

Title: Boost Productivity and Online Sessions with AI

Agenda

- Introduction
- Goals for the webinar
- AI Companion Overview
- Enabling AI Companion
- Overview of Microsoft Copilot
- Enabling Microsoft Copilot

Zoom AI Companion Features Overview

Zoom AI Companion offers a variety of features powered by artificial intelligence to enhance your meetings and streamline communication. Here's a breakdown of some key features:

- **Meeting Summary:** This feature automatically generates a summary of the key points discussed during your meeting. It analyzes the conversation and highlights important topics, decisions made, and action items. You can access the summary after the meeting in the chat or email, depending on your settings.
- **Smart Recording (Currently in Beta):** This feature is still under development, but it aims to make reviewing recordings more efficient. It will automatically segment recordings into chapters based on topics discussed, highlight key moments, and even generate summaries of the recording content.

Enabling AI Companion for Your Use:

1. Sign in to the Zoom web portal. <https://saintleo.zoom.us/>
2. Click on "Settings" in the left panel.
3. Select the "AI Companion" tab at the top.
4. Under "Meeting" options, you have the option to enable
 - Meeting Summary with AI Companion
 - Smart Recording with AI Companion

Toggling each one of these features on will activate them the next time you host a meeting.

5. (Optional) You can choose to automatically start the meeting summary feature to have summaries generated automatically.

CoPilot - Microsoft Copilot is your everyday AI companion. It's a conversational chat interface that offers a range of capabilities:

- Search and Information Retrieval: You can use Copilot to search for specific information. Whether you're curious about historical events, scientific facts, or the latest news, Copilot can provide answers.
- Text Generation: Copilot can generate text for various purposes. For instance:
 - If you ask it to "summarize this memo in two sentences," it will provide a concise summary.
 - You can also use it to draft emails, create summaries, or compose other written content.
- Image Creation: Describe what you want, and Copilot can create images based on your text prompts. Whether it's a simple sketch or a more complex visual representation, Copilot can assist.

Enabling Copilot

1. Go to <https://copilot.microsoft.com/>
2. Select the Sign in button in the upper righthand corner of the page.
3. Then select Sign in with a work or school account
4. Type in your Saint Leo email address and Select Next.
5. Login to Okta with your Saint Leo credentials.
6. You are now signed in with your Saint Leo account. You should see a green "Protected" sign at the top right corner.

Everything you feed Copilot should now be fully protected. However, you should still not feed any sensitive data into copilot.