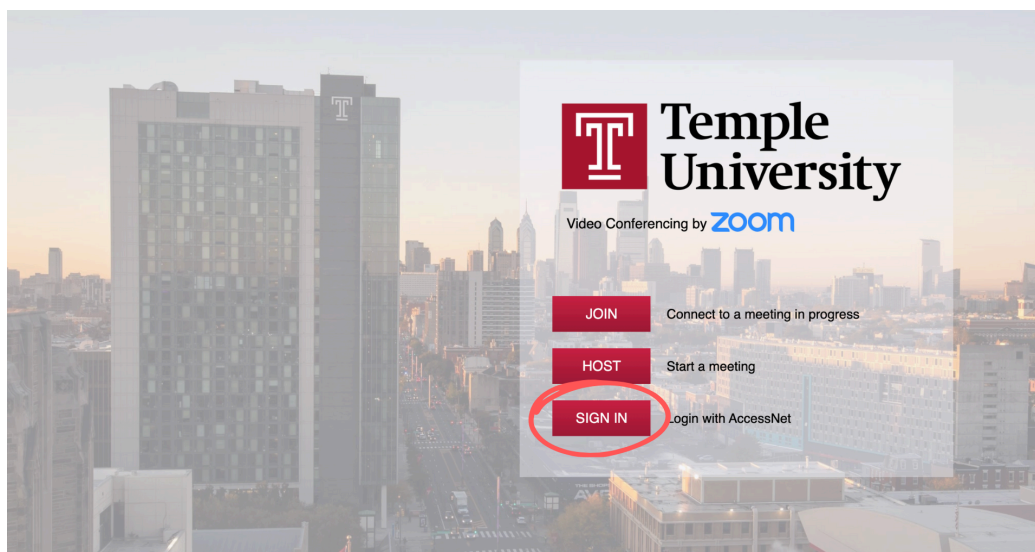
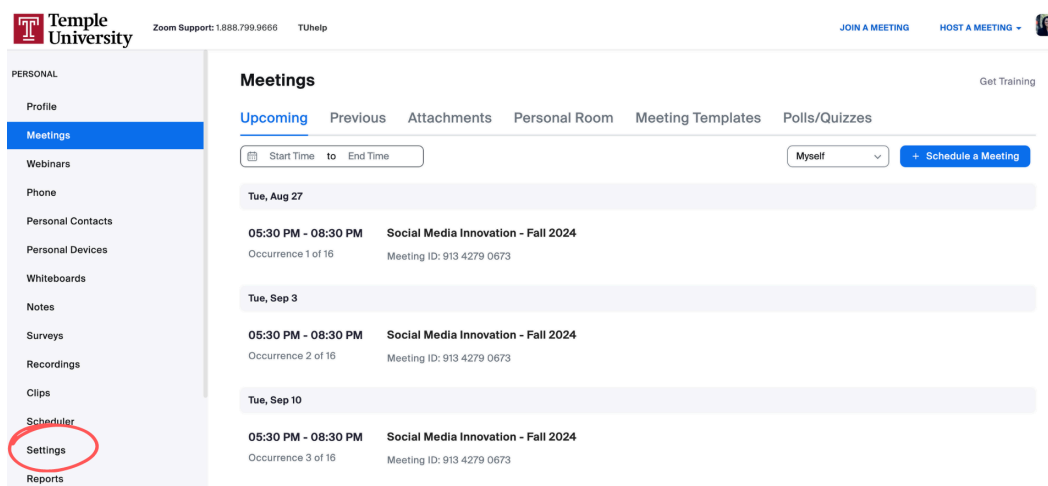


Enabling AI Companion Meeting Summary in Zoom:

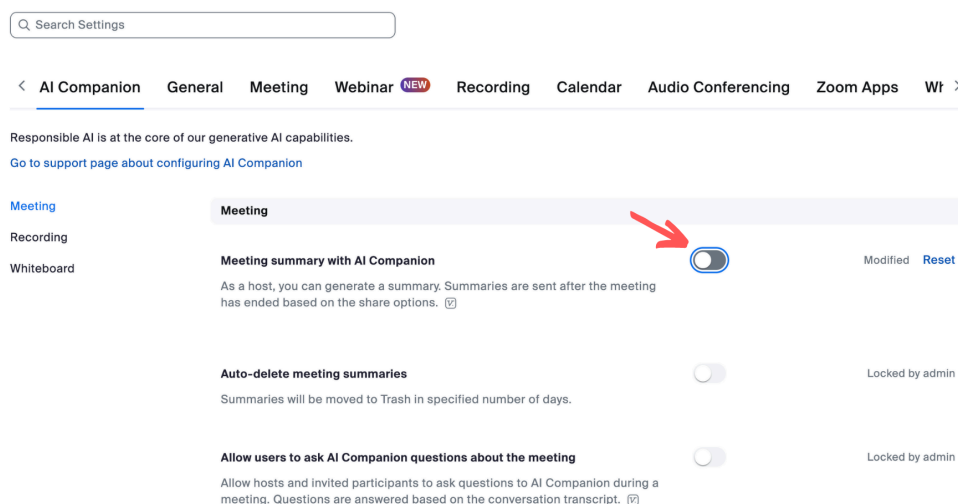
- Go to zoom.temple.edu and click on Sign In to login in with your Accessnet username and password.



