

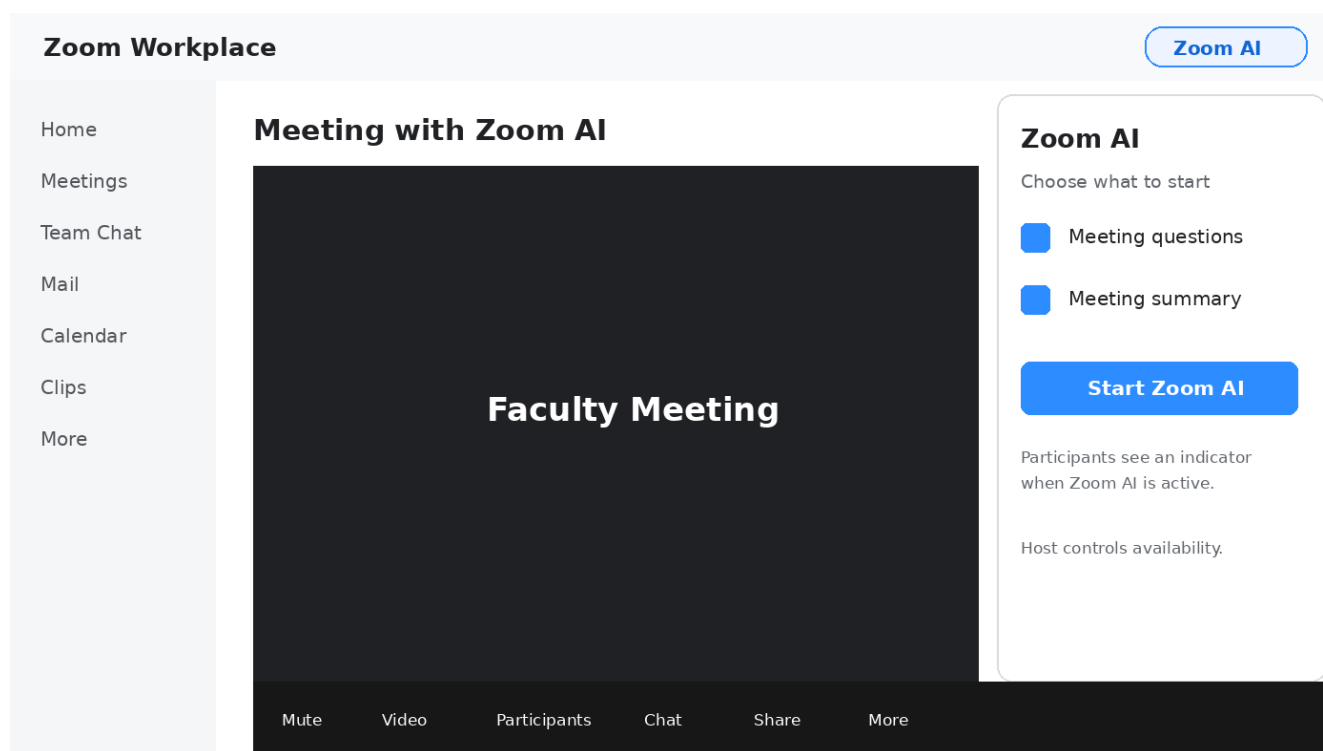
Zoom AI: Getting Started

Broward College Faculty Quick Guide

What is it? Zoom AI provides AI-assisted features inside Zoom Workplace. In meetings, available tools can include Meeting questions and Meeting summary. What you see depends on Broward College licensing and administrator settings.

How to Use It

1. Start or join a Zoom meeting using the Zoom Workplace desktop app.
2. In the upper-right corner of the meeting window, hover over or select the Zoom AI icon.
3. If you are the host, select the AI features you want to use, such as Meeting questions and/or Meeting summary.
4. Select Start Zoom AI. Participants will see an indicator when Zoom AI is active.
5. To change AI options during the meeting, return to the Zoom AI panel and adjust the available settings.



Illustrative Zoom Workplace screen based on the current Zoom AI interface. Your Broward College view may vary by account settings.

Faculty Uses

- Catch up on a faculty or committee meeting without interrupting the discussion.
- Create a meeting summary with key points and next steps.
- Use AI-generated information as a starting point for follow-up notes and action items.

Faculty Reminder AI-generated content can contain errors. Review important information before acting on it or

sharing it. Follow Broward College requirements for student, employee, confidential, and protected information.

Availability

Zoom AI features must be enabled for the account and may be controlled by Broward College Zoom administrators. If an option is missing or grayed out, it may not be available to your account.