



zoom

One Platform to Connect

Education Features Update



Ministry of Education & Science of the Ukraine

zoom



Agenda

Zoom Web Portal, Desktop & Mobile Client

Zoom AI Companion

Zoom Docs

Zoom Polls & Surveys

Zoom Whiteboard

Zoom Clips

Additional Resources

ZOOM

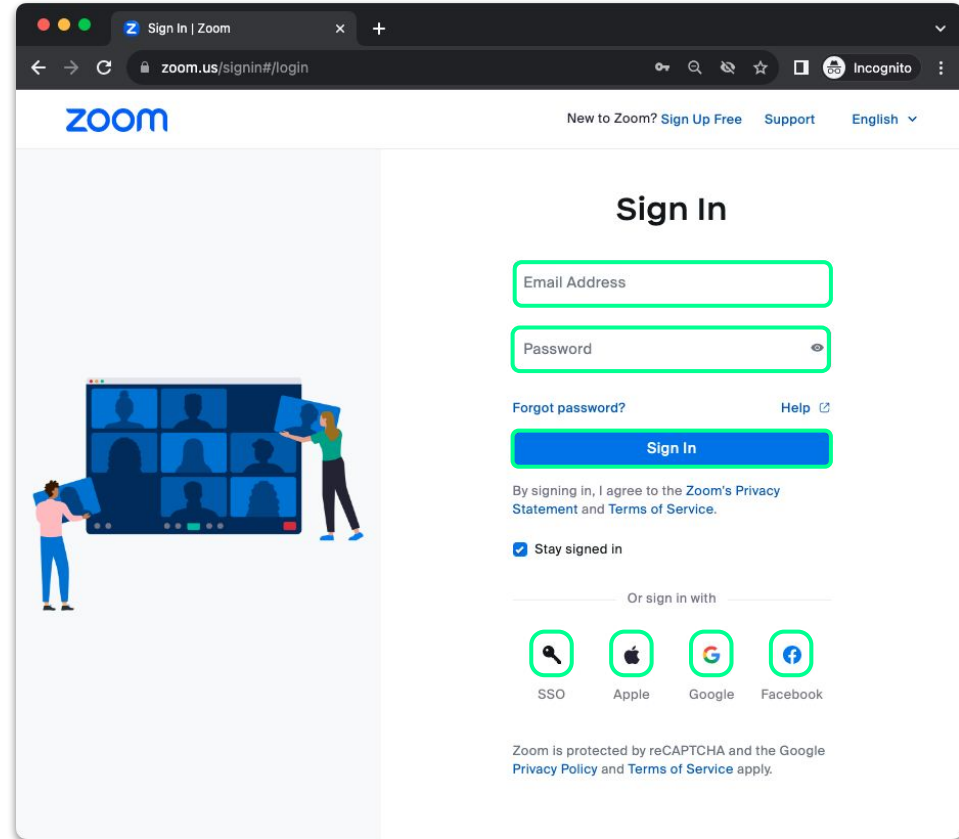
Web Portal & Desktop &
Mobile Client

Sign in to Zoom



zoom.us

- Please go to zoom.us.
- Click [Sign In](#).
- Sign in with Email and Password, SSO, Apple, Google or Facebook.



Your Web Portal

Meetings Settings

- The Zoom Web Portal allows you to set up your:
 - + Profile
 - + Meeting settings
 - + Schedule, edit and view your meetings

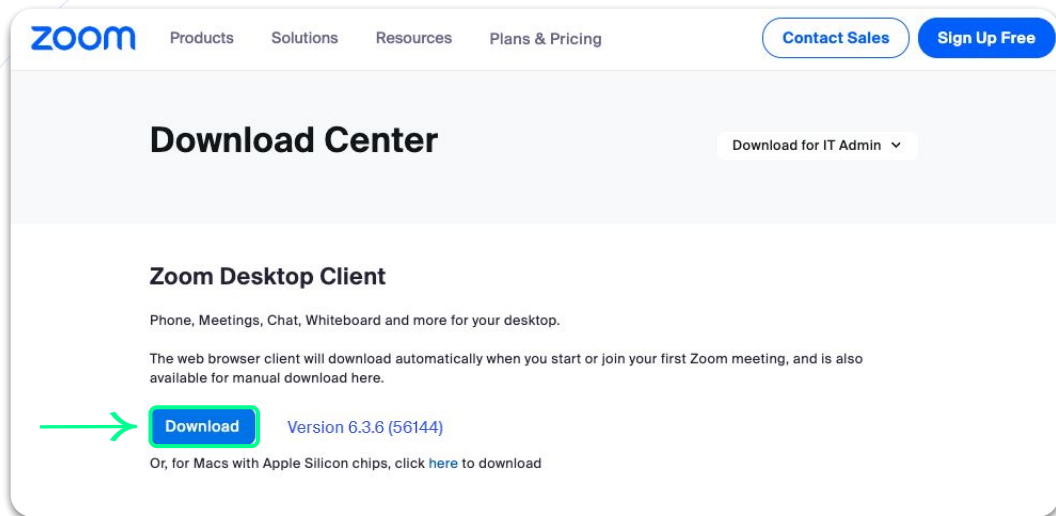
The screenshot displays the Zoom 'My Settings' web portal. The browser address bar shows 'go.zoom.us/profile/setting'. The page features a navigation menu on the left with options: Profile (selected), Meetings, Webinars, Personal Contacts, Whiteboards (NEW), Recordings, Settings, Account Profile, and Reports. Below the menu are links for 'Zoom Learning Center', 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area includes a privacy notice, a profile picture placeholder, and a 'Personal' settings section with fields for Phone (Not set), Language, Time Zone (GMT+3:00 Kyiv), Date Format (dd.mm.yyyy, Example: 25.10.2022), and Time Format (Use 12-hour time (Example: 02:00 PM)). A 'Meeting' section is partially visible at the bottom, and a blue chat bubble icon is in the bottom right corner.

Your Web Portal

Meetings Settings

- The **Settings tab** choose specifics settings for your Meetings and Recording
- **Pick settings** for
 - + Meeting **security**
 - + Meeting **features**

The screenshot shows the Zoom web portal settings page. The browser address bar displays "go.zoom.us/profile/setting". The page header includes the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, RESOURCES, SCHEDULE, JOIN, HOST, WHITEBOARD, and a NEW badge. A search bar labeled "Search Settings" is present. The left sidebar contains a menu with items: Profile, Meetings, Webinars, Personal Contacts, Whiteboards (NEW), Recordings, Settings (highlighted in blue), Account Profile, and Reports. The main content area is titled "Meeting" and includes sub-tabs for Recording, Audio Conferencing, Collaboration Devices, and Zoom App. The "Security" section is active, showing a toggle for "Require that all meetings are secured with one security option" which is currently off. Below this, a description explains the security options. A green box highlights the "Waiting Room" section, which has a toggle turned on. The "Waiting Room Options" section lists two checked options: "Everyone will go in the waiting room" and "People in the waiting room are sorted by join order". At the bottom, there is a toggle for "Require a passcode when scheduling new meetings" which is also on, and a "Modified" status indicator.



Zoom Desktop Client



Download & Install

- Please go to zoom.us/download.
- Locate **Zoom Desktop Client**.
- Click **Download**.
- Open the install file and follow the instructions to install the Zoom desktop client.

The Zoom logo is displayed in white text on a blue background.

Join a Meeting

Sign Up

Sign In

The Zoom logo is displayed in blue text on a white background.

Email

Password

[Forgot?](#)

Sign In

Keep me signed in

or sign in with



SSO



Apple



Google



Facebook

[Back](#)

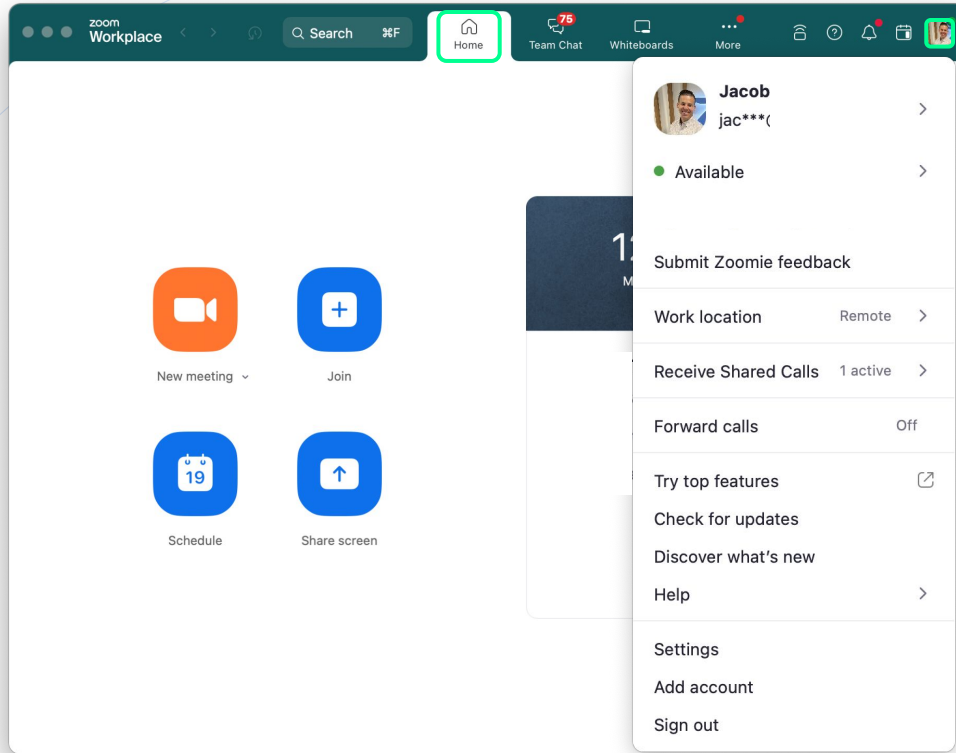
[Sign Up](#)

Zoom Desktop Client



Sign In

- Click **Sign In**.
- Sign in with email and password, SSO, Apple, Google, or Facebook.



Zoom Desktop Client



Home Screen

- Start a **New Meeting**.
- **Join** a meeting.
- **Schedule** a meeting.
- **Share Screen** to display on a nearby screen.
- View a list of today's upcoming meetings.
- Click your **Profile Picture** to open **Settings**, **Check for Updates**, and more.



Microsoft Outlook Add-in

The Zoom add-in for Outlook on the web installs on the Microsoft Outlook side bar to enable you to start or schedule a meeting with one-click.

Add Zoom

Zoom Extension for Browsers

The Zoom Extension for Browsers allows you to start or schedule your Zoom meeting with a single click from your browser or within Google calendar.



Zoom Mobile Apps

Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.



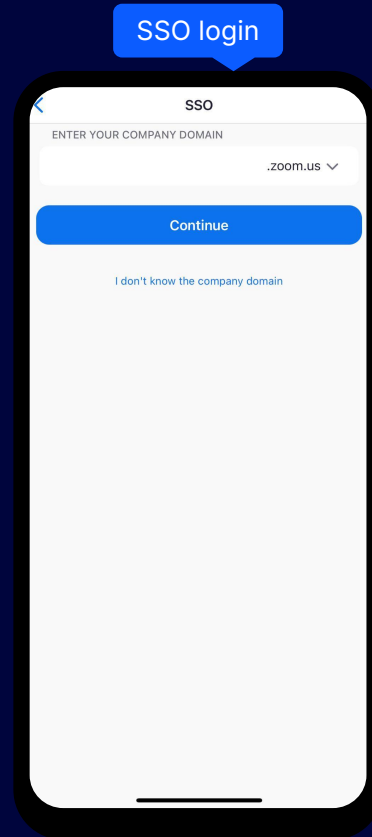
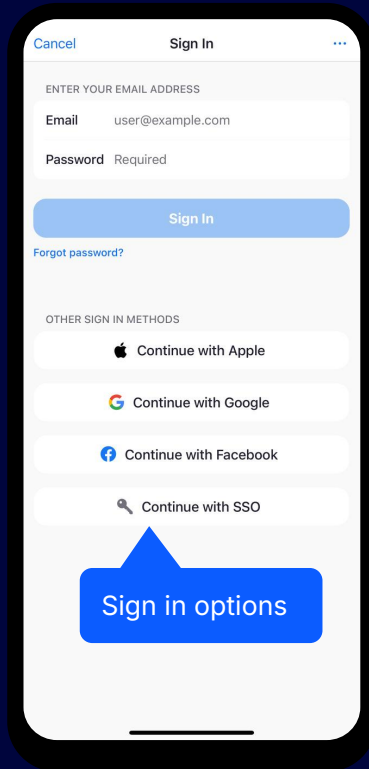
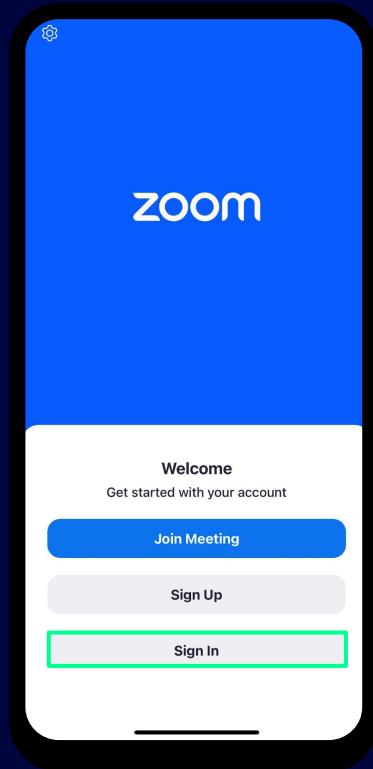
Zoom Mobile App



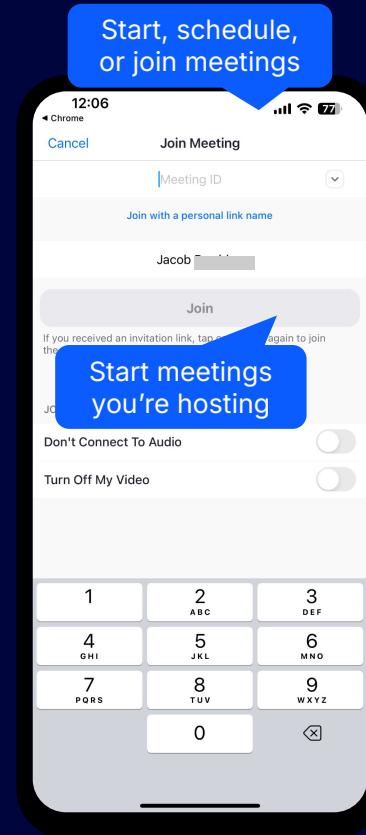
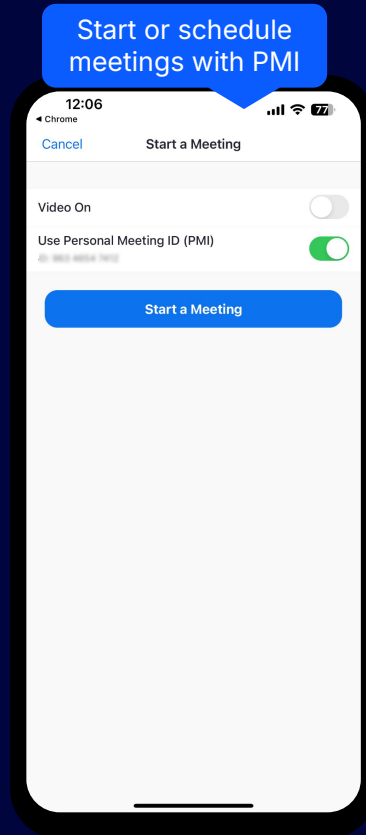
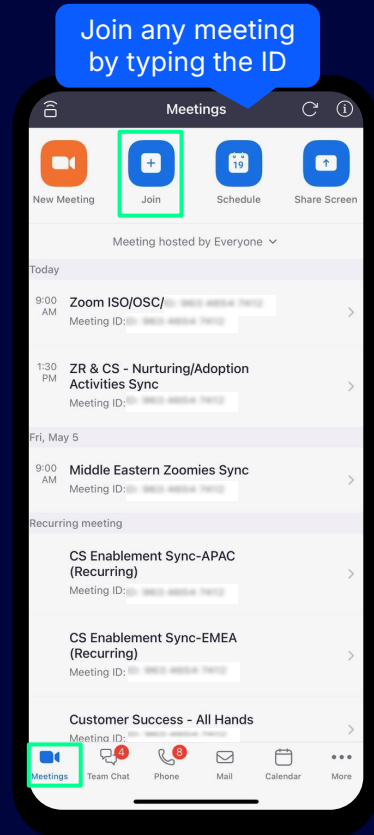
Android & iOS

- Go to zoom.us/download.
- Locate **Zoom Mobile Apps**.
- Select the desired operating system.

Sign In



Join a Meeting



Settings



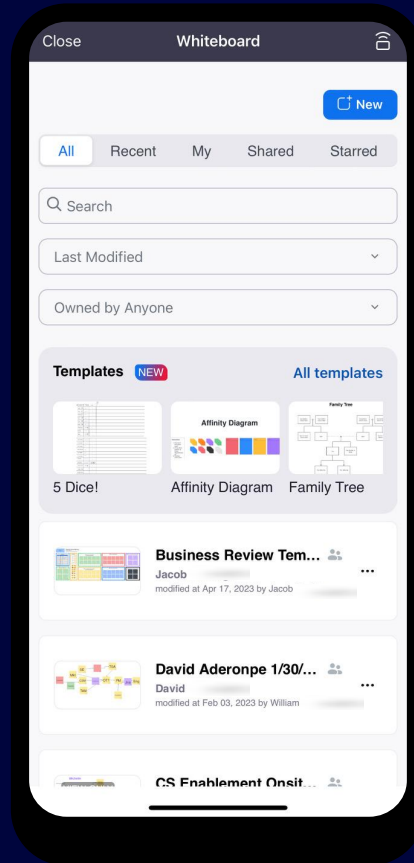
The image shows a mobile app interface for Zoom settings. The screen is titled "More" and displays a user profile for "Jacob" with a "LICENSED" badge and email "jac***@zoom.us". Below the profile are sections for "ADDED FEATURES", "SETTINGS", and "OTHER".

- ADDED FEATURES:**
 - Whiteboard
 - Apps
 - Workspace Reservation
 - Contacts
- SETTINGS:**
 - Meetings
 - Contacts Matching & Requests
 - Team Chat
 - Phone
 - General
 - Accessibility
- OTHER:**
 - Meetings
 - Team Chat
 - Phone
 - Mail
 - Calendar
 - More

Callouts from blue speech bubbles point to the following items:

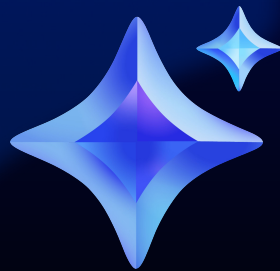
- Display name, Department, Sign out:** Points to the user profile header.
- Whiteboard:** Points to the "Whiteboard" feature.
- Contact settings:** Points to the "Contacts" feature.
- Meeting settings:** Points to the "Meetings" setting.
- Team Chat settings:** Points to the "Team Chat" setting.
- Phone settings:** Points to the "Phone" setting.
- General settings:** Points to the "General" setting.

Whiteboard



OUR VISION

AI-first work platform
for human connection



zoom Workplace



zoom AI Companion

The smart assistant that empowers you to increase productivity, improve team effectiveness, and enhance skills.

Federated



High quality

Zoom's unique federated approach provides flexibility to choose & deploy the right AI models to deliver high-quality results.

Empowering



Easy to use

Zoom AI Companion capabilities are embedded within the intuitive, simple, easy-to-use Zoom experience that you know and love to drive usage and adoption.



Platform-wide

Zoom AI Companion capabilities are available across the Zoom platform (Meetings, Team Chat, Mail, Whiteboard, Docs) and compatible third-party apps.

Responsible



Trusted

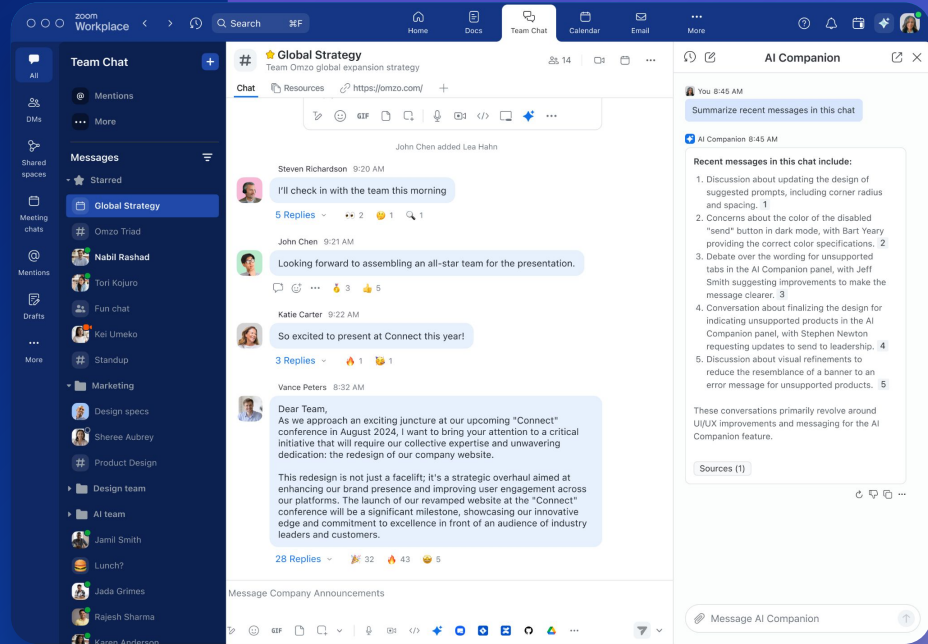
Zoom does not use customer data to train Zoom's or its third-party AI models. Zoom provides admins with controls to manage features and users with visibility when AI Companion is active in meetings.

Use Case

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

- ✓ **Get caught up quickly** on your first day back
 - Better understand what's being discussed
 - Get a list of action items from 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"



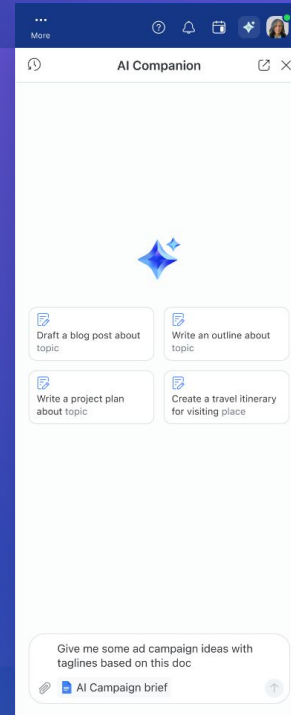
When you're juggling multiple tasks during a meeting...

- ✔ **Capture valuable information** in a meeting
 - What the discussion was about
 - Attendee Feedback
 - Key points made by each person
 - The outcome of the discussion
- ✔ **Ask additional questions** that are answered via web search from AI Companion within the meeting
- ✔ **Find out more information about Attendees** (i.e. who they report to, where they are based, etc.)
- ✔ **Retain access to valuable information** from the meeting



When you need an answer quickly...

- ✓ Leverage complex documents to **get concise answers** quickly by finding:
 - What you want
 - When you want it
 - How you want it formatted
- ✓ AI Companion can be used to **query documents** like:
 - Benefits policies
 - Instructional guides
 - Support documentation



Use Case

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

- ✓ After a meeting, ask AI Companion to create content:
 - Write a thank you note
 - Create an initial draft
 - Create a task list with owners & due dates
 - Create a Product Spec
 - Prepare a Project Brief/Plan
- ✓ Upload context (doc) & ask AI Companion to create:
 - Unique ideas
 - Alternative layouts
 - Updated tone of a draft
- ✓ Use previous meeting content to **get prepared**

The screenshot displays a Zoom meeting interface for a meeting titled "Global Strategy". The meeting details include the time (Today, 1:00 - 2:00 PM, 52mins), location (Room Sahara, 3rd floor), and address (Tsurutontan Union Square 21 E 16th St, New York, NY 10003). There are 14 participants and 7 attachments, including a Figma link, a Report survey, a Brainstorming document, and an image. The meeting summary and next steps are visible at the bottom. The AI Companion sidebar is open on the right, showing a prompt to write an email to the CEO and the generated response.

Global Strategy

Today, 1:00 - 2:00 PM 52mins

Room Sahara, 3rd floor

Tsurutontan Union Square 21 E 16th St, New York, NY 10003

Join

View meeting info

14 participants 14 invitees

7 attachment

Figma link
Katie Carter, Yesterday, 11:04AM, 415.02KB

Report_survey
Katie Carter, Jun 27, 11:04AM

Brainstorming
Katie Carter, Jun 27, 11:04AM, from meeting chat

an image.gif
Jack Lee, Jun 27, 11:04AM, 1.3MB, from meeting...

3 more >

Meeting summary [Open in Docs](#) [Share](#)

Quick recap

During the Design Sync, the team reviewed the current progress on the Calendar Cards design. The discussion focused on unifying the design across different card sizes and ensuring consistency with the overall calendar interface. The team also reviewed feedback from stakeholders and identified areas that require further refinement.

Next steps

- Katie finalizes the updated design mockups for small and medium cards
- Draft new content for the status indicators and submit it for review

AI Companion

You 8:45 AM

Write an email to the CEO to thank him for taking the time to meet with me

AI Companion 8:45 AM

Here is an email to the CEO of Ozmo to thank him for the meeting.

Dear Craig,
I wanted to take a moment to thank you for your time and the opportunity to engage with you recently. I greatly appreciate the insights you shared and the direction you're charting for Ozmo. It's inspiring to see how the company continues to grow and evolve.

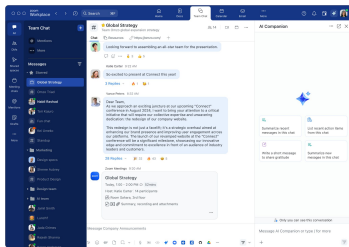
Thank you again for your time, and I look forward to continuing to contribute to the platform's ongoing success.

Warm regards,
Priscilla Fitzgerald

Sources (1)

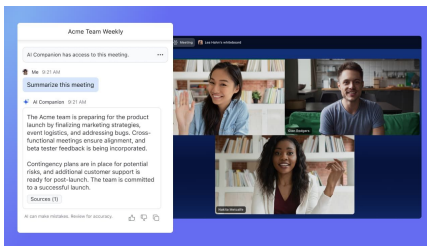
Can you also include a mention of this award they recently won:
www.CMxcommunityaward.com

What Can Zoom AI Companion Do?



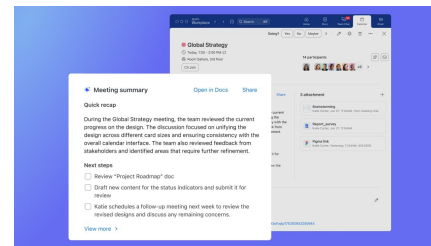
AI Companion 2.0

Your personal AI Companion to help you get more done.



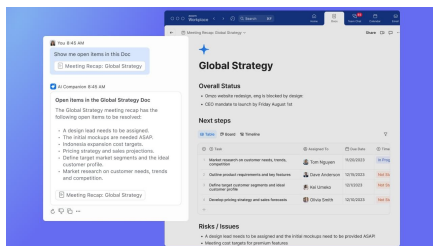
Meeting Summary

Save time taking notes and share important action items. Summaries are shared in 36 supported languages.



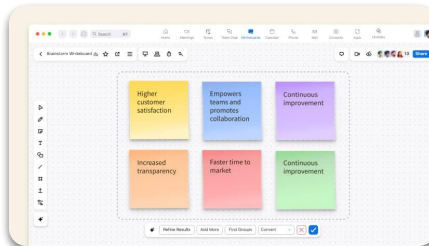
Smart Recordings

Review meeting highlights and next steps quickly when AI Companion divides meeting recordings into chapters by topic



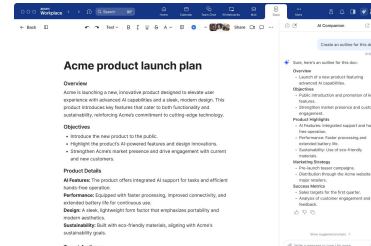
Analyze a Document

Get info about documents connected to Zoom Workplace, including email attachments, documents from chat and Zoom Docs.



Whiteboard Content Generation

Generate ideas for your whiteboard as stickies, tables, or mind maps. Refine & categorize existing content on whiteboards.



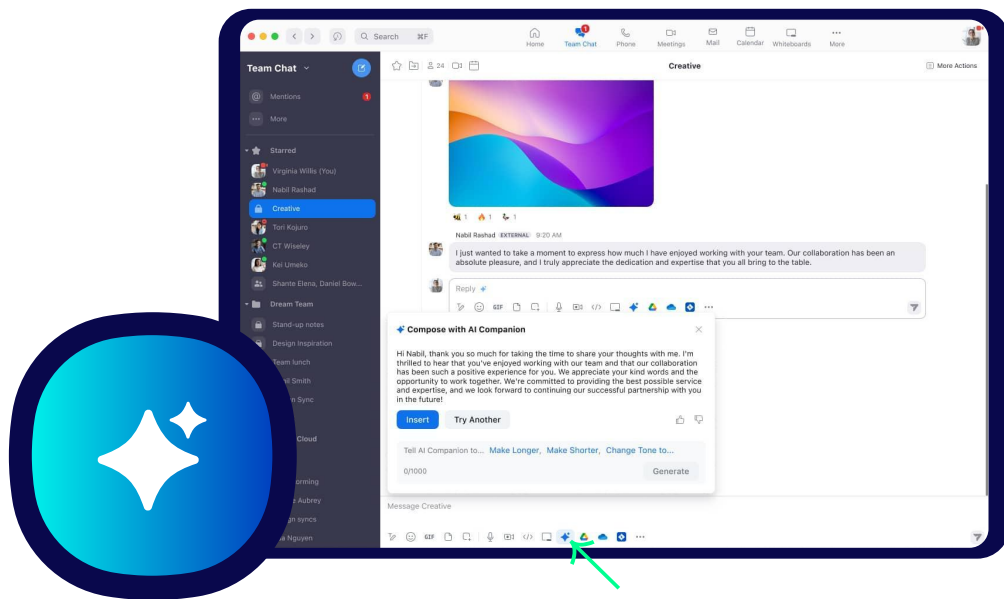
Jumpstart Your Drafts

AI Companion can help you summarize lengthy, complex documents and create new content

How Do I Use AI Companion?

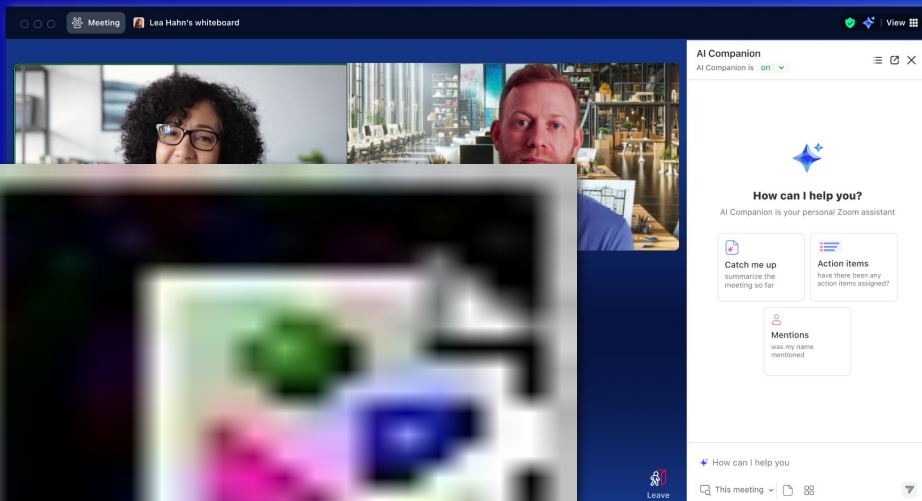


AI Companion fits right into how you use Zoom — just look for the ✨ icon within Zoom, such as in your Zoom Meetings controls toolbar or the Zoom Team Chat window.



AI Companion side panel

Get instant help from your personal productivity assistant



Let AI Companion help you recap content, locate information, and manage tasks

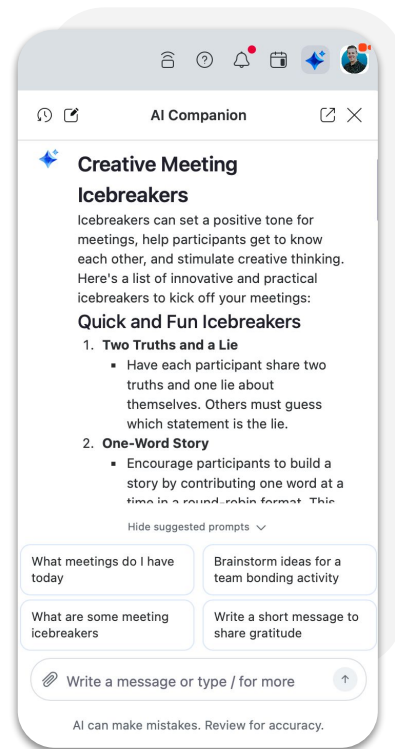
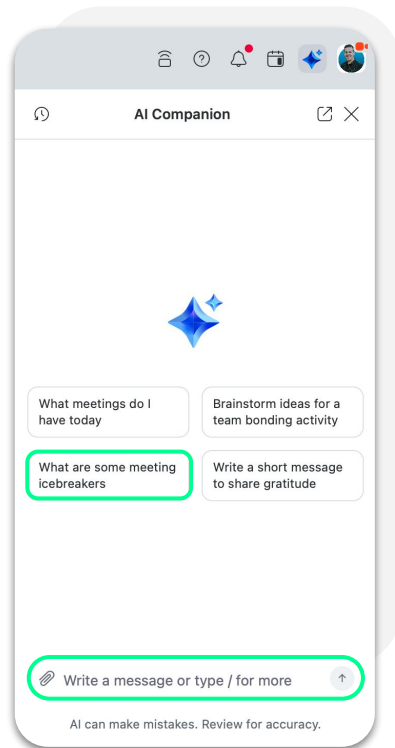
Draw information from multiple sources across Zoom, including third-party apps

Get contextual responses based on which tool you're using in the Zoom Workplace App

AI Companion Side Panel

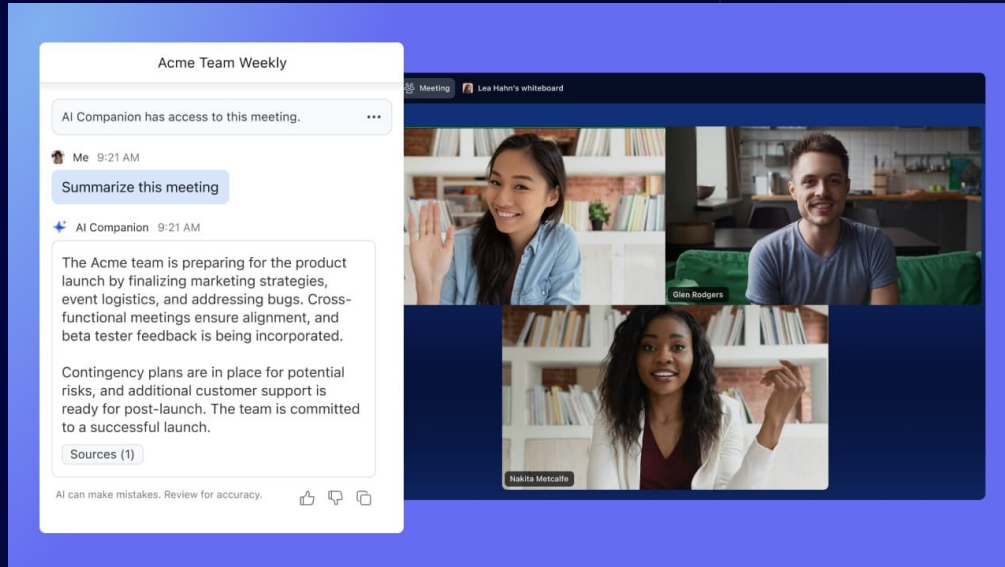
Using AI Companion Side Panel

- Your personal AI Companion to help you get more done. This new digital AI assistant in Zoom Workplace will stay with users throughout their day.
- Open up the AI Companion side panel on the Zoom client by clicking the AI Companion icon ✨ in the top menu bar.
- Select a prompt or write a message to AI Companion.
- Or you can type in / to bring up additional options including selecting a specific:
 - Meeting
 - Chat
 - Contact
 - Other items



Meeting Summary with AI Companion

Capture key takeaways without hitting record



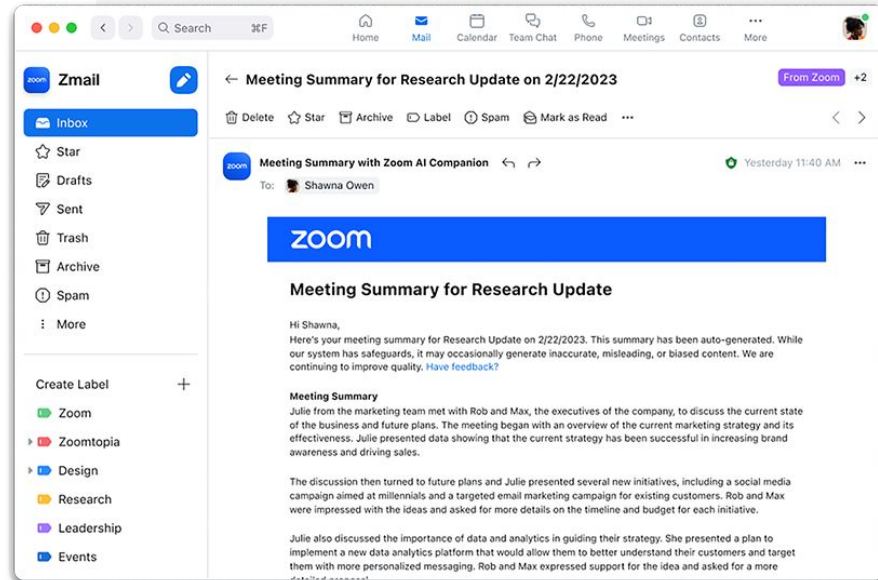
The screenshot shows a Zoom meeting chat window titled "Acme Team Weekly". The chat history includes a message from "Me" at 9:21 AM with a blue button that says "Summarize this meeting". Below that, a message from "AI Companion" at 9:21 AM displays a summary of the meeting. The summary text reads: "The Acme team is preparing for the product launch by finalizing marketing strategies, event logistics, and addressing bugs. Cross-functional meetings ensure alignment, and beta tester feedback is being incorporated. Contingency plans are in place for potential risks, and additional customer support is ready for post-launch. The team is committed to a successful launch." Below the summary is a "Sources (1)" button. At the bottom of the chat window, there is a disclaimer: "AI can make mistakes. Review for accuracy." with icons for thumbs up, thumbs down, and a copy icon. In the background, a video call is visible with three participants: a woman on the left, a man in the top right, and a woman in the bottom center. The man is labeled "Glen Rodgers" and the woman in the bottom center is labeled "Nakita Metcalfe".

- Automatically generate a summary of your meeting using Zoom's AI Companion
- Instantly gather an overview and next steps without recording your conversation
- Share your summary with participants via chat, email, or a Zoom Calendar card

Meeting Summary

Overview

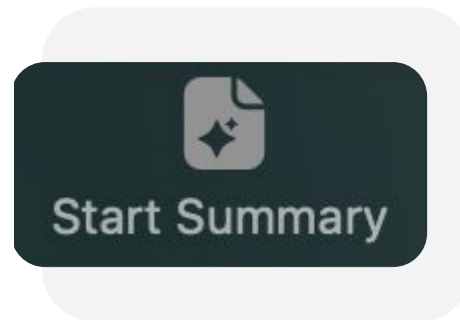
- Generate a summary and next steps of what was discussed in your meetings and share through email and Team Chat
- Summaries for meetings you hosted can be managed from the web portal and will be sent through email and posted to the meeting's dedicated group chat in Team Chat.
- Meeting Summaries are supported in more than 30 languages.
- Participants must be signed in to their Zoom account during the meeting to automatically receive the summary.
- Only the meeting host and co-host can start or stop the meeting summary through the in-meeting controls.
- Can be managed by admins at the account, group & user level.



Meeting Summary

How To Start

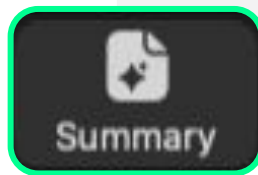
- For meetings you host, you can start or stop the meeting summary through the in-meeting controls.
 - Activating meeting summary, triggers meeting transcription, the meeting summary is generated based on the transcript after the meeting ends.
- The summarization of the meeting only begins when the host or co-host clicks **Start Summary**.
- Users can also adjust their settings to have Meeting Summary start as soon as the meeting starts, skipping the need to manually enable summary generation in their meetings.
 - Note: This does not require the host to be present, as the Meeting Summary generation will begin as soon as someone starts your meeting.
- The participants will see a notification when the meeting summary has started.
- The notification type will depend on the participants' client version.
- To stop the summary, click **Stop Summary**.



Meeting Summary

Request Enablement

- If the host **does have** Meeting Summary enabled for their meetings, any meeting participants can request that it be started for the current meeting.
 - The host will receive an in-meeting request to start Meeting Summary for the current meeting.
- If the host **does not have** Meeting Summary enabled for their meetings, the host, co-hosts, and any participants can request that it be enabled.
 - If the host or another meeting participant is an admin, they will be prompted to enable it during the current meeting.
 - For **Pro accounts**, an admin in the meeting will be prompted to enable both the in-meeting Meeting Summary feature & the web-portal Meeting Summary setting through the meeting window prompt. **This will take effect immediately.**
 - For **Business accounts & higher**, an admin in the meeting will be prompted in the meeting window to open the web portal and enable Meeting Summary setting. **This will take effect upon the start of the next meeting.**
 - If no one in the meeting has the necessary admin permissions, admins will receive the request as an email from Zoom.

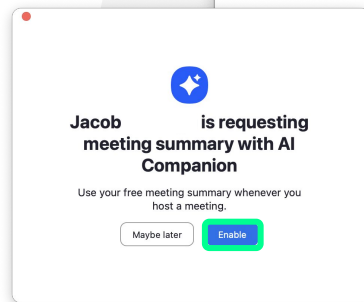


Ask Admin to Enable Meeting Summary with AI Companion



Harnessing the power of generative AI, Meeting Summary automatically generates and shares a summary of your meeting.

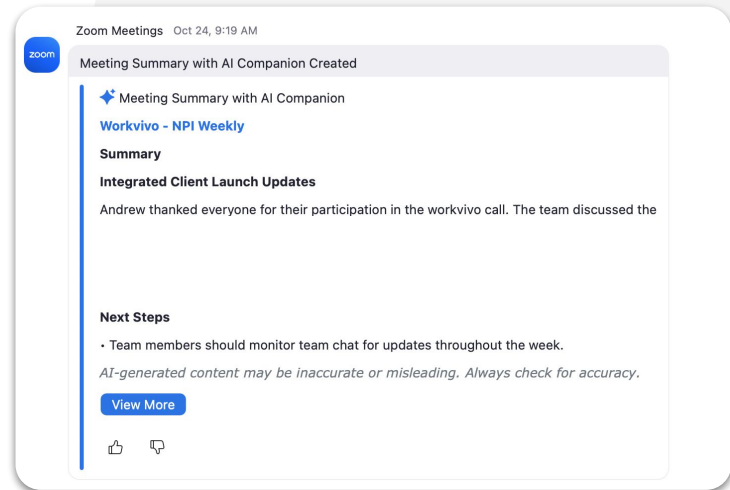
Cancel **Send Request**



Meeting Summary

View the Meeting Summary - Team Chat

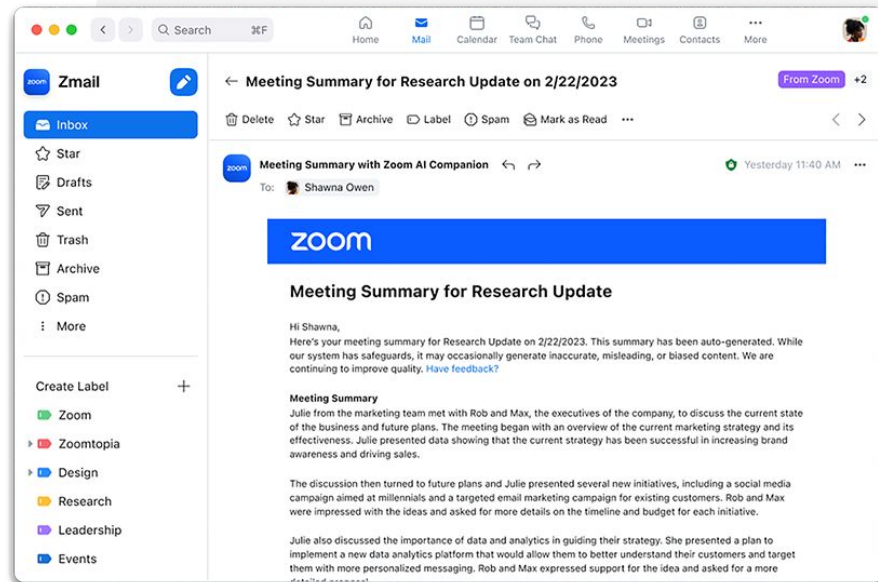
- If the host enables sharing, meeting participants can access the summary through email & Team Chat.
- The meeting summary is only available through Zoom Team Chat if the meeting was scheduled with Continuous Meeting Chat enabled.
- To access the summary on Team Chat, select **Team Chat** on the Zoom desktop client.
 - Find & select the group chat with the same name as the meeting topic.
 - Search for the message from Zoom Meetings, then click **View Details**.
 - If desired, hosts can click **Edit** to modify the summary, then click **Save**.
 - A host can also delete the summary by clicking **Delete**. Please note, this action cannot be undone.



Meeting Summary

View the Meeting Summary - Email

- Once the meeting summary is available, a copy of it is provided through email.
- Summaries for meetings that have continuous meeting chat disabled are only shared through email.
- To see the meeting summary, open your email inbox.
 - Find & select the email with the same subject as the meeting topic.
 - If desired, hosts can click [Edit Summary Here](#) in the body of the email to modify the summary.
 - The host will be prompted to sign in to their Zoom account, and continue editing the summary through the web portal.
- Please note:
 - Users not logged in to their Zoom account will not receive an email summary, as there was no email address associated with their presence in the meeting.
 - Participants joining the meeting ad hoc (through the in-meeting contact invitation or sharing the join link) will not receive the summary, as they were not on the original invitee list.



Meeting Summary

Managing the Meeting Summary

- To view, edit & share the summaries of meetings you hosted, sign in to the Zoom web portal.
- In the navigation menu, click **Meeting Summary with AI Companion**.
- In the **My Summaries** tab, select or search for the desired meeting. Click the meeting name to open up the meeting summary.
- Here you can:
 - **Share** - send the summary through email.
 - You will be prompted to enter one or more email addresses or contact names, then click share.
 - **Edit** - modify the summary & click **save**.
 - **Delete** - permanently delete the summary.

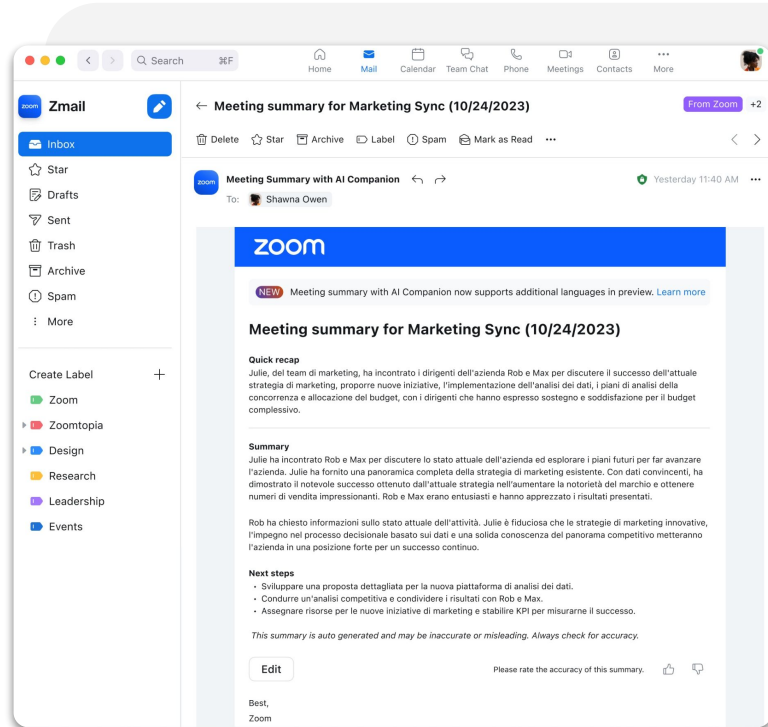
The screenshot shows the Zoom web portal interface. The top navigation bar includes 'zoom', 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', and 'Web App'. The left sidebar lists various personal settings, with 'Meeting Summary with AI Companion' highlighted in blue. The main content area is titled 'My Summaries' and features a search bar and a table of meetings. The table has columns for 'Topic', 'ID', 'Host', and 'Date'. One meeting, 'Jacob Meeting Room', is highlighted with a green box. A callout box points to this meeting, showing a 'Summary' section with a green checkmark and the message: 'A summary was not generated due to insufficient transcript.' Below this, it says 'Next steps' and 'Next steps were not generated due to insufficient transcript.' At the bottom of the callout are buttons for 'Share', 'Download', 'Edit', and 'Delete'.



Meeting Summary

Supported Languages


- Users can now use AI Companion's in-meeting questions capability in 32 languages (in preview).
 - Generally available
 - English
 - Core languages
 - Spanish, Japanese, French, German, Portuguese, Chinese & Italian.
 - Additional Languages:
 - Arabic (MSA), Chinese (Traditional), Bengali (Bangladesh+India), Czech, Danish, Dutch, Estonian, Farsi / Persian, Finnish, French-CA, Hindi, Hungarian, Indonesian, Korean, Malay, Polish, Romanian, Russian, Swedish, Tamil, Tagalog, Telugu, Turkish, Ukrainian & Vietnamese




Enabling AI Companion Meeting Summary

Meetings

Settings > AI Companion


Meeting summary with AI Companion 

As a host, you can generate a summary. Summaries are sent after the meeting has ended based on the share options. 

Turn on meeting summary automatically when meetings start

Send an email notification when sharing with users

Automatically share summary with:

Only me (meeting host) 

Only meeting host, co-hosts, and alternative hosts

Only me (meeting host) and meeting invitees in our organization

All meeting invitees including those outside of our organization

*Participants must be signed in to their Zoom account during the meeting to automatically receive the summary

AI Companion Meeting Summary (App version)

Meetings

The screenshot shows an email client interface with a sidebar on the left and a main content area on the right. The sidebar includes a 'Zmail' header, an 'Inbox' button, and a list of folders: Star, Drafts, Sent, Trash, Archive, Spam, and More. Below this is a 'Create Label' section with a plus sign and a list of labels: Zoom, Zoomtopia, Design, Research, Leadership, and Events. The main content area displays an email titled 'Meeting Summary for Research Update on 2/22/2023' from Zoom. The email body features a blue Zoom logo, the title 'Meeting Summary for Research Update', and the following text:

Hi Shawna,

Here's your meeting summary for Research Update on 2/22/2023. This summary has been auto-generated. While our system has safeguards, it may occasionally generate inaccurate, misleading, or biased content. We are continuing to improve quality. [Have feedback?](#)

Meeting Summary

Julie from the marketing team met with Rob and Max, the executives of the company, to discuss the current state of the business and future plans. The meeting began with an overview of the current marketing strategy and its effectiveness. Julie presented data showing that the current strategy has been successful in increasing brand awareness and driving sales.

