

Zoom AI Companion

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This article outlines how to **access and use** Zoom's AI Companion.

Before you start, you will need the following:

- [A Bryn Mawr College Zoom account](#)
- [A host or co-host role](#)
- An updated Zoom mobile app

What is AI Companion?

AI Companion is a generative AI tool, which can be used for the following **during or after** Zoom meetings.

- Answer participants' **questions**
- Generate **audio transcripts**
- Generate **meeting summaries**
- Generate **meeting insights**

Appropriate use

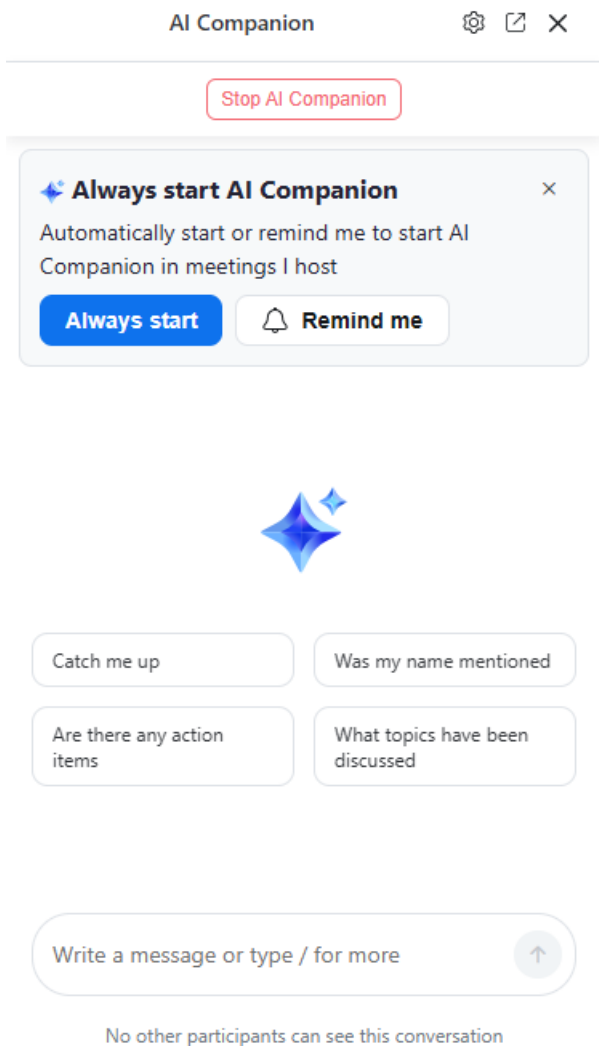
Your use of AI Companion is governed by [College policies](#) and Zoom's terms of service.

Attention: Be sure you understand how AI Companion [handles the content you upload and generates](#). AI Companion uses first-party and third-party [LLMs](#). In either case, user data is **not used to train either model**.

Start or stop AI Companion

Attention: Only a host or co-host can start or stop AI Companion during a meeting. **AI Companion cannot be disabled by participants.**

1. Launch your Zoom meeting or webinar
2. Click on **AI Companion** ✨
3. Review what features are enabled
 1. In the top-right, click the **gear icon** ⚙️
 2. **Toggle on** or off the settings you'd like to use
 3. In the top-left, click the **back button** <
4. Click **Start/Stop AI Companion**



Answer participants' questions

AI Companion answers questions about **what has happened** in a meeting.

Generate meeting summaries

AI Companion **generates a summary** of what was discussed.

View summaries

View and share summaries from meetings where AI Companion was enabled.

Generate meeting insights

AI Companion generates **chapters, highlights, next steps, and meeting coach metrics** for all future meetings that you host and record.

View insights

Once meeting insights are generated, they are accessible in multiple locations.

Transcribe and summarize audio

Use the Zoom mobile app to **record, summarize, and transcribe** audio conversations.

Use Voice Recorder

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor
