

Zoom AI Meeting Summary User Guide

In this guide

- Quick Summary
- How-to Guide

Quick Summary

Features available:

- Meeting Summary

Meeting Summary (or AI summary) creates a summary using the meeting transcript. The summary is automatically shared with the host only.

Guidelines for Use

When enabling Meeting Summary, meeting hosts are expected to:

- Consider whether summarization is appropriate for the meeting context
- Inform participants that the feature is enabled
- Review the summary before sharing
- Share summaries deliberately, not broadly by default

If you would not normally circulate written meeting notes for a sensitive topic, you should think twice about producing and sharing a meeting summary.

Meeting Summary may be appropriate for:

- Administrative or teaching and learning use cases
- Project or committee meetings where notes/next steps are beneficial
- Brainstorming or Information-sharing sessions

Key Takeaway

Meeting Summary is optional, not automatic. Sharing is a decision, not a default.

For more information:

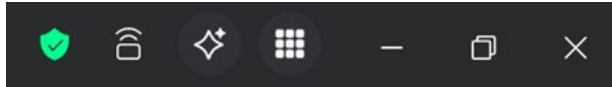
https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0058013



How-to Guide

In-Meeting Icon

In all Zoom meetings where the meeting host have AI Meeting Summary enabled, the AI Companion (diamond) icon will appear at the top right for all attendees. The diamond icon will not appear if the user starting the meeting is only a co-host or an alternative host to the meeting.



Turn Off for All

To turn off the AI Meeting Summary feature on your Zoom account:

1. Log in to Zoom Web Portal <https://ubc.zoom.us/>
2. Navigate to Personal -> Settings -> AI Companion
3. Switch Off Meeting Summary with AI Companion

Meeting summary with AI Companion



As a host, you can generate a summary. Summaries are sent after the meeting has ended based on the share options. 

☐ Auto-start when meeting starts

☒ Send an email notification when sharing to participants

Don't include summary text in the email 

☐ Restrict users from sharing summaries 

Automatically share summary with:

☒ Only me (meeting host) 

☐ Only meeting host, co-hosts, and alternative hosts

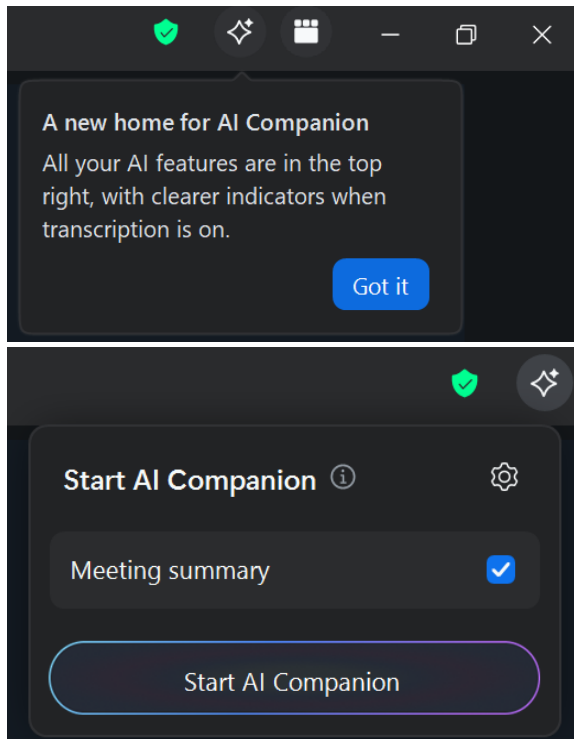
☐ Only me (meeting host) and meeting invitees in our organization 

☐ All meeting invitees including those outside of our organization 

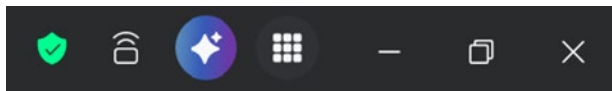


Start Manually

AI Meeting Summary option is enabled by default. However, it must be started manually by the host after the meeting has begun.



To confirm that Meeting Summary is turned on, check for the AI Companion icon on the top right corner near the security tab. The diamond blinking indicates that the AI is active.



Once AI Meeting Summary is enabled, all attendees will be notified with a pop-up.

AI Companion is in use.

