Companion will use that language to transcribe the meeting for you.
- [Find out if your language is supported.](#)

[Learn more about in-meeting questions](#) →

## Save, edit, and share smart recordings

When you save your meeting recordings to the cloud, you can organize your cloud recordings into sections called smart chapters, isolate important highlights, identify action items, and provide the host with data about their presentation performance.

## When to use smart recordings

- ✓ Save your meeting recordings to the cloud, and AI Companion will organize them into smart chapters.
- ✓ Pull out important highlights from your recording and share them with colleagues, customers, or cross-functional partners.

## Best practices

- Before you can use smart recordings, you need to have [cloud recordings, audio](#) transcripts, and [smart recordings](#) turned on in your [Zoom web settings](#).
- In your cloud recording, [edit the audio transcript and recording highlights](#).
- [Adjust, save,](#) and [share](#) your recording highlights.
- [Edit smart chapters and smart chapter overviews.](#)

[Learn more about Smart Recordings](#) →

## Some important things to keep in mind

- If you have an [Education account that provides educational services to children under the age of 18](#), smart recordings are not available.
- Smart recordings are currently only available in English.

[Learn more about Smart Recordings](#) →

[Learn more about Zoom's commitments regarding customer content](#) →