The discussion then turned to future plans and Julie presented several new initiatives, including a social media campaign aimed at millennials and a targeted email marketing campaign for existing customers. Rob and Max were impressed with the ideas and asked for more details on the timeline and budget for each initiative.

Julie also discussed the importance of data and analytics in guiding their strategy. She presented a plan to implement a new data analytics platform that would allow them to better understand their customers and target them with more personalized messaging. Rob and Max expressed support for the idea and asked for a more detailed report.

AI Companion Meeting Summary (Web Portal)

Meetings

Phone

Personal Contacts

Whiteboards

Notes **NEW**

Surveys & Polls **NEW**

Recordings

Meeting Summary with AI Companion

Clips **BETA**

Workspace Reservation

Settings

Scheduler

[My Summaries](#) > Meeting Summary for Test Meeting Summ...

Meeting Summary for Test Meeting Summary

Sep 19, 2023 15:08:28 Central Time (US and Canada) ID: [REDACTED]

Summary

Sales Boost: Surveys, Packages, Innovations & Training

Blake and Mark discussed ways to increase sales for Zoom Phone. They considered sending customer surveys and pitching higher packages to companies showing growth potential. Mark suggested the idea of brainstorming new product innovations, as well as exploring international phone support. The duo also agreed on the need for training decks for customers. Mark committed to working on these action items.

Next Steps

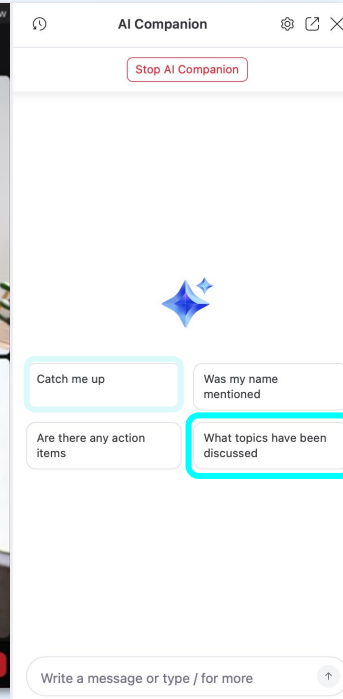
- Mark will start working on a training deck and sales strategies.

 Share

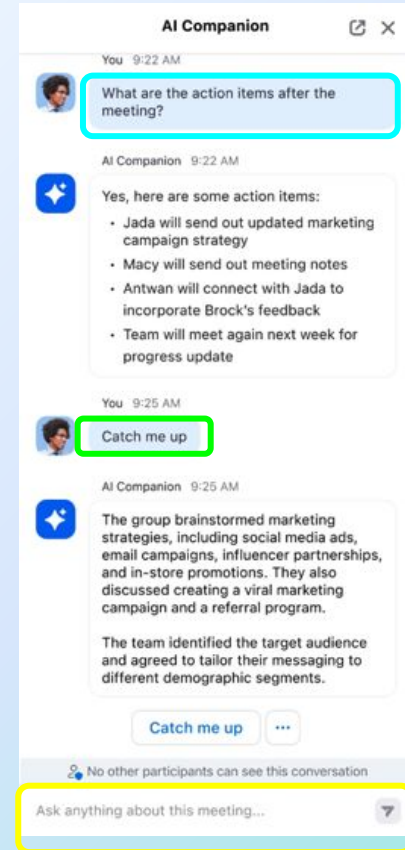
 Edit

 Delete

AI Companion In-Meeting Questions



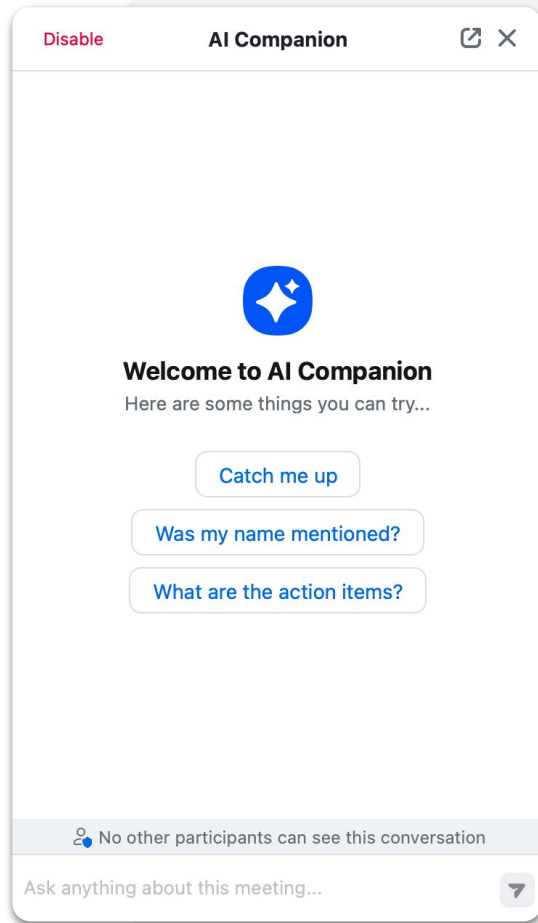
Meetings



AI Companion Questions

Overview

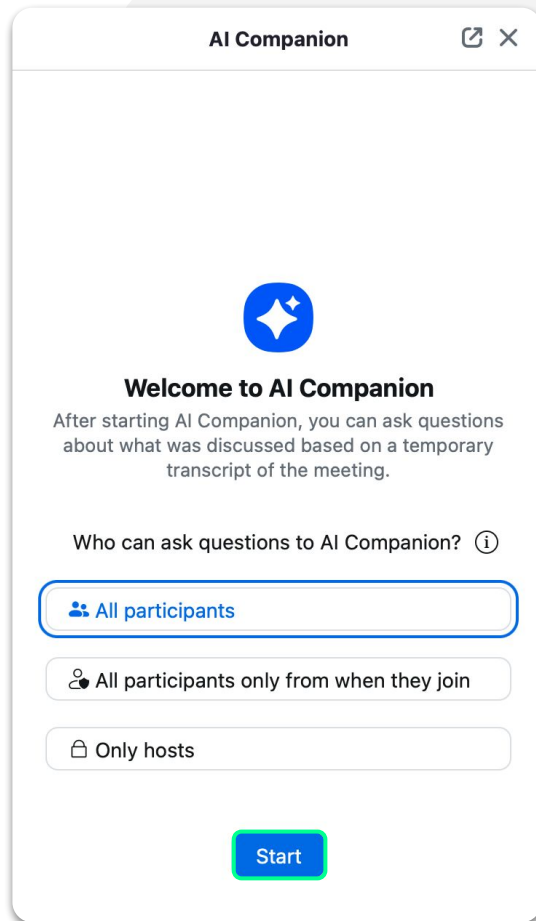
- Quickly catch up and get clarity on what you missed during a meeting without interrupting it using pre-populated prompts like:
 - Catch me up
 - Was my name mentioned?
 - Are there any actions items?
- Users can ask additional questions, as well.
- Questions and responses are supported in more than 30 languages.
- Only the meeting host can start or stop AI Companion through the in-meeting controls.
- Questions can only be answered if the content was discussed while AI Companion is active in the current meeting.
- Can be managed by admins at the account, group & user level.



AI Companion Questions

Turning on During a Meeting

- **Start a meeting** as the host with the Zoom desktop client.
- In the meeting control toolbar, click **AI Companion**.
 - The AI Companion panel will open in the meeting.
- Under **Who can ask questions to AI Companion?**, select which group of meeting participants can interact with AI Companion:
 - **All participants**: Allows all participants to ask questions.
 - **All participants only from when they join**: Allows all participants to ask questions about the discussion since they joined the current meeting.
 - **Only hosts**: Allows only the original host, alternative host, and users with host privileges assigned before the meeting starts to ask questions.
- Click **Start** to begin having the meeting conversations analyzed.
 - If transcription is enabled for the meeting, you will be able to ask questions about anything that happened prior to starting AI Companion Question, if transcription was not enabled, the transcription will start once AI Companion Questions is enabled. Therefore, you would only be able to get answers for questions based on the transcription from that point forward.
- Click **Got it** to confirm; all participants will see a notification informing them that AI Companion is active.

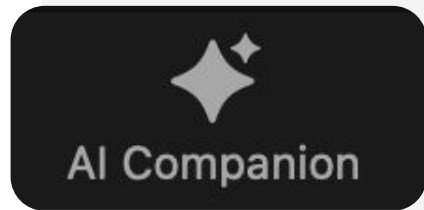
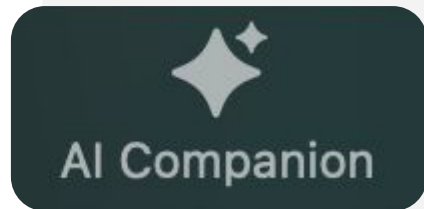


AI Companion Questions

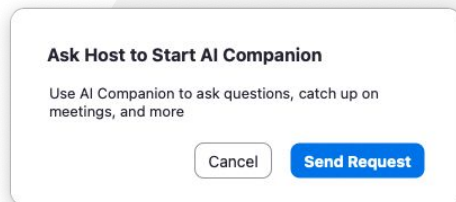
Enablement Requests

- If the host **has** AI Companion enabled for their meeting, any meeting participant can request that it be started for the current meeting.
 - The host will receive an in-meeting request to **Start** AI Companion for the current meeting.
- If the host does **not** have AI Companion enabled for their meetings, the host, co-host & any participants can request that it be enabled.
 - If the host or another meeting participant is an admin, they will be prompted to enable it during the current meeting.
 - For **Pro accounts**, an admin in the meeting will be prompted to enable both the in-meeting AI Companion feature and the web-portal AI Companion setting through the meeting window prompt. This will take effect immediately.
 - For **Business accounts** and **higher**, an admin in the meeting will be prompted in the meeting window to open the web portal and enable AI Companion setting. This will take effect upon the next meeting start.
 - If no one in the meeting has the necessary admin permissions, admins will be sent the request as an email from Zoom.

Host View



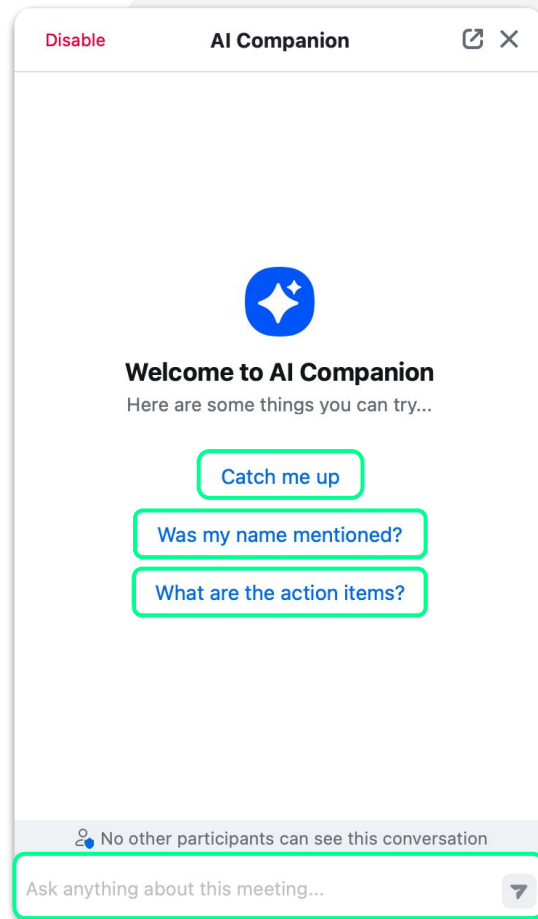
Participant View



AI Companion Questions

Asking a Question

- When AI Companion is active in a meeting, all participants will be able to ask questions about the meeting discussions thus far.
 - It's important to ensure that your caption language is set correctly, as this ensures AI Companion is transcribing your speaking language correctly, which improves the quality of the generated transcript for AI Companion questions.
 - If no caption language has been set, English is used by default.
- In the meeting control toolbar, click **AI Companion**.
- The AI Companion panel will open on the right side of the meeting window.
- Click a **provided question**, or click the text compose box at the bottom to enter a **custom question**.
 - AI Companion will provide a generated response based on what it has heard & properly analyzed thus far in the meeting.



AI Companion Questions

Supported Languages

- Users can now use AI Companion's in-meeting questions capability in 32 languages (in preview).
 - Generally available
 - English
 - Core languages
 - Spanish, Japanese, French, German, Portuguese, Chinese & Italian.
 - Additional Languages:
 - Arabic (MSA), Chinese (Traditional), Bengali (Bangladesh+India), Czech, Danish, Dutch, Estonian, Farsi / Persian, Finnish, French-CA, Hindi, Hungarian, Indonesian, Korean, Malay, Polish, Romanian, Russian, Swedish, Tamil, Tagalog, Telugu, Turkish, Ukrainian & Vietnamese



Enabling AI Companion In-Meeting Questions


Settings > AI Companion

Meetings

Allow users to ask AI Companion questions about the meeting

Allow hosts and invited participants to ask questions to AI Companion during a meeting.

Questions are answered based on the conversation transcript. 

Automatically allow access when the meeting starts 

Share access with: 

- All participants and invitees
- All participants only from when they join
- Participants and invitees in our organization
- Participants in our organization only from when they join
- Only meeting host

AI Companion Smart Recording

Meetings

The screenshot displays a Zoom meeting recording interface for a session titled "Research result sharing session". The main video player shows a man with glasses and a blue shirt speaking. Below the video is a playback control bar with a progress indicator at 00:18:48 / 00:18:42. To the right of the video is a transcript panel with a search bar and tabs for "Audio Transcript" and "Chat Messages". The transcript includes a welcome message and a detailed paragraph about typeface design research. Below the transcript is a chat window with two messages from Kyle Anderson and John Smith. At the bottom of the interface, there is a "Summary and smart chapters" section with a "My meeting coach" link, and a "Next Steps" section with two action items. A red-bordered box at the bottom contains a summary of meeting analytics.

zoom Research result sharing session Download (4 files)

Audio Transcript Chat Messages

Search transcript

Welcome! I'm excited to update my research progress on typeface design and trustworthiness. Thank you all for joining us today. I hope y'all will spend a great time here and have something to take away. :)

To get started, I want to introduce a bit about my research topic. It's about the connections between typeface design elements and people's trustworthiness. The topic is quite new, so there are a lot for me to explore.

An important part of my research is to experiment with different typeface design elements and test them with users. The tough part is to pay attention to the measurement of these elements, for example the x-height.

Kyle Anderson 06:34

Thank you John! I think your research is very interesting. What software did you use to design the testing samples? I am also curious about the method that you used to test with the typeface design elements.

John Smith 06:39

To keep the measurement in a rational style, I used Glyphs and Illustrator to design testing samples. I published online questionnaires on Reddit to gather results and it went well!

Summary and smart chapters My meeting coach

Next Steps

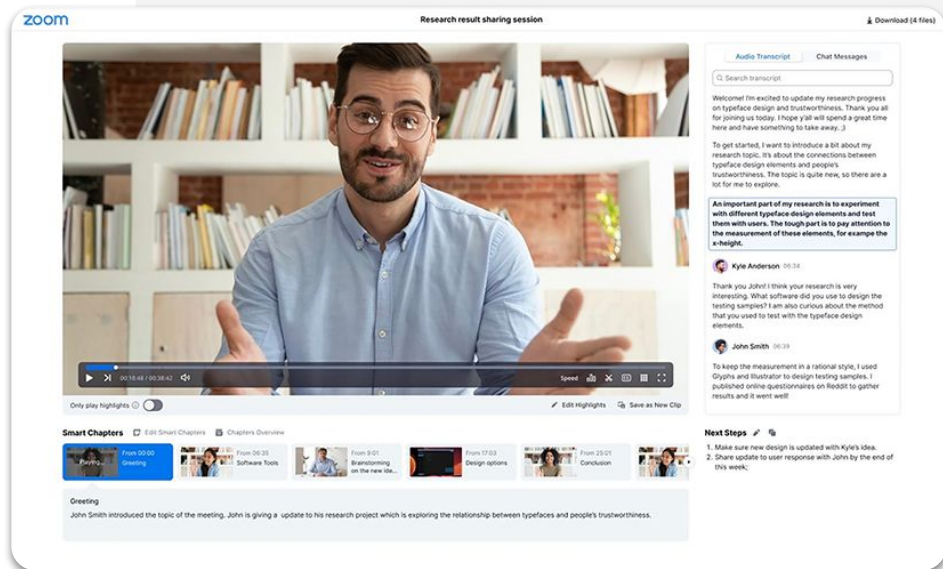
1. Make sure new design is updated with Kyle's idea.
2. Share update to user response with John by the end of this week;

Talk-listen ratio 57% Talk speed 160 words/min Filler words 3 words/min
Longest spiel 10 seconds Patience 10 seconds

Smart Recording

Overview

- Review cloud recordings faster through highlights, smart chapters, summaries, and next steps, and get analytics on key meeting and conversation factors.
- Recording highlights, smart chapters, and next steps can be edited by the owner of the cloud recording (the host) or a user with permission to manage cloud recordings.
- Smart Recording currently only supports cloud recordings in English.
- Not available for Education accounts that provide educational services to children under the age of 18.
- Use of Smart Recording with AI Companion is not available in all countries.
- Can be managed by admins at the account, group & user level.



