AI Companion for Education

Collaborate, communicate, and enhance teaching and learning with Zoom AI Companion. It's a built-in way to support educators, students, and staff by streamlining tasks, summarizing essential information, and making every interaction more impactful.

If your school uses a learning management system (LMS) like Canvas, D2L Brightspace, Moodle, Sakai, Blackboard or others, you can access Zoom tools—including AI Companion features—directly within your course using Zoom's LTI Pro App.

When AI Companion is most helpful

From student support and lessons to running the school and activities, AI Companion can help with common needs across schools, colleges, and universities. Here are some ways you can use it in your environment:

- Faculty meetings and department collaborations (curriculum planning, policy updates)
- Administrative planning (scheduling, resource allocation, event coordination)
- Staff training, professional development workshops, and seminars (training educators new to AI, peer learning strategies)
- School events and extracurricular activities planning (alumni events, cultural events)
- Student engagement and feedback sessions (in-meeting questions, discussion facilitation)
- Student group projects and study sessions (research assistance, proofreading support)
- Parent & Teacher Conferences (individual reviews and learning path recommendations)

🎥 Meetings

Meeting and lecture summary

Lecture Summaries organize your Zoom Meeting Summary into clear sections—Learning Objectives, Topics, Q&A, Assignments, and Resources—making it easy for students to review key points, revisit the recording and whiteboard, and stay on track outside of class. There are also extensive settings for captions (available to all users) and real-time language translation (for eligible paid Zoom accounts).

- The meeting host will automatically get a summary (based on chosen templates) that they can edit and share.
- Hosts can also choose to automatically share unedited summaries with attendees by email or in the dedicated Zoom Team Chat channel.
- Share out automatically generated action items with other attendees.
- You can view and manage your saved meetings in the Zoom web portal.

Get the most out of meeting summaries

- To automatically turn on for every meeting you host, enable automatic summary in the Zoom web portal.
- When you're not the host, you can still request that the host turn on the AI Companion meeting summary.
- If you set your pronouns in your Zoom profile, AI Companion will use these pronouns when referring to you. If you don't set your pronouns, AI Companion will insert pronouns using a large language model (LLM).

For further information on AI Companion features across all Zoom products, please visit the Zoom AI Companion Onboarding Center

zoom

Smart recordings

This is great for recorded lectures, faculty meetings, or study sessions. It automatically generates chapters, highlights key moments, and extracts action items. This can help students quickly review recorded content, focusing on important sections for study or revision. Educators can also use these highlights to create concise recaps or follow-ups.

When to use smart recordings

- Save your meeting recordings to the cloud, and AI Companion will organize them into smart chapters.
- Pull out important highlights from your recording and share them with colleagues or cross-functional partners

Get the most out of smart recordings

- Before you can use smart recordings, you need to have cloud recordings, audio transcripts, and smart recordings turned on in the [Zoom web portal.](#)
- In your cloud recording, edit the audio transcript and recording highlights.
- Adjust, save, and share your recording highlights.
- Edit smart chapters and smart chapter overviews.

Tips for using smart recording

- Turn on smart recordings in [your Zoom settings](#) before starting your meeting.
- Use chapters to build study guides or to reference key topics in follow-ups.
- Share highlighted moments with students or colleagues who missed the live session.

AI-generated virtual backgrounds (US only)

Generate and apply appropriate virtual backgrounds for educators or students, creating a distraction-free, professional experience.

Zoom Webinars

Get more value from your virtual events with webinar summaries and key highlights. Whether you're attending guest lectures, open houses, or parent-teacher conferences, you'll never miss important details. Stay informed with easy-to-review session recaps and actionable follow-up content, helping you make the most of every learning opportunity.

Get the most out of Zoom Webinars

- Get easy access to key points and insights from your webinar with automatic summaries.
- Distribute concise recaps and follow-ups to participants.
- Use generated content to support future event planning and outreach.

Team Chat

Team Chat compose

Save time crafting messages when you ask AI Companion to draft messages to students, parents, or staff. Whether you're coordinating lesson plans or updating teams, smart compose helps you write clear and effective messages faster.

For further information on AI Companion features across all Zoom products,
please visit the [Zoom AI Companion Onboarding Center](#)

zoom

Compose messages in Team Chat

- If you're not sure how to respond to a chat, let AI Companion write the first draft of your message.
- After AI Companion gives you a draft, you can make it longer or shorter, change the tone, and edit it with your own flair before you send it.
- If the generated draft isn't quite right, click "try another."

Get a summary of a Team Chat thread

If you've been busy with teaching or in other meetings and you have a lot of new messages in Team Chat, you can summarize those threads with AI Companion to catch up quickly.

