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Zoom Meeting Summary with Zoom AI

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Here is a short video on Meeting Summary using the Zoom AI capabilities:

Meeting Summary Introduction:

Allows Zoom's AI to listen to your meeting and then compose a summary of everything that was discussed.

You can then take this summary and send it to anyone that was not able to make it.

You are able to worry less about note taking allowing you more energy to focus and participate.

Using Meeting Summary

Start

While in your Zoom meeting, press the **Start Summary** icon at the bottom.

End

If you want Zoom's AI to stop listening at any point **Stop Summary**.
• ***Note: Discussions*** beyond this point will not be included within the summary.

Retrieve

1. Go to your Zoom Web client.
2. The summary will be located within the **Meeting Summary with AI Companion** tab.
   • ***Note***: It will take some time after the meeting for Zoom AI's companion to write and post the meeting summery.