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# Create Zoom meeting summaries with the AI Companion [1]

June 9, 2026 by ES and UIS Communications [2]

Have you missed part of a meeting or needed to revisit what was decided? Zoom's AI Companion can generate an AI-powered meeting summary and deliver it to selected recipients as soon as a meeting ends.

**NOTE:** New AI tools are assessed for security before being approved for use at CU. Be sure to review the CU System Guidance for Artificial Intelligence Tools Use [3] before using any AI feature. Always consider the subject matter of your meeting and inform all participants at the start that the meeting will be transcribed through AI.

AI-generated summaries are useful starting points, but they are not perfect. Always review a summary for accuracy, missing context or misattributed statements before sharing it with others.

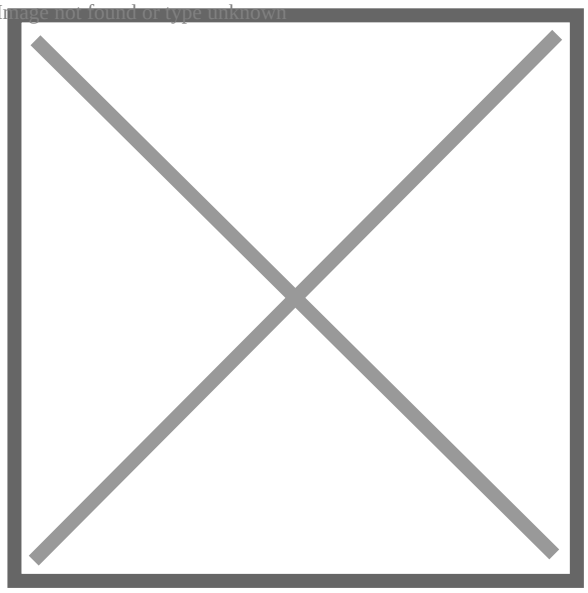
**NOTE:** The Colorado Open Records Act (CORA) [4] generally applies to Zoom meeting summaries. Under state law, any digital data or documentary material made or maintained by a public agency is considered a public record. Therefore, AI-generated meeting summaries, transcripts, and chat logs are subject to public disclosure.

**Enabling the AI Companion**

**1.** Sign in to the CU Zoom web portal [5]. Meeting summary settings are only configurable through the web portal — not the desktop application.

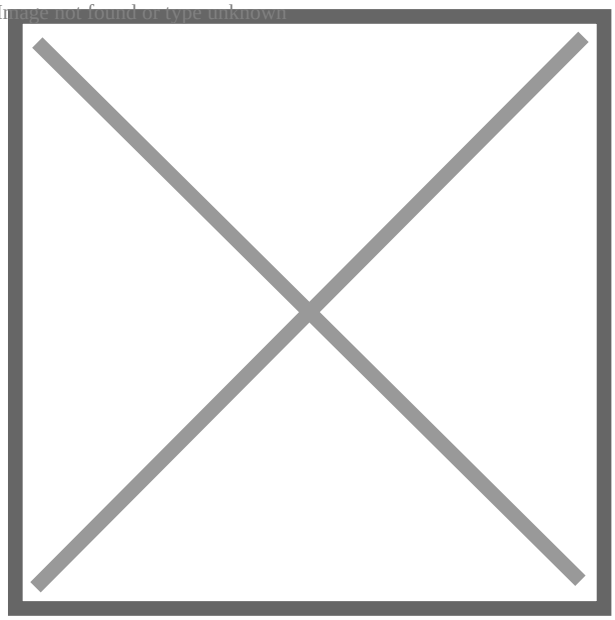
**2.** In the lefthand navigation, select **Settings**, then click the **AI Companion** tab.

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**3.** Under **Meeting**, enable the **Meeting Summary with AI Companion** toggle.

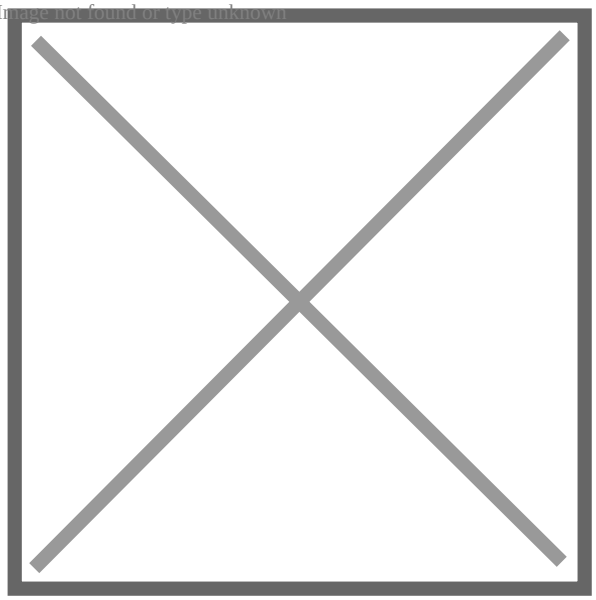
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**4.** Under **Automatically share summary with**, choose who receives the summary after each meeting. UIS recommends selecting **Only me (meeting host)**.

AI summaries can contain errors and should be reviewed for accuracy before being shared more broadly. Once reviewed, the host can forward or share the corrected summary.

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**5.** You may also enable additional features:

- **AI Companion Questions** — Allows meeting participants to ask the AI questions based on the meeting transcript during the meeting.
- **Smart Recording with AI Companion** — Automatically generates recording highlights, a summary, smart chapters and suggested next steps when a meeting is recorded.
- **Turn on meeting summary automatically when meetings start** — Starts the summary feature automatically at the beginning of every meeting you host, so you do not need to remember to click the button mid-meeting.

**6.** Click **Save**.

**Starting a meeting summary mid-meeting**

If you have not enabled the auto-start setting, you can still start the AI Companion summary during an active meeting:

1. In the meeting controls toolbar, click **AI Companion**.
2. Select **Start Meeting Summary**.

Participants will see a notification that meeting summary is active.

**TIP:** Enable **Turn on meeting summary automatically when meetings start** in your AI Companion settings. The summary will begin as soon as the meeting starts, even if the host has not yet joined.

**A note on accuracy and data**

Zoom does not use customer audio, video, chat or other meeting content to train AI models. For features that use third-party AI model providers, relevant data is shared with those providers to generate the summary. Learn more at Zoom's AI Companion data practices page [6].

Zoom [7], AI [8]

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