Smart Recording

Manage Cloud Recordings

- Once the cloud recording & audio transcript have finished processing, go to the [Zoom web portal](#) to manage & edit the recording highlights, smart chapters, next steps, trim, download & more.
- In the navigation menu, click [Recordings](#).
- On the [Cloud Recordings](#) tab, click the name of the recorded meeting or webinar you would like to view.
- Click the [Video](#) thumbnail with the play icon.
- The recording will open and the transcript text appears to the right of the video.

zoom Products Solutions Resources Plans & Pricing Schedule Join Host Web App

PERSONAL

- Profile
- Meetings
- Webinars
- Personal Audio Conference
- Phone
- Personal Contacts
- Personal Devices
- Whiteboards
- Notes **NEW**
- Surveys **NEW**
- Recordings**
- Meeting Summary with AI Companion

Recordings >

Quick Sync

Aug 25, 2023 08:05 AM Arizona ID: 447 402 4164

5 total views • 2 total downloads [Recording Analytics](#)

Recording 1

4 Files 6 MB

[Download](#) [Copy shareable link](#) [Delete](#)

The recording includes the files listed below:

zoom Research result sharing session Download (2 files)

4 MB
769 KB
556 B
897 KB

Audio Transcript **Chat Messages**

Welcome to meeting to update my research progress on spatiotemporal design and business design. Thank you all for joining and sharing things with me today. I will share my work with you following this meeting.

To get started, I want to introduce a bit about my spatiotemporal design research and project background. The topic is quite new, so there are a lot for me to explore.

Can you please join the meeting to see the equipment with different spatiotemporal design elements and how they work together. The goal is to get a better understanding of these elements, for example the design.

Kyle Anderson 00:11

Thank you, John! I think your research is very interesting. After a while of your work, I thought that you would be interested in the spatiotemporal design elements.

John Smith 00:12

To keep the presentation in an optimal cycle, I used design and business design sharing services. I will share some considerations on how to get better results and I will send you.

Next Steps

1. Share our new design to updated with Kyle Smith.
2. Share our new design with John to the end of this week.

Meeting

John Smith introduced the topic of the meeting, John is giving a update to the research project which is exploring the relationship between spatiotemporal design and business design.



Smart Recording

Meeting Coaching Analytics

- Zoom AI Companion can analyze & provide metrics on key factors in your meeting conversations, such as talk speed, talk-listen ratio, longest spiel, filler word usage, & your patience in discussion.
- These metrics can be viewed when viewing a cloud recording after it has finished processing.
- Coaching is available only for host & eligible account admins.
- On the cloud recording page of the Zoom Portal, select the video thumbnail you want to view; once it is open under the video, click **My meeting coach** tab.
 - Your metrics for this recording will display below.

The screenshot displays a Zoom meeting recording interface. At the top, it says "zoom" on the left and "Research result sharing session" in the center, with a "Download (4 files)" link on the right. The main area features a video player showing a man with glasses speaking. Below the video is a playback control bar with a timestamp of "00:18:48 / 00:38:42". To the right of the video player is a sidebar with "Audio Transcript" and "Chat Messages" tabs, a search bar, and a transcript snippet starting with "Welcome! I'm excited to update my research progress...". Below the video player, there are tabs for "Summary and smart chapters" and "My meeting coach", with the latter being selected and highlighted in green. Underneath the "My meeting coach" tab is a table of metrics, also highlighted with a green border:

Talk-listen ratio	57%	Talk speed	160 words/min	Filler words	3 words/min
Longest spiel	10 seconds	Patience	10 seconds		

At the bottom right, there is a "Next steps" section with two numbered items:

1. Make sure the requested feature xxx is currently supported;
2. Share updates with John by the end of this week;

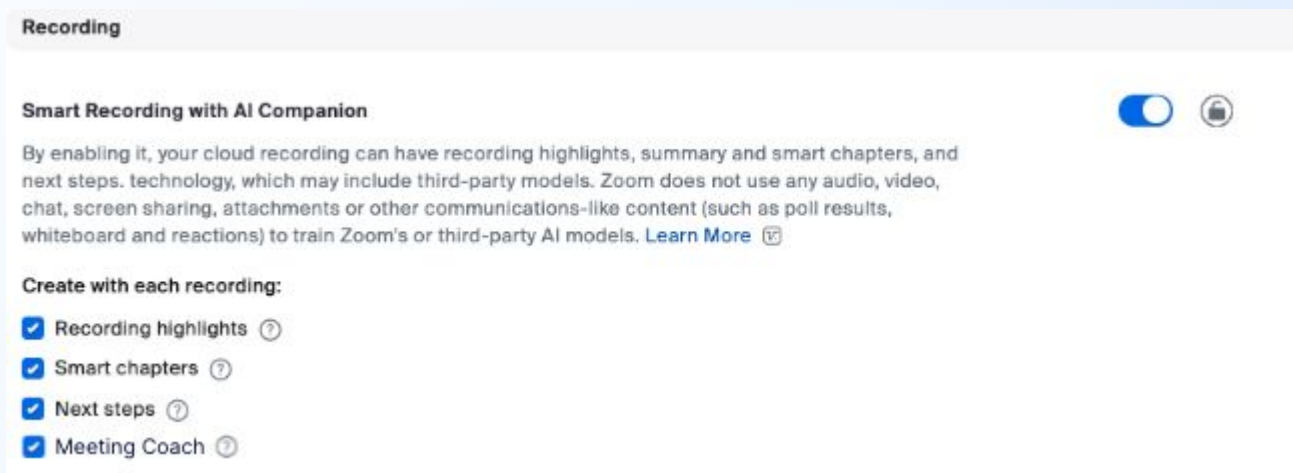


Enabling Smart Recording with AI Companion

Settings > AI Companion tab



Meetings


* Cloud Recording will also need to be enabled







The screenshot shows the 'Recording' settings page in Zoom. The 'Smart Recording with AI Companion' toggle is turned on, indicated by a blue switch and a lock icon. Below the toggle, there is a paragraph of text explaining that enabling this feature allows for recording highlights, summaries, and smart chapters, and that it uses third-party AI models. A 'Learn More' link is provided. Underneath, a section titled 'Create with each recording:' lists four options, all of which are checked: 'Recording highlights', 'Smart chapters', 'Next steps', and 'Meeting Coach'. Each option has a question mark icon next to it.

Recording

Smart Recording with AI Companion  

By enabling it, your cloud recording can have recording highlights, summary and smart chapters, and next steps. technology, which may include third-party models. Zoom does not use any audio, video, chat, screen sharing, attachments or other communications-like content (such as poll results, whiteboard and reactions) to train Zoom's or third-party AI models. [Learn More](#) 

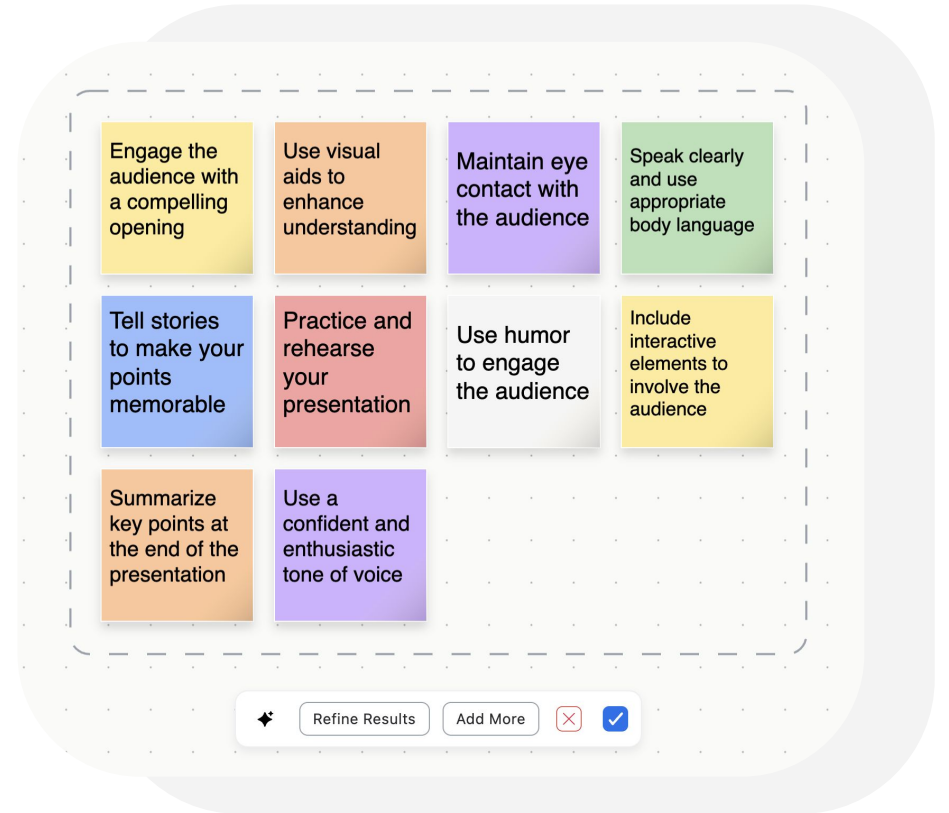
Create with each recording:

- Recording highlights 
- Smart chapters 
- Next steps 
- Meeting Coach 

Whiteboard Content Generation

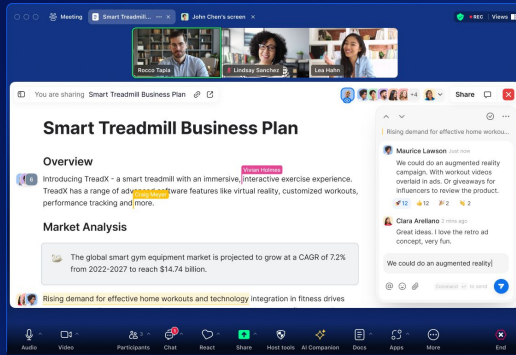
Overview

- Users can generate ideas, refine and extend existing content, and add objects to a canvas for an improved Whiteboard experience.
- Currently, Whiteboard Content Generation only supports prompts in English.
- Use of Whiteboard Content Generation with AI Companion is not available in all countries
- Can be managed by admins at the account level.

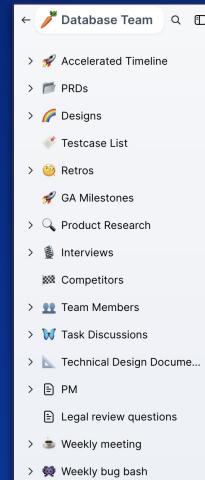


Zoom Docs

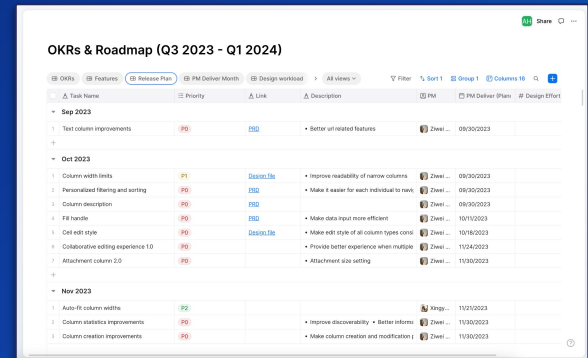
Zoom Docs Capabilities



Collaborative Document



Wiki



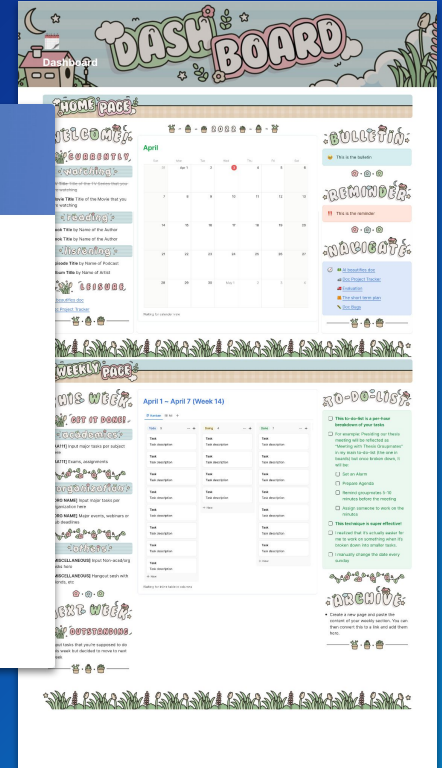
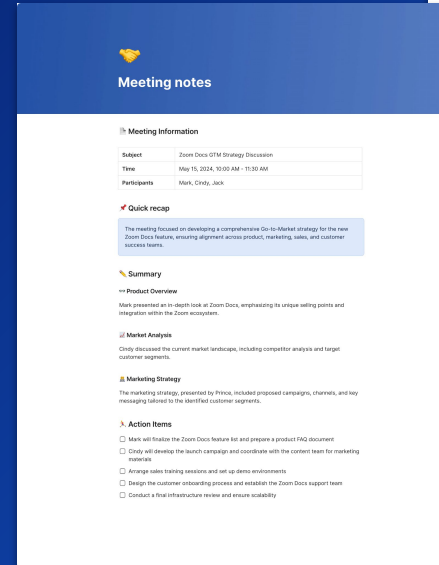
Project Management

Unlike a traditional document, Zoom Docs offers an easy-to-use and flexible solution that tackles three core use cases — all in one place for teams to collaborate

Collaborative documents

Create beautiful documents

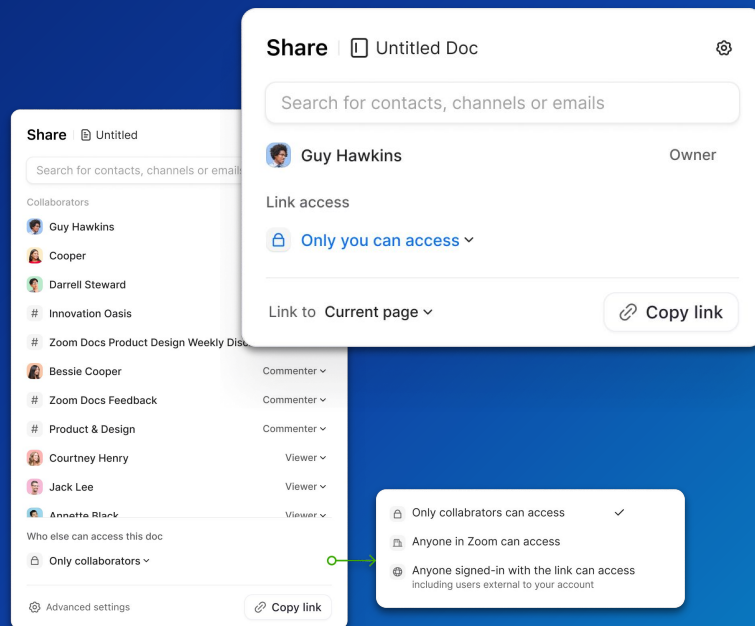
- Add many different types of content to a page (text, table, image, video, audio, tasks, lists, etc.)
- Use drag and drop to move blocks around for a flexible layout
- Customize your pages effortlessly to make them beautiful



Collaborative documents

Share information securely

- Control access to documents by restricting access based on your use case
- Invite specific collaborators by adding **Zoom Team Chat Channels, individual contacts**, and limit access to 'Only collaborators'
- Share company documents with easy-to-understand permissions
 - E.g., employee handbooks by granting access to 'Anyone in {organization name}'
 - External users, allow access to 'Anyone signed-in with the link' by sharing the document link with them



Wiki

Project hub

Enhance collaboration, transparency, and efficiency throughout the project lifecycle

- **Centralized Project Materials:** Consolidate all project-related materials in one location
- **Enhance Oversight:** Utilize a data table to improve project visibility and keep stakeholders informed about progress
- **Streamline Task Management:** Assign tasks, track progress, and monitor deadlines using task lists

The screenshot displays the 'Project V' interface. On the left is a navigation sidebar with sections like 'Project Documentation', 'Team Members and Roles', 'Gantt Chart', 'Resources and Tools', and 'Meeting Records'. The main content area is titled 'Project Tracking' and features a table with columns for Task, Status, Due Date, Assigned To, and Priorities. Below this, there is a 'Use tips' section with three bullet points and another table titled 'Bug List' with columns for Problem, Screenshot, Type, Module, and Priority.

Task	Status	Due Date	Assigned To	Priorities
Yoga for Beginners	Production	June 1, 2023	John Chen	High
HIIT Bootcamp	Ideation	August 15, 2023	Maurice Lawson	Medium
Strength Training 101	Development	December 1, 2023	Sophia Mosley	Low
Bodyweight Workouts	Production	March 1, 2024	Clara Arellano	High
Kickboxing Crash Course	Ideation	May 15, 2024	Ashlee York	Medium
10K Training Plan	Development	July 1, 2024	John Chen	Low
20 Minute Home Workouts	Production	October 1, 2024	Maurice Lawson	High
Beginner Weightlifting	Ideation	November 15, 2024	Sophia Mosley	Medium
Flexibility and Mobility	Development	February 1, 2025	Clara Arellano	Low
Kettlebell Crash Course	Production	April 1, 2025	Ashlee York	High

Use tips

- Attach a relevant screenshot in the Screenshot column to provide visual context if available. Specify the Type of bug and the software Module it affects to categorize the issue properly.
- Set the Priority level to indicate urgency, assign the Assignee who will address the bug, and note the Reporter who identified the issue.
- Mark the Regression time of the bug and update the Status as the bug progresses through resolution stages. This structured approach ensures a thorough and organized method for tracking and resolving bugs.

