

# Unlock AI Companion's Potential



In today's rapidly evolving business landscape, we're all seeking innovative ways to enhance our productivity and streamline operations. With AI Companion, Zoom's AI personal assistant, **you can work smarter and faster, no matter your role.**

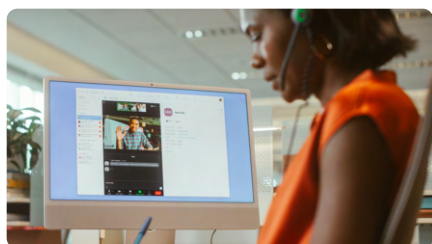
This document explores a diverse range of use cases, prompting examples and practical examples that demonstrate how AI Companion can be leveraged to boost efficiency, creativity, and decision-making processes. By seamlessly integrating artificial intelligence into your daily workflow, this powerful tool empowers you to accomplish more in less time, freeing you to focus on high-value tasks that drive your organization forward.

## General Use Cases



### When you're juggling multiple tasks during a meeting...

- Capture the feedback and discussion points in a meeting and continue to reference meeting content after the meeting is over
- During a meeting, ask AI Companion what the discussion was about, key points made by each person, and the outcome of the discussion
- Ask additional questions that are answered via web search from AI Companion within the meeting
- When you don't know who someone is in the meeting, you can ask in the AI Companion side panel and find out more information about them (i.e. who they report to, where they are based, etc.)
- If someone asks you later about what someone else said in a meeting you already had, you can go back to the post meeting card and query the conversation



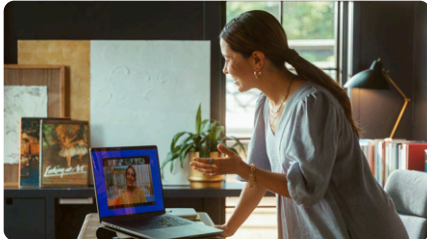
### When you just get back from being out of the office...

- Get caught up quickly on your first day back
- Better understand what was discussed regarding a specific topic within a chat channel
- Get a list of action items based on a conversation within a chat channel
- Summarize unread chats within a chat channel
- Summarize recent activity within a chat channel
- Prompt AI Companion with: "When is my next meeting with PERSON"



### When you don't have time for your next steps...

- After a meeting, ask AI Companion to write a thank you note to meeting attendees based on what was discussed
- Have AI Companion help you create content like a product spec or project brief based on a meeting conversation
- Get prepared for your upcoming meeting using previous meeting content



### When staring at a blank page...

- Create new content by prompting AI Companion to write a draft for you
- Upload a campaign brief document to the side panel and ask it to create some campaign ideas and taglines for you based on the brief
- Have AI Companion come up with a new headline, introduction, or change the tone of your draft



### When you need an answer quickly...

- Upload a complex document to AI Companion and ask it questions to get concise answers without needing to read the full document
- Documents like benefits policies, instructional guides and support documentation can be added to AI Companion and queried

## How to use AI Companion within different Zoom applications

Here are various actions that can be performed within the AI Companion panel:

### Meetings / Calendar

Pre Meeting	In Meeting	Post Meeting
<p>Click the calendar, meeting card or <b>Open full meeting details</b>.</p> <p>From the AI Companion panel, click <b>Prepare for my next meeting</b>.</p> <p>Users can also click a specific meeting from their calendar, then from the AI Companion panel, click or type <b>Prepare for this meeting</b>.</p> <div> <p>💡 <b>Useful prompts:</b></p> <ul style="list-style-type: none"> <li>✓ Help me write an agenda for this meeting</li> <li>✓ What are some meeting icebreakers?</li> </ul> </div>	<p>From the meeting toolbar, click <b>AI Companion</b> to display the AI Companion panel.</p> <p>Users can ask questions such as questions about the meeting topics and meeting participants.</p> <div> <p>💡 <b>Useful prompts:</b></p> <ul style="list-style-type: none"> <li>✓ What did (participant's name) say about (topic)?</li> <li>✓ Who does (participant's name) report to?</li> <li>✓ What department is (participant's name) under?</li> </ul> </div>	<p>Click the calendar, meeting card or <b>Open full meeting details</b>.</p> <p>From the AI Companion panel, click <b>Summarize this meeting, What are this meeting's action items, What topics were covered in this meeting, or Was my name mentioned in this meeting</b></p> <div> <p>💡 <b>Useful prompts:</b></p> <ul style="list-style-type: none"> <li>✓ Recap this meeting</li> <li>✓ Analyze this meeting</li> </ul> </div>

## Team Chat

From the group chat or channel, users can ask AI Companion to summarize unread messages, ask if a certain topic was mentioned within a chat thread, or ask what a specific person says in a chat.

### Useful prompts:

- ✓ Summarize recent messages in this chat
- ✓ What are my action items in this chat?
- ✓ What did (person's name) say in this chat?
- ✓ Search for issues raised by (person's name) in this channel

## Docs

From the Zoom Docs dashboard or from an open Docs file, users can ask AI Companion to summarize the document, get keypoints, draft a blog about a certain topic, write an outline about a topic, or run a spell check.

### Useful prompts:

- ✓ What are the key points in this document?
- ✓ Find misspelled words
- ✓ What topics are discussed in the document?
- ✓ Create a one-paragraph marketing announcement from this document

## Mail & Calendar

From the Mail tab, users can select one or multiple emails then select from any of the hero prompts such as **Summarize this email**, **List actions items from this email**, **Was my name mentioned in this email**, or **Tips to sound more professional in email**.

## How to format your AI Companion prompt

When you weave in more specificity to your prompts, you'll find that AI Companion's generated responses are richer, fuller, and closer to what you had in mind.

Here are the four most important components of creating a successful AI Companion prompt:

### 01

**Be specific and give context** - Provide detailed context and the exact information you're looking for. Include why you're requesting it and what you want it to look like.

### 02

**Use clear instructions for analysis** - State how you want AI Companion to think about the information you're prompting about. You might need a summary, extract specific points, or provide detailed insights. The more clear you are, the better the output will be.

### 03

**Leverage background information** - Include up-to-date background information about the subject to give the model the best opportunity to provide accurate information back to you.

### 04

**Ask for a specific type of output** - Based on the other information you provide, frame your prompt to give AI Companion a clear task to complete.