The host has enabled AI-assisted summary for this meeting. This summary will be shared only with the meeting host once the meeting concludes. Please notify the host of any concerns.

This message was generated by your account admin.

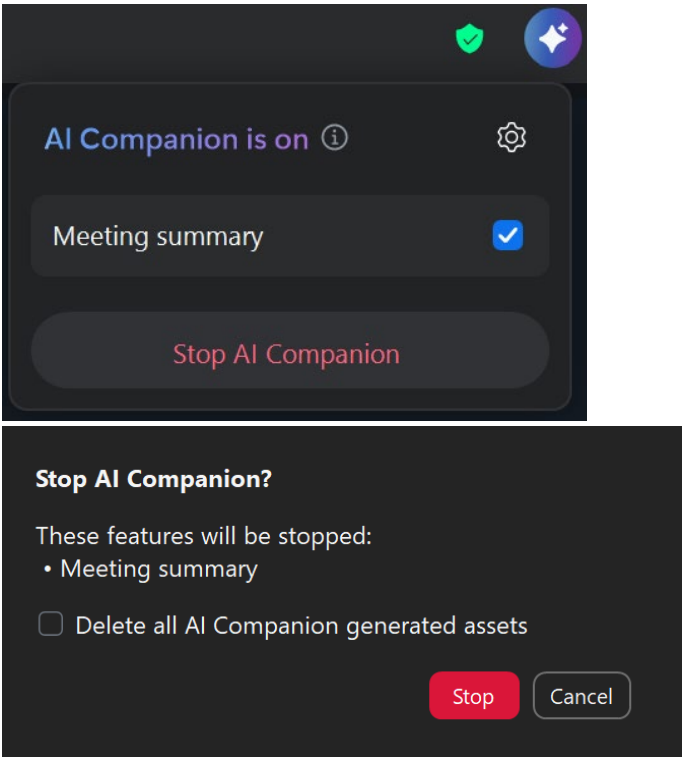
OK



THE UNIVERSITY OF BRITISH COLUMBIA

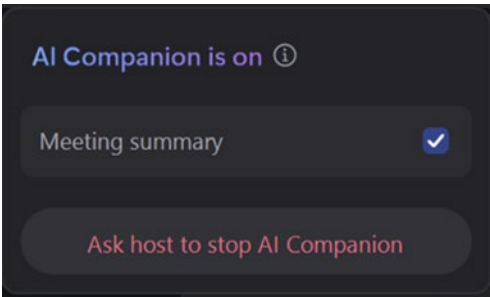
Stop Manually

To stop Meeting Summary, simply end the meeting or select **Stop Summary** from the AI companion icon.



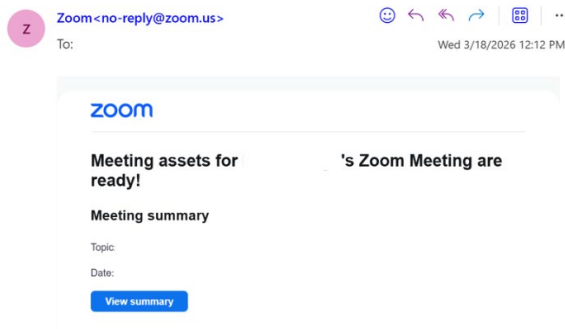
Request to Turn Off AI Companion by Attendee

An attendee cannot request the host to turn on AI Meeting Summary. However, attendees can request to turn off AI Meeting Summary:

Attendee View	Host View
	A participant has requested to stop AI Companion These features will be stopped: • Meeting summary ☐ Delete all AI Companion generated assets Stop Decline

Retrieve Meeting Summary

The AI Meeting Summary will be processed after the meeting ends. Once the meeting summary is available, it will be sent to the host's email only coming from *no-reply@zoom.us*.



To view the meeting summary, click “View Summary”. Alternatively, you can access the summaries by logging into Zoom on web browser:

1. Login to Zoom web portal <https://ubc.zoom.us/>
2. Navigate to “Summaries” on the left panel

The meeting summary will be available and retained on the cloud for **7 days**

To share the meeting summary, click “Copy” and/or “Share” for relevant recipients. Please note that sharing the meeting summary is optional. Participants will not automatically receive the summary notification nor its contents.