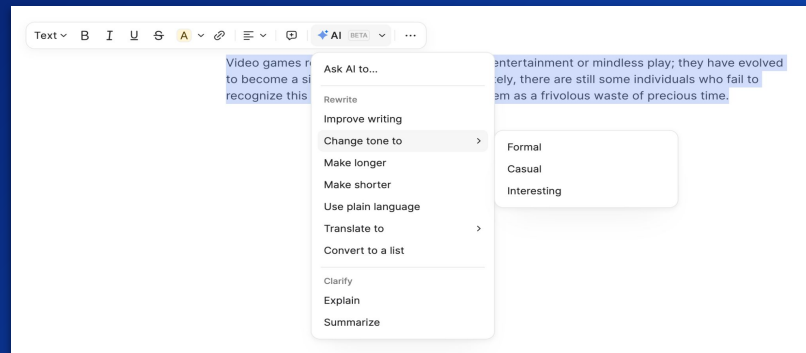
Problem	Screenshot	Type	Module	Priority
Doc cannot be seen		Bug	Doc	P0
Doc cannot be edited		Bug	Doc	P1

Optimize project management

Docs + AI Companion

Help me write, revise & summarize

- Draft, brainstorm, improve writing, change tone, adjust length, summarize, explain, etc.
- Lower the barrier for ordinary users to utilize AI with an intuitive user experience



Video games represent more than just simple entertainment or mindless play; they have evolved to become a significant form of art. Unfortunately, there are still some individuals who fail to recognize this evolution and hastily dismiss them as a frivolous waste of precious time.

Translate to Spanish

Los videojuegos representan más que un simple entretenimiento o juego sin sentido; han evolucionado hasta convertirse en una forma de arte significativa. Desafortunadamente, todavía hay algunos individuos que no reconocen esta evolución y la descartan apresuradamente como una pérdida frívola de tiempo precioso.

✓ Replace

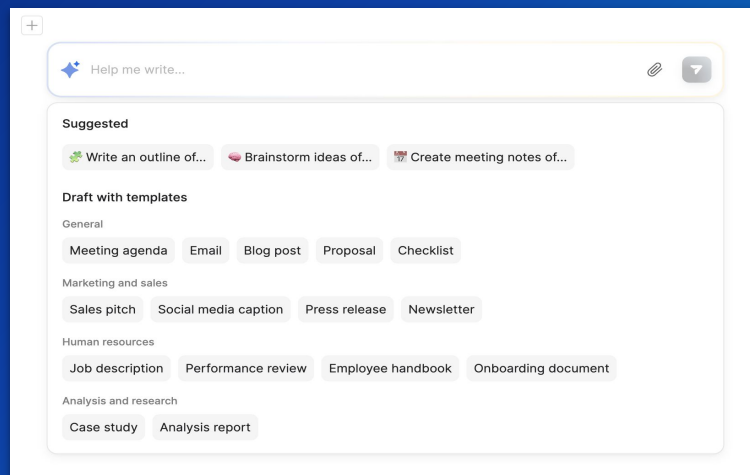
↓ Insert



Ask AI to improve the result...



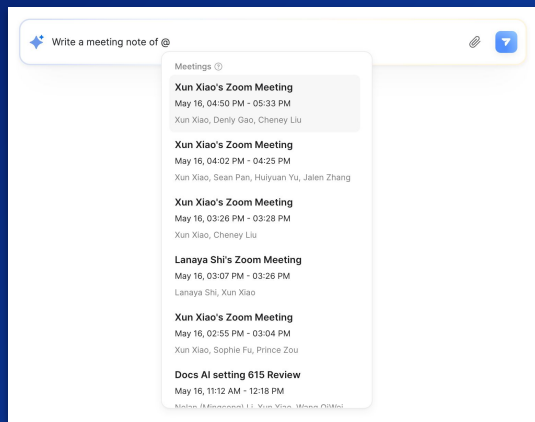
Always check AI content for accuracy



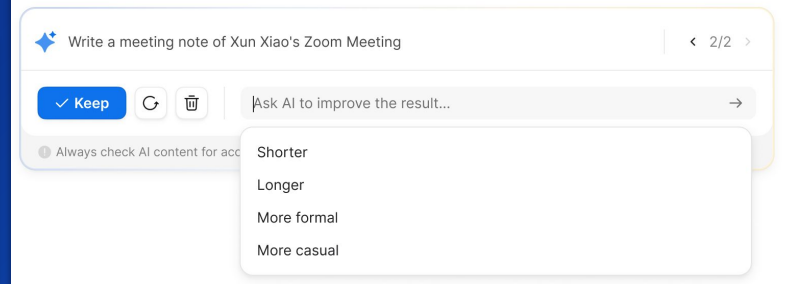
Docs + AI Companion

Generate from meeting summaries

- No dedicated notetaker needed
- Access meeting summary and create content from meetings after they occur



The team discussed the progress and challenges of various projects, including potential delays, dependencies, and the involvement of new team members. They also deliberated on the risk levels of projects, the need for experienced senior members to guide novice users, and the importance of recording the status of each step. Additionally, they explored the adoption of new technology solutions, the importance of onboarding, and the need to address user errors and bugs. The team also discussed the start of a new task, the need to synchronize efforts, and the potential one-week delay in launching something. Lastly, they discussed the risk levels of different projects, the importance of everyone being in the office by 9:30, and the potential challenges involved in adopting a new technology solution.



Docs throughout the lifecycle

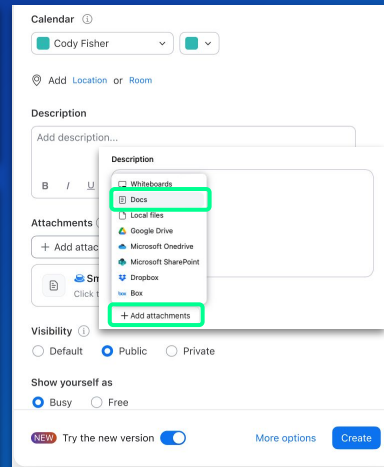
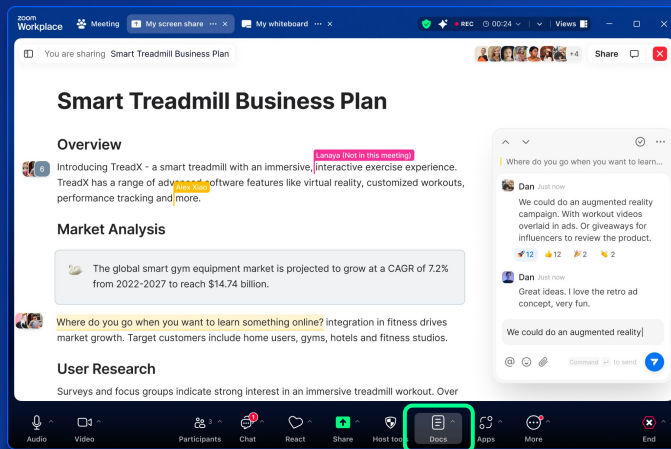
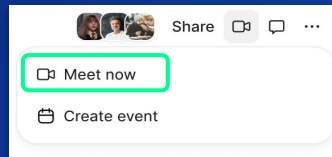
Pre-, mid-, and post-meeting

Easily manage your meetings and let participants know about the agenda

- Start an instant meeting from a doc, and automatically share the doc with meeting participants
- Create a new meeting event from a doc and include it as an attachment to offer participants better context for the meeting
- Support these functionalities across both the Zoom Workplace web and desktop apps to enhance the seamless utilization of pre-meeting documents

Pre meeting

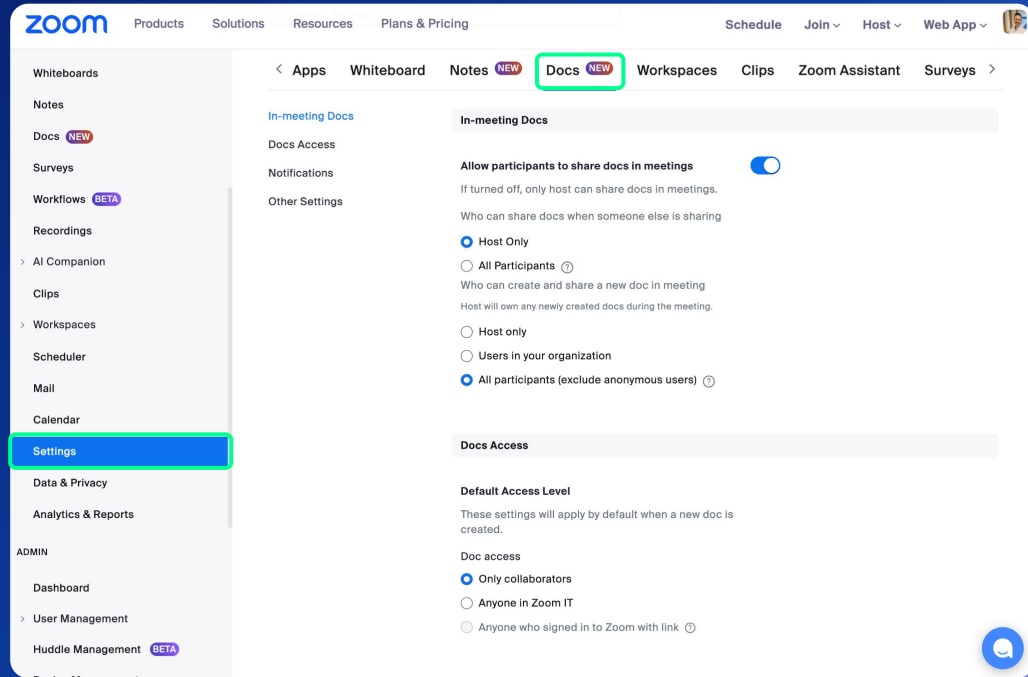
Quickly start or schedule meetings from Docs (both web and desktop apps)



Setup Zoom Docs

User settings

- Login to the Zoom Workplace web portal, click **Settings**, then select **Docs**
- Here users can customize their Doc settings, including:
 - In-meeting Docs
 - Docs Access
 - Notifications
 - Caching

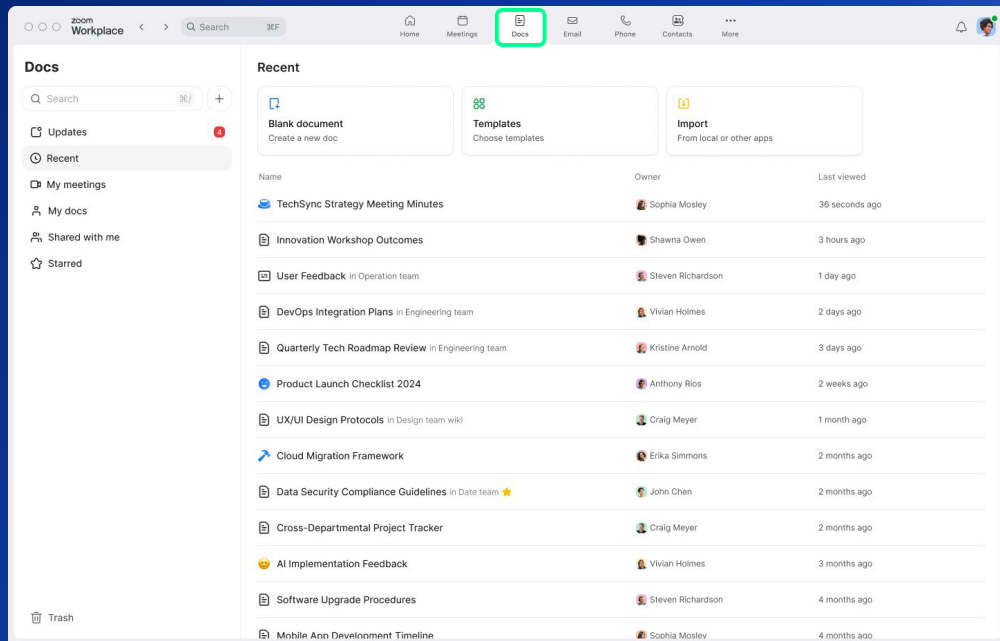


The screenshot shows the Zoom Workplace web portal interface. The top navigation bar includes 'zoom', 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', and 'Web App'. The main navigation menu on the left lists various settings categories: Whiteboards, Notes, Docs (NEW), Surveys, Workflows (BETA), Recordings, AI Companion, Clips, Workspaces, Scheduler, Mail, Calendar, Settings (highlighted in blue), Data & Privacy, Analytics & Reports, ADMIN, Dashboard, User Management, and Huddle Management (BETA). The 'Docs' menu item is highlighted in green. The main content area is titled 'Docs (NEW)' and is divided into 'In-meeting Docs' and 'Docs Access' sections. The 'In-meeting Docs' section has a toggle switch for 'Allow participants to share docs in meetings' which is turned on. Below this, there are radio button options for 'Who can share docs when someone else is sharing': 'Host Only' (selected), 'All Participants', 'Host only', 'Users in your organization', and 'All participants (exclude anonymous users)'. The 'Docs Access' section has a 'Default Access Level' section with radio button options: 'Only collaborators' (selected), 'Anyone in Zoom IT', and 'Anyone who signed in to Zoom with link'.

Access Zoom Docs

Zoom Workplace Desktop App

- Zoom Docs can be accessed by clicking the **Docs** tab on the Zoom Workplace desktop app
- To access Zoom Docs on the Zoom Web App visit docs.zoom.us, and log in to your Zoom account



Homepage overview

Updates

Receive notifications on docs you have been added to, @ mentions, and more

Recent

List view of the docs you last viewed

My Meetings

See your meeting details, including: time, participants, summary, next steps & any meetings that have a doc linked

My Docs

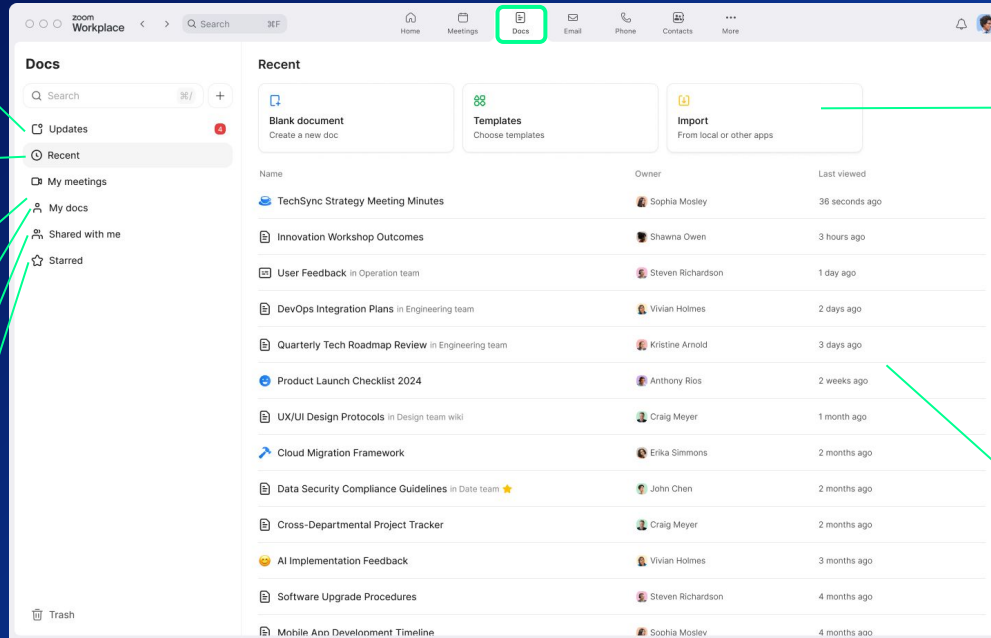
A list of all folders/docs you have created

Shared With Me

An organized space of all Zoom docs that have been shared with you

Starred

Any favorited folders or docs will show here



Shortcuts

Click one of these boxes to:

- Create a **new** Zoom doc
- Use **AI Companion** to create a document
- Choose a **template** for a document
- **Import**

Open

Click on any title to open that document, see the title, owner, and when you last viewed it

New doc overview

Title

Give your doc a title

Text

Start typing, type / to bring up menu options, or click the AI Companion icon to bring up generate content with AI Companion

Collaborate

See who is currently viewing the document

Share

Share the document with contacts, channels, or individuals via email. You can also copy a share link and set who has access to the document.

More Options

Additional controls including, page width, page options, version history, and more.

