

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.

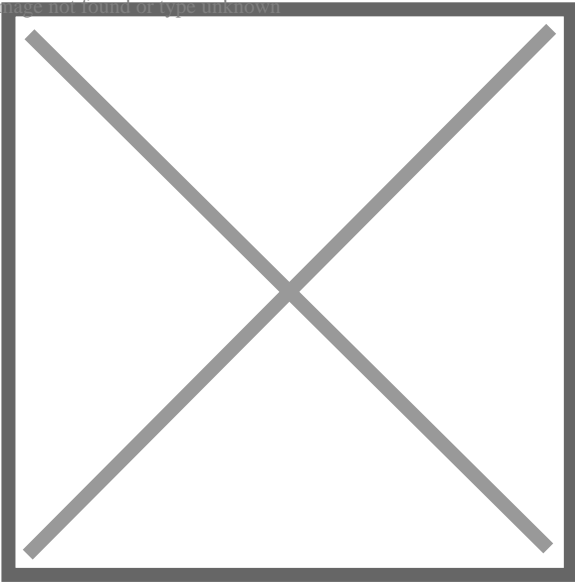
AI-generated summaries are useful starting points, but they are not perfect. Always review a summary for accuracy, missing context or misattributed statements before sharing it with others.

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

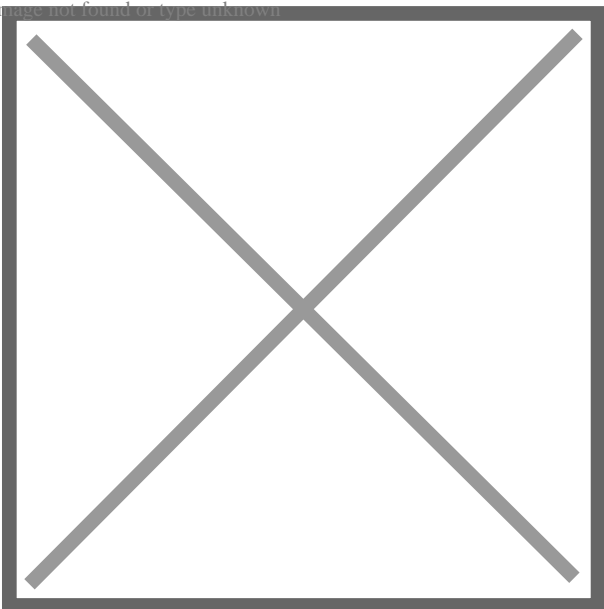
1. Sign in to the [CU Zoom web portal](#) ^[5]. Meeting summary settings are only configurable through the web portal — not the desktop application.
2. In the lefthand navigation, select **Settings**, then click the **AI Companion** tab.

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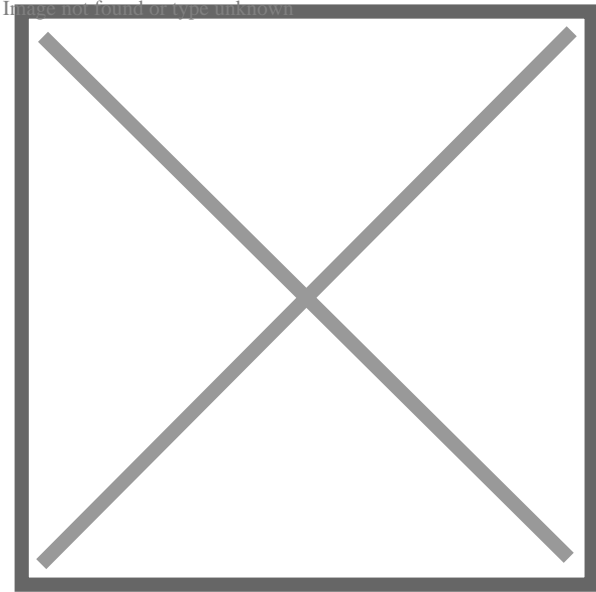
3. Under **Meeting**, enable the **Meeting Summary with AI Companion** toggle.

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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.



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]

