

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

June 9, 2026 by [ES and UIS Communications](#) ^[2]

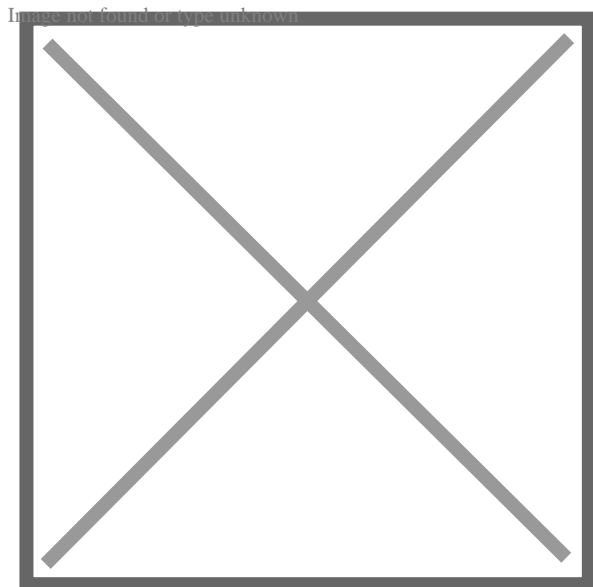
Have you missed part of a meeting or needed to revisit what was decided? Zoom's AI Companion can generate an AI-powered meeting summary and deliver it to selected recipients as soon as a meeting ends.

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.

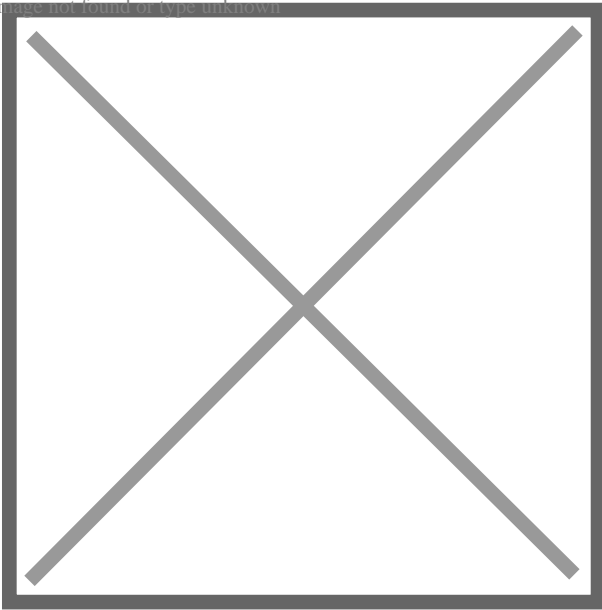
Enabling the AI Companion

1. Sign in to the [CU Zoom web portal](#) ^[4]. 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.



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

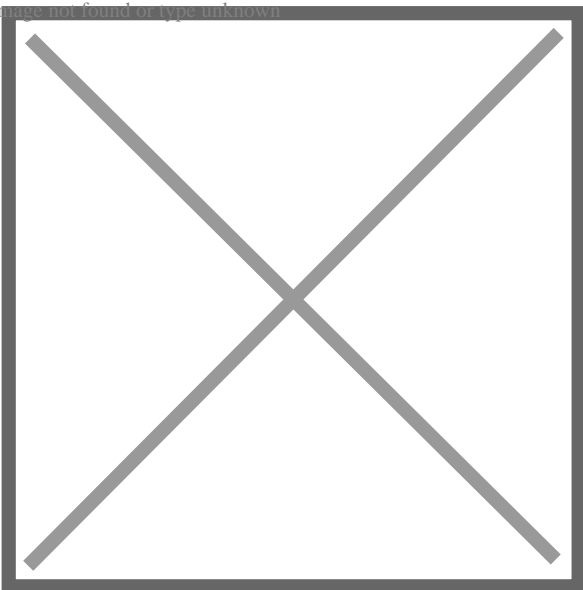
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4. Under **Automatically share summary with**, choose who receives the summary after each meeting. UIS recommends selecting **Only me (meeting host)**.

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](#) [5].

Zoom [6], AI [7]

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