Comments

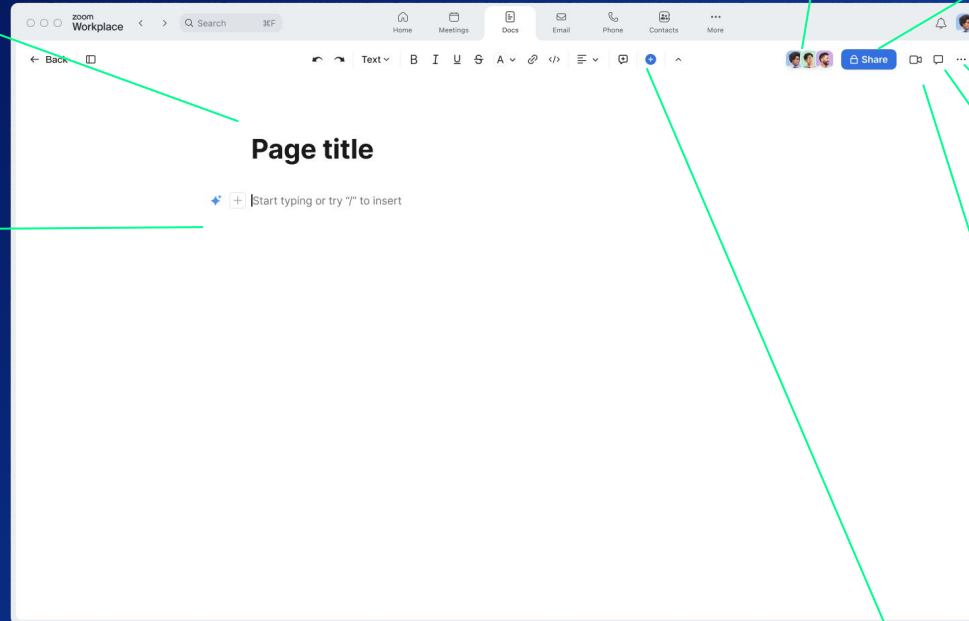
Show all comments

Meet

Meet now or schedule a meeting. If you select meet now, you will be added to a new meeting with the doc visible, and you can add teammates so everyone can collaborate together.

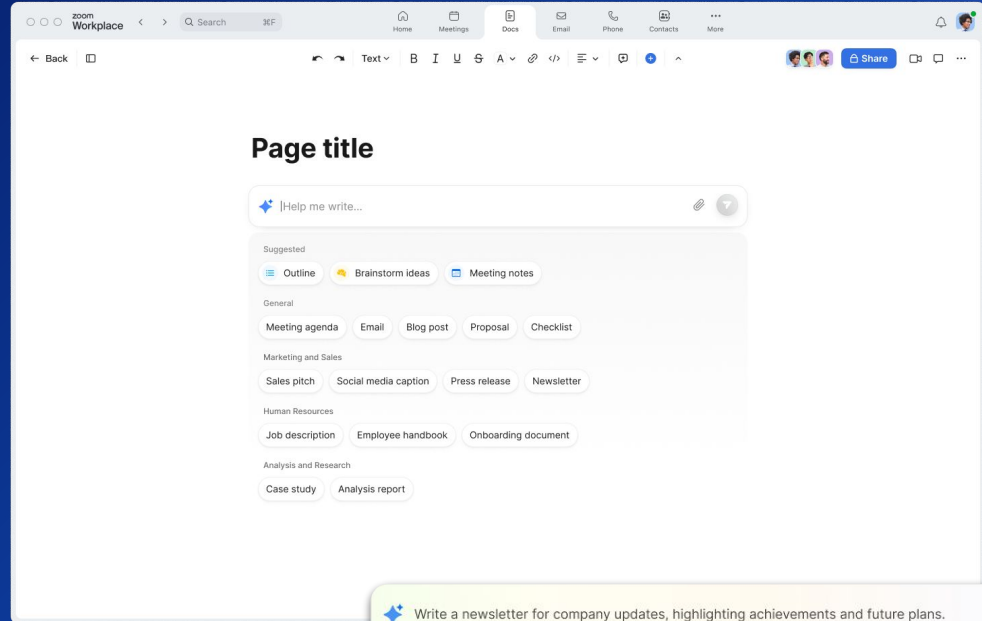
Toolbar

Utilize this menu to change font style, add comments, or click the blue circle to bring up additional formatting/insert/embed options



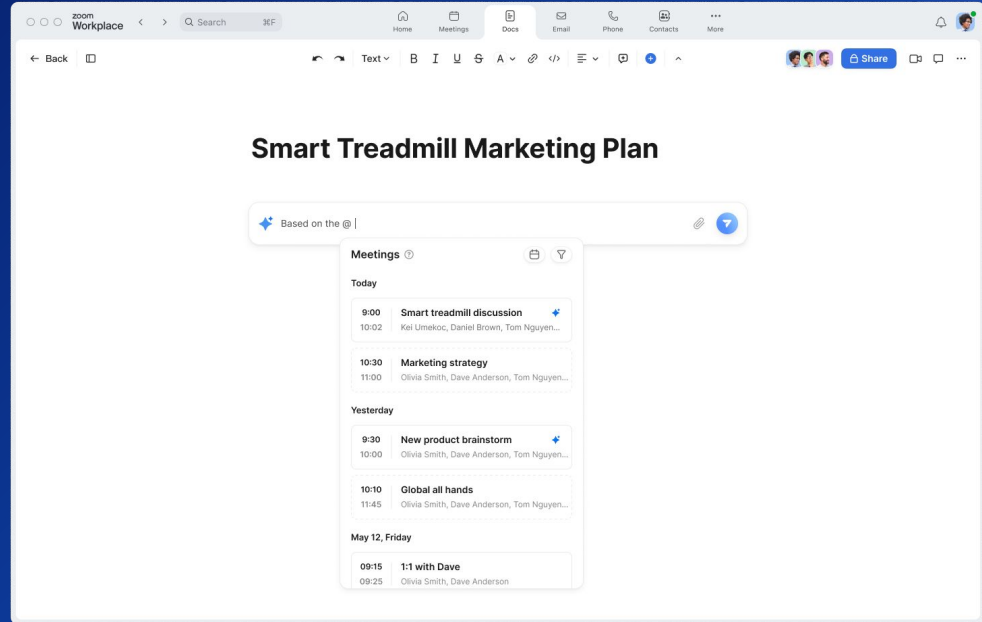
AI Companion assisted writing

- Press the **spacebar** to open **AI Companion**
- Type what you would like AI Companion to do or choose from one of the suggested prompts



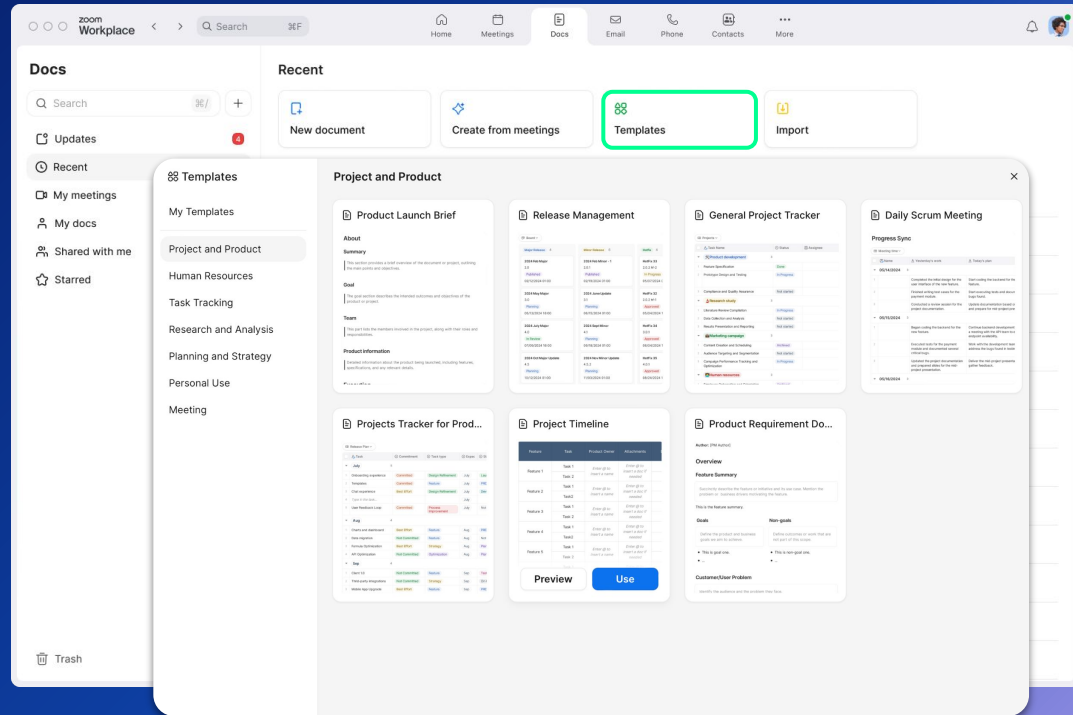
AI Companion generate from meeting

- Press the **spacebar** to open **AI Companion**
- Write **@** to bring up a list of meetings and select the desired one



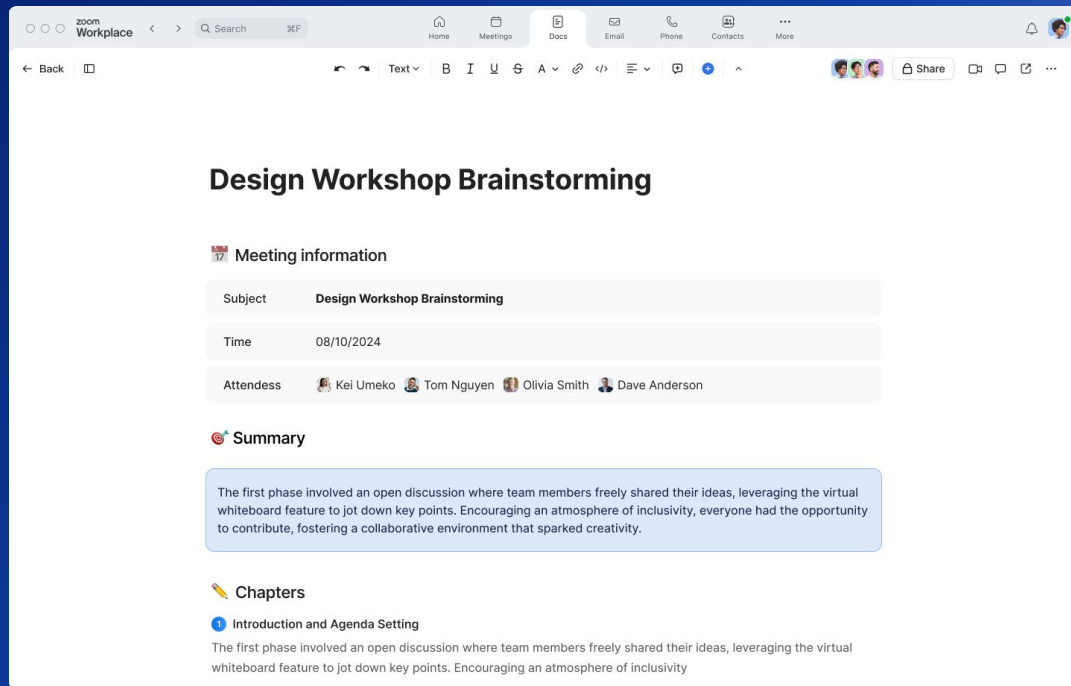
Templates overview

- Don't want to start with a blank doc? Save time by utilizing a template
- Click **Templates**, then select a template from the pop-up menu
- You can preview any template by hovering over it and selecting **Preview**
- Once you find the desired template, click **Use**



Meeting Doc overview

- Meeting docs present your meeting details, such as time, participants, summary, next steps etc.
- All Zoom meetings you have hosted, attended, or been invited to within the last 15 months will be displayed here
- For any meeting you hosted, you can click **Meeting docs**, then click **Create Meeting doc**
- A document will be created for that meeting, you can then further collaborate on the document



The screenshot shows a web browser interface for a Zoom Meeting Doc. The browser address bar shows 'zoom Workplace' and a search bar. The page title is 'Design Workshop Brainstorming'. Below the title, there is a 'Meeting information' section with the following details:

- Subject: Design Workshop Brainstorming
- Time: 08/10/2024
- Attendees: Kei Umeko, Tom Nguyen, Olivia Smith, Dave Anderson

Below the meeting information, there is a 'Summary' section with the following text:

The first phase involved an open discussion where team members freely shared their ideas, leveraging the virtual whiteboard feature to jot down key points. Encouraging an atmosphere of inclusivity, everyone had the opportunity to contribute, fostering a collaborative environment that sparked creativity.

Below the summary, there is a 'Chapters' section with the following content:

- 1 Introduction and Agenda Setting
- The first phase involved an open discussion where team members freely shared their ideas, leveraging the virtual whiteboard feature to jot down key points. Encouraging an atmosphere of inclusivity

ZOOM

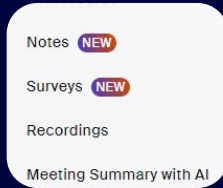
Surveys & Polls

New Survey & Poll Library



Surveys & Polls are now accessible from a single entry point in the web-portal

- A single entry point to Create, Manage, Share and View Survey & Poll results
- A single builder to create Polls & Survey with unified experience (question types...)



Surveys & Polls

All Types **Surveys** Polls or quizzes + Create

You can go to [Settings > In Meeting](#) and configure the surveys as default for all your meetings and webinars.

Q Search... All Status

<input type="checkbox"/>	Name	Questions	Modified	Publish	Responses	
<input type="checkbox"/>	survey-0213-temp Copy	8	Jun 27, 2023 17:39	<input checked="" type="checkbox"/>	0	Link Chart More
<input type="checkbox"/>	survey-temp-1001 Copy---anonymous	8	Jun 21, 2023 16:49	<input checked="" type="checkbox"/>	0	Link Chart More
<input type="checkbox"/>	新创建的	1	Jun 15, 2023 17:43	<input checked="" type="checkbox"/>	2	Link Chart More
<input type="checkbox"/>	Untitled Survey 28	1	Jun 15, 2023 03:24	<input checked="" type="checkbox"/>	1	Link Chart More
<input type="checkbox"/>	0606-001	2	Jun 6, 2023 10:36	<input checked="" type="checkbox"/>	0	Link Chart More
<input type="checkbox"/>	account survey-0512-001-22	8	May 12, 2023 13:34	<input checked="" type="checkbox"/>	8	Link Chart More
<input type="checkbox"/>	survey--0403-002	8	Apr 3, 2023 16:36	<input checked="" type="checkbox"/>	2	Link Chart More
<input type="checkbox"/>	survey-0403	9	Apr 3, 2023 15:29	<input checked="" type="checkbox"/>	22	Link Chart More Profile

Survey Types



Survey

Survey are available for Zoom Subscribers, Surveys are made available to users across all Zoom modalities : Desktop Client, Mobile Client, Web Browsers.

Polls

Polls content items are similar to survey's, the difference resides in the execution model, Polls are executed in live sessions. Quizzes are polls with correct answers preset.

Consumer Engagement Survey

Consumer Engagement Survey have a limited list of question types compare to generic Surveys to fulfil the omni-channel expectation, assignment & permission are specific to ZCC.

Create a Survey



Creating a new Survey

- Sign in at zoom.us.
- Select **Surveys & Polls**, any existing surveys will show.
- Click **+ Create** to build a new Survey.
- Select if you would like to to create a **Survey** or **Poll or quiz**, then click **Create**.

The screenshot displays the Zoom web interface for 'Surveys & Polls'. The top navigation bar includes 'zoom', 'Products', 'Solutions', 'Resources', 'Plans & Pricing', 'Schedule', 'Join', 'Host', and 'Web App'. The left sidebar lists various features under 'PERSONAL', with 'Surveys & Polls' highlighted. The main content area shows 'Surveys & Polls' with tabs for 'All Types', 'Surveys', and 'Polls and quizzes'. A notification bubble at the top right says 'NEW Create a survey or poll' with a '+ Create' button. Below this, an illustration of an open box with papers inside is shown, with the text 'You have no surveys or polls' and a '+ Create' button. A modal dialog titled 'Choose the survey type' is open, showing two options: 'Survey' (selected with a radio button) and 'Poll or quiz'. The 'Survey' option includes the description 'Use a survey to collect responses through a shared link or after meetings and webinars.' and an icon of a document. The 'Poll or quiz' option includes the description 'Use a poll or quiz to collect responses or answers during meetings and webinars.' and an icon of a smartphone. At the bottom of the dialog are 'Create' and 'Cancel' buttons.

Create a Survey



View all the added questions in the **Question List**.

The **Settings** allow you to configure the preferences of your survey.

Edit the **Theme** of the survey.

Once complete, click **Save** or click **...** to save it as a draft or delete.

Title the survey.

Select a **Question Type** for your survey.

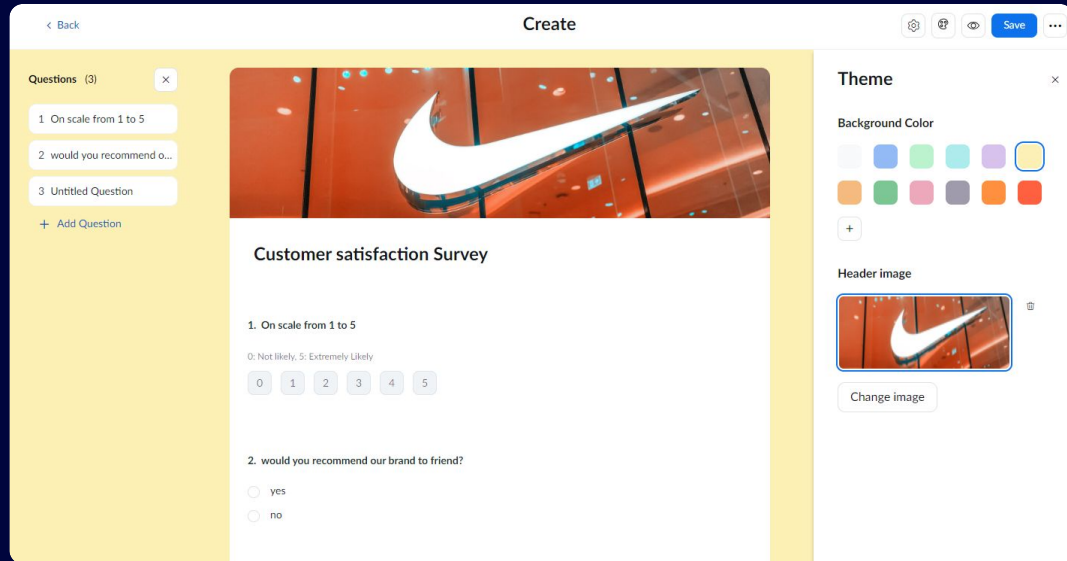
- Options include:
 - + Single choice
 - + Matching
 - + Rank order
 - + Short answer
 - + Long answer
 - + Fill in the blank
 - + Rating scale

Survey Branding



Surveys look & feel can now be customized

- Select the Background color from a predefined range or even your own color code.
- Customize the image banner with your own logo or brand visual.



