

## Artificial Intelligence Alliance

# Zoom AI Companion Information

## Overview of AI Companion

[Zoom AI Companion](#) is a generative AI tool that can help users improve productivity and work together more effectively. The integrated AI features are currently available for Zoom meetings, team chat, Zoom meeting recordings and the Zoom whiteboard. The features include automatic summaries of Zoom meetings, enhanced presentation skills, scheduling meetings, annotating chat threads, saving a meeting summary, and summarizing video recordings, amongst others.

## Default Settings and Customizable Options

**By default the Zoom AI Companion is configured in a way that lets you decide how much (or how little) you would like to utilize AI features.** Most features are available to you, but disabled by default. Additionally, you can determine where things like AI Meeting Summaries are shared. By default, meeting summaries are only sent to the meeting's host(s).

You may edit the default settings for the Zoom AI companion and other Zoom features by logging in to your personal [Zoom account settings](#).

## If Enabled, What Does the Zoom AI Companion Do?

- [Quickly catch up](#) and get clarity on what you missed during a meeting without interrupting it.
- [Generate a summary and next steps of what was discussed in your meetings](#) to share through email and Team Chat.
- [Deploy/Utilize/Access various Zoom Team Chat](#) features.
- [Review cloud recordings faster](#) through highlights, smart chapters, summaries, and next steps, and get analytics on conversation factors.

Browse [Getting started with Zoom AI Companion features](#) for more information about utilizing all of the available AI-enabled features in Zoom currently. *Note: Not all features listed may be available at NICC. If you see something we should consider adding, please contact [ai@nicc.edu](mailto:ai@nicc.edu).*

## Information on Data Security and Privacy

Zoom does not use any customer audio, video, chat, screen sharing, attachments or other communications-like content (such as poll results, whiteboard and reactions) to train Zoom's or its third-party AI models. Additionally, NICC Zoom Administrators are unable to access AI generated content unless it is specifically shared by the meeting's host.

Zoom evaluates and updates models periodically and those used to support Zoom AI Companion may change from time to time. For features in AI Companion that use third-party AI model providers, Zoom will share relevant data with those third-parties when you use the feature. Data may be processed within U.S. based data centers.

Learn more about how [Zoom uses data to provide Zoom AI Companion features](#), visit [a legal and compliance guide to Zoom AI Companion](#) or view the [Zoom AI Companion Security and Privacy Whitepaper](#). Zoom is committed to protecting the security and privacy of our customers' data. This includes [supporting the compliance of our US customers in the K-12 and postsecondary education sectors](#) (School Subscribers) with the Family Educational Rights and Privacy Act (FERPA). Information Security and Privacy are both key components central to FERPA compliance.

## Important Considerations for Artificial Intelligence

### **Always review AI-generated content. AI makes mistakes.**

- Verify facts and correct errors in names, action items, and decisions.
- Review and edit your meeting summary prior to sharing it to meeting attendees.
- Watch for tense inconsistencies, tone misinterpretations, and acronym errors.
- Be transparent about AI use and include a disclaimer about potential errors.
- Remember, AI is a helpful assistant, not a replacement for human review.

Review [NICC's AI Guidelines here](#).