Use when you're away for extended periods of time, such as:

- Attending academic conferences or presenting research
- Sabbatical periods for research or writing
- Professional development workshops or training sessions
- Attending faculty meetings or department collaborations at other locations
- Personal vacation or holiday breaks

Quick Schedule

Easily set up meetings like office hours, tutoring sessions, or committee meetings directly from chat, reducing the back-and-forth in scheduling. You can even schedule directly from the AI Companion side panel in Zoom Workplace.

📧 Mail & Calendar

Draft, revise, and improve emails to students, staff, or colleagues with AI-assisted smart compose and editing. In the Zoom Workplace side panel or Zoom Calendar, AI Companion can suggest meeting times based on context, helping you schedule conferences or faculty meetings smoothly.

Get the most out of Zoom Mail & Calendar

- Maintain a professional and approachable tone with smart compose.
- Let AI Companion find open meeting slots for you based on participants' calendars.
- Use calendar reminders to stay on top of important academic deadlines.

📞 Phone

Summarize phone calls with students, parents, or staff, automatically capturing key takeaways and next steps. This is useful for student outreach, counseling sessions, or administrative check-ins.

You can use AI Companion to:

- Generate summaries of your phone conversations.
- Send you a list of action items from a voicemail.
- Summarize your SMS threads.

For further information on AI Companion features across all Zoom products, please visit the Zoom AI Companion Onboarding Center

zoom

Get the most out of Zoom Phone with AI Companion

- If you're on a phone call and want to start a summary from that point, click Summarize on the dial pad. Everyone on the call will be audibly notified that the call is being summarized.
  - Call summaries are currently only available in English.
- AI Companion can summarize a list of tasks for you alongside your voicemail transcript.
- Let AI prioritize your voicemails so that you don't miss an important message from a parent or an administrator.

🔲 Whiteboard

Generate and auto-sort sticky notes, tables, text, and mindmaps with AI Companion in Zoom Whiteboard. Visualize and capture your ideas effectively during brainstorming sessions, collaborative work, or lesson planning. Group discussions get automatically organized into clear visual summaries that help you quickly understand key decisions and concepts.

Get the most out of Zoom Whiteboard with AI Companion

- Capture key discussion points and organize ideas visually with AI Companion.
- Save whiteboard summaries for reference after meetings or classes.
- Encourage students to contribute for more interactive sessions.

🎟️ Events

This is great for hosting virtual and hybrid events, including conferences or internal events. Create detailed session summaries, speaker recaps, and follow-up content for school events like orientations, conferences, or club meetings.

AI Companion ensures that attendees and absentees stay informed and engaged by providing concise event overviews and next steps.

Image generation

- Built right into your workflow: Let your imagination run free and create realistic or abstract images that can be leveraged across your event setup process.
- Created by AI, controlled by you: All AI-generated assets are reviewed and managed by the event host before they're published to the Zoom Event page, so you can ensure the images are a perfect fit for your brand and event.
- Included with Zoom AI Companion: Available at no additional cost to all eligible paid accounts and all Zoom Sessions and Events licenses with AI Companion enabled at the account level.

Smart compose, email compose, chat compose

- When you create a new event, you can compose content, such as event descriptions, session descriptions, speaker bios, lobby announcements, and more.
- Generate email content, subject lines, titles, and calls to action using context from your Zoom Events description or providing a more specific prompt.
- Event participants can use AI Companion to compose chat messages for the lobby chat.

For further information on AI Companion features across all Zoom products, please visit the Zoom AI Companion Onboarding Center

zoom

📄 Docs

This is great for cross-team collaboration projects, individual project planning, or managing meeting agendas.

Content generation and revision

- Use EDU-specific one-click AI Companion prompts in docs to quickly turn class content into quizzes, flashcards, and summaries. Turn lecture summaries or your own types notes into powerful learning tools.
- Draft and refine educational materials like lesson plans, policy documents, or newsletters directly within Zoom Docs using AI assistance.
- AI Companion helps generate ideas, edit for clarity, and maintain a consistent voice, reducing the time spent on writing and revision.
- Streamline grading workflows with powerful data tables built right into Zoom Docs.

Best Practices for Zoom Docs

- Use AI to brainstorm and outline documents before drafting.
- Leverage revision suggestions to polish final drafts.
- Collaborate with colleagues in real time for seamless content creation.

▶ Clips

- Summarize and transcribe short video messages—ideal for highlighting key instructional points, teacher insights, or student reflections.
- Clips make it easier to share bite-sized, accessible content that supports diverse learning styles and keeps remote students engaged.

Get the most out of Zoom Clips with AI Companion

- Save time with generated titles and descriptions based on your Clips content.
- Navigate through video content with AI-generated chapters with detailed descriptions.
- Create videos from a script with a custom AI avatar of you (Custom AI Companion add-on required).

Note: AI Companion features may not be available for all regions or industry verticals.

For further information on AI Companion features across all Zoom products, please visit the Zoom AI Companion Onboarding Center

zoom