Question Skip Logic



Allow Survey Owners to customize the path a respondent takes through the survey based on their previous responses

- Survey creators are now allowed to define the next question based on respondent choice.
- Skip logic is currently available for single choice questions type only.

1. Would you recommend our brand to a friend? *

Yes

No

2. Why would you not recommend our Brand

Edit skip logic **BETA**

Duplicate

Delete

Edit skip logic

For the question:
Would you recommend our brand to friend?

Option selected is:

Yes

No

Skip to question:

Why would you not recommend our Brand

On scale from 1 to 5 how would you rate ...

Save Cancel

Send a Survey



Ways to send a Survey

- Click ... on a created survey to **Copy Link**.

The screenshot shows the Zoom Surveys & Polls interface. The left sidebar contains navigation options: PERSONAL, Profile, Meetings, Webinars, Personal Audio Conference, Phone, Personal Contacts, Personal Devices, Whiteboards, Notes (NEW), **Surveys & Polls (NEW)**, Recordings, Meeting Summary with AI Companion, Clips (BETA), Workspaces, and Settings. The main content area is titled 'Surveys & Polls' and includes a '+ Create' button, 'All Types' tabs, a search bar, and a status dropdown. A table lists surveys with columns for Name, Type, Questions, Modified, and Responses. The first survey, 'Question of the Day', is highlighted, and its dropdown menu is open, showing options: Copy Link, Close Survey, Edit, Preview, Duplicate, and Delete. The 'Copy Link' option is highlighted with a green box.

Name	Type	Questions	Modified	Responses
Question of the Day	Survey	1	Oct 20, 2023 09:33 AM	0

Enhanced Results View



Results can now be aggregated in various way

- Surveys and Polls are now persistent, Results views offer multiple data aggregation:
 - + An overview of all collected responses
 - + Responses aggregated per meeting, webinar or link sharing
 - + Individual responses

The screenshot displays the Zoom Survey Results interface. The top navigation bar includes 'Results Overview', 'Results by Events', and 'Results by Respondents'. The main content area is divided into two sections:

- Responses (100):** A list of responses on the left, each with a search bar and a filter icon. The first response is highlighted in blue and shows 'tienlapspktnd@gmail.com' with a 'Public Link' and a date of 'Oct 27, 2022 9:00 PM'.
- Response of tienlapspktnd@gmail.com:** A detailed view of the selected response, showing four questions:
 - 1. Lorem ipsum dolor sit (Multiple Choice):** A list of four options with checkboxes. The first two are checked, indicating '1/3' and '2/4' selections.
 - 2. Is this your first time attending one of our meetings (Single Choice):** A single choice question with four radio button options, the first of which is selected.
 - 3. Lorem ipsum dolor sit (Matching):** A matching question with four prompts (A, B, C, D) and four corresponding input fields containing 'A. {prompt}', 'B. Sony', 'C. MasterCard', and 'D. L'Oréal'.
 - 4. Lorem ipsum dolor sit (Rank Order):** A rank order question with four prompts (A, B, C, D) and a scale from 'Least Important' to 'Very Important'.

Default Post-Session Survey



Default post-meeting or webinar Survey offer a consistent way to collect feedbacks

- Users are now allowed to define a default Survey that will be offered to meeting or webinar participants at the end of all sessions
- It is possible to filter on the type of user that will be exposed to the survey (*internal or external*)
- Default Survey can also be defined at the account level by the Admin

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Meeting Survey

Allow host to present a survey to participants once a meeting has ended

Use default survey ⓘ

****DEMO** Remote Court Proceeding FeedbackPlease** ▾

This survey will stay published until it's removed as the default survey, and can then be closed. ×

Who can response to meeting surveys

Everyone in the meeting

Internal users only

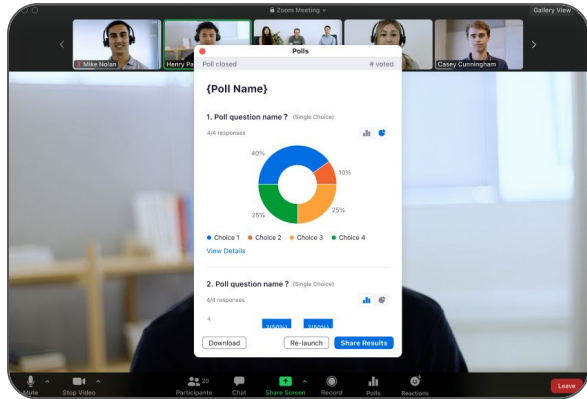
External users only

Save Cancel

Polling

Expanding possibilities for active feedback and demonstrating knowledge.

To expand Zoom's polling tool beyond the meeting experience, as a portable, flexible feedback system integrated with meetings, chat, contact center, webinars, and pre-and-post meeting. Adding flexible new ways to share, visualize, create, and assess.



Meeting ID	Host	Form Type	No. of Questions	Total Responses	Anonymous
### #####	{host name} (You)	Advanced Poll	10	9 of 10	Yes

High Frequency Words	Appeared Time(s)
#	#
#	#
#	#
#	#
#	#
#	#

ZOOM

Whiteboard

Core Whiteboard Scenarios



Key Activities For Whiteboard Include:



Ideating

Brainstorming ideas and solutions

- Workshops
- Retrospectives
- Problem solving
- Decision-making



Sharing

Presenting information

- Visual explanations
- Lectures
- Team building
- Presentations



Diagramming

Mapping ideas, processes, people, and events

- Flow charting
- Org charts
- Activity diagramming
- User journey maps



Planning

Develop strategies and plans

- Strategic planning
- Contingency planning
- Product roadmaps



Aligning

Organize people and resources for task execution

- Agile & Scrum
- Scrum
- Weekly Team Sync



Reviewing

Collect feedback on a deliverable to improve

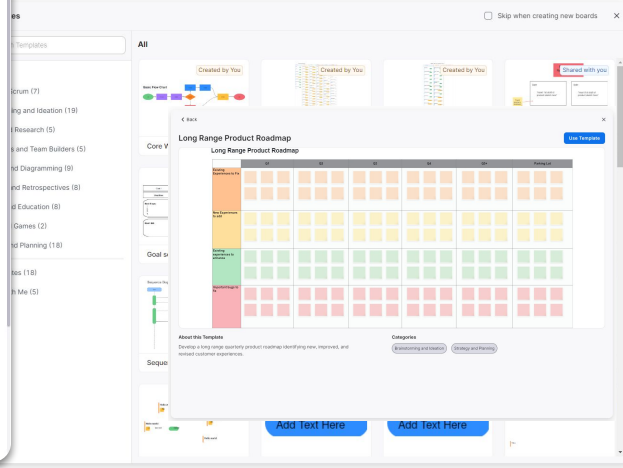
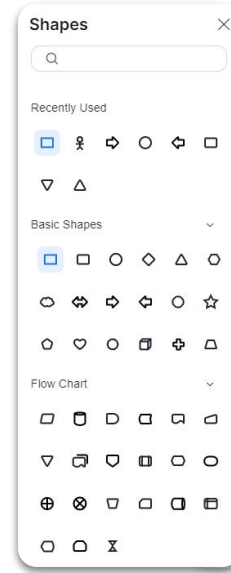
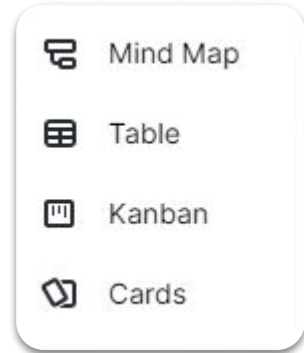
- Design review
- Document feedback
- Presentation feedback

Editing Tools

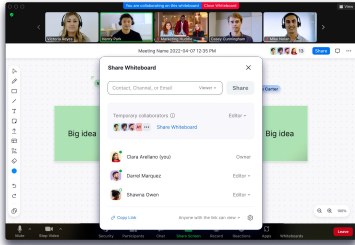


Collaborate Together Using A Broad Set Of Tools For:

- Moving objects
- Freehand drawing
- Creating and editing shapes
- Drawing lines and arrows
- Adding text
- Sticky notes
- Templates
- Inserting images and documents
- Tables
- Mind Map
- Kanban
- Cards

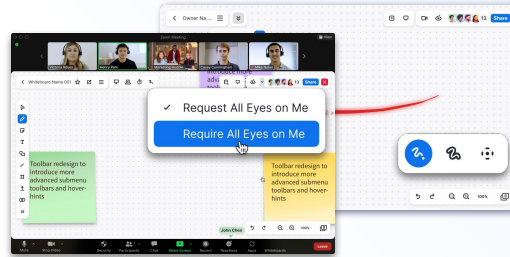


Zoom Whiteboard Overview



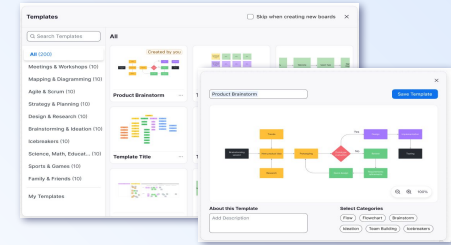
Meeting Workflows

Easily collaborate before, during, after you meet



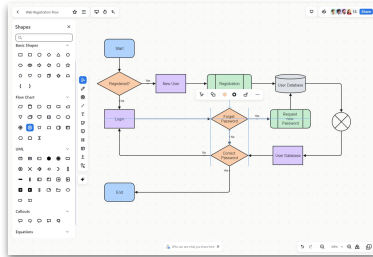
Facilitation Tools

Focus everyone's eyes on the exact same spot



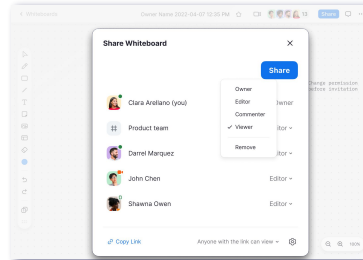
Templates

Tools to help solve your team's unique needs



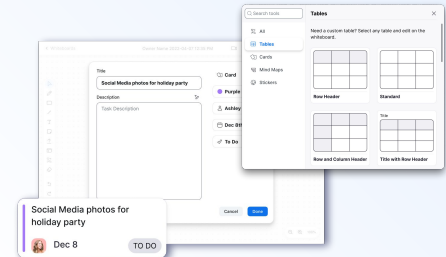
Diagramming

Map out your best ideas faster



Sharing Outside of Meetings

Instantly collaborate from anywhere, at any time



Quick Ideation

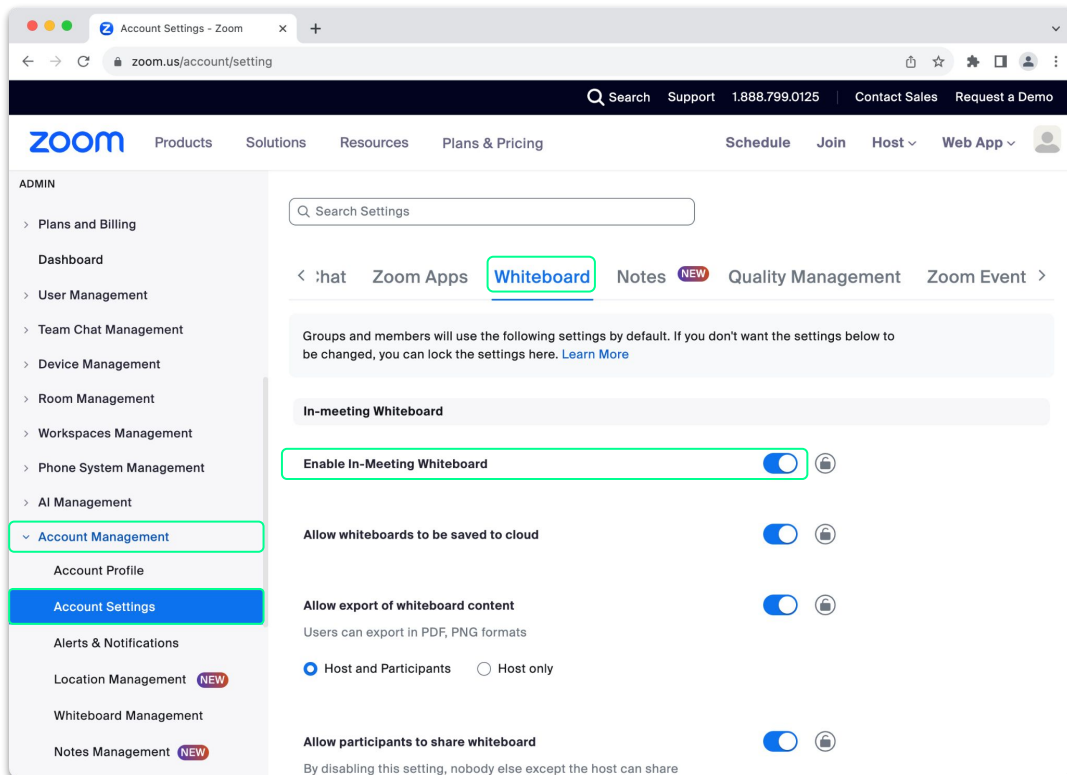
Brainstorm and structure content in notes, cards, and tables

Enable Whiteboard



In-Meeting Whiteboard

- To enable Whiteboard, admins will need to go to **Account Management** → **Account Settings**.
- Select the **Whiteboard** tab at the top.
- Click the toggle to **Enable In-Meeting Whiteboard**.

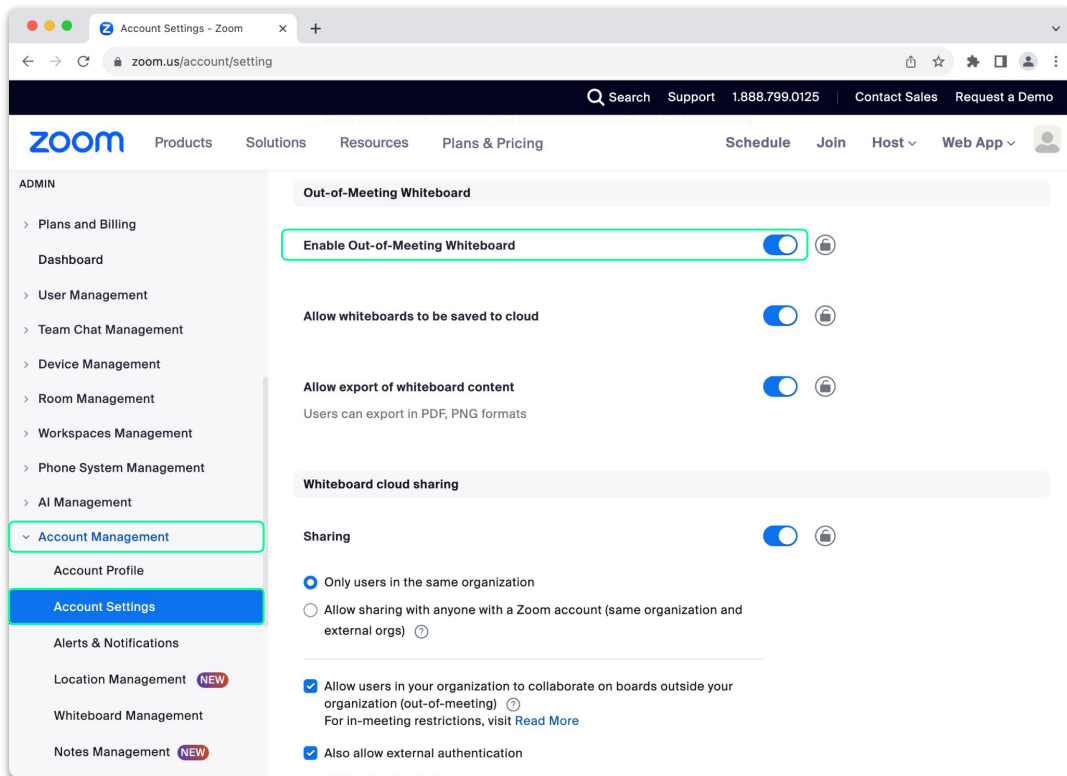


Enable Whiteboard



Out-of-Meeting Whiteboard & Sharing

- To create whiteboards outside of a Zoom Meeting, click the toggle for **Enable Out-of-Meeting Whiteboard**.
- **Allow whiteboards to be saved to cloud** will also be enabled. If you do not want to save whiteboards to the cloud, disable this setting.