- On the left-hand personal navigation menu, click Settings.

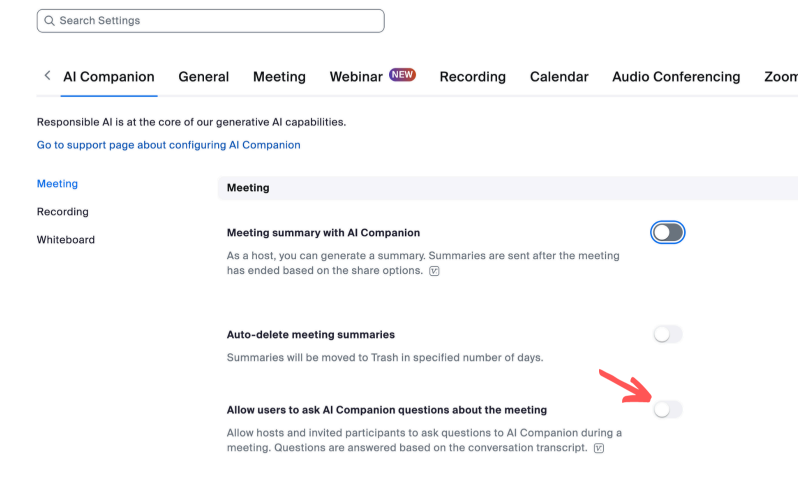


- Under the AI Companion tab, click the Meeting Summary with AI Companion toggle ON.

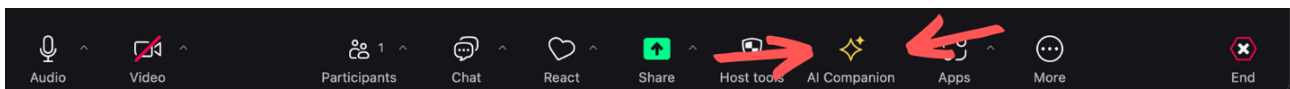


Using AI Companion to ask Meeting Questions in Zoom:

- To allow meeting participants to use AI Companion to ask questions about the meeting in Zoom, go back to the AI Companion tab mentioned above via Settings and click the Allow users to ask AI Companion questions about the meeting toggle ON.

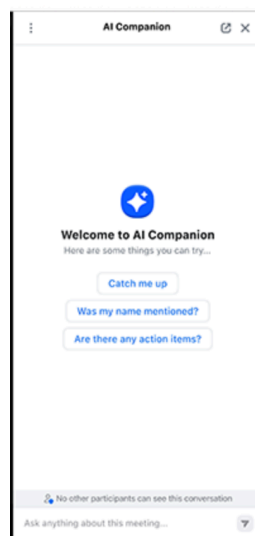


- In the meeting control toolbar, click **AI Companion**.



The AI Companion panel will open on the right side of the meeting window.

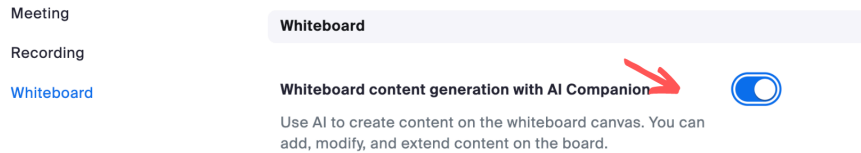
Note: If this is the first time opening AI Companion in the current meeting, some typical preset questions are provided. Any subsequent views of the panel for the current meeting will have your questions and responses thus far shown instead. Click a provided question, or click the text compose box at the bottom of the panel to enter a custom question.



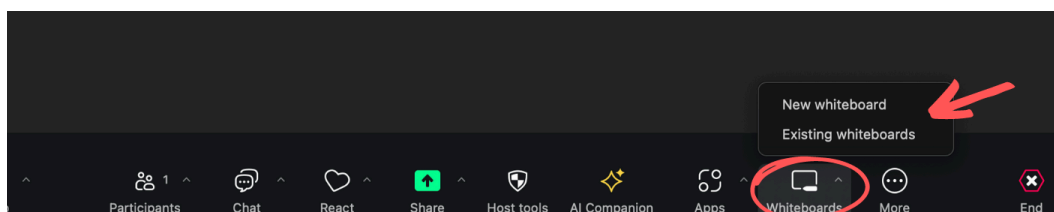
- Zoom's AI Companion will provide a generated response based on what it has heard and properly analyzed thus far in the meeting.
- Enter another custom question, or click the ellipsis to view additional preset questions.

Using AI Companion for Zoom Whiteboard Content Generation

- To allow meeting participants to use AI Companion for Zoom Whiteboard content generation, go back to the AI Companion tab mentioned above via Settings and scroll to the bottom of the page.
- Click the Whiteboard content generation with AI Companion toggle ON.



- In the meeting control bar, click Whiteboards and open a new or existing whiteboard.



- In the left toolbar, click the AI companion icon. A prompt will ask you to click continue and the Whiteboard Content Generation Prompt will appear. Users can enter a command in the prompt field or select from the list of suggested ideas. Next to the prompt field, users can choose to generate stickers, tables, text, mindmaps or flowcharts from the dropdown list. Click the blue send icon to the right of the dropdown list and your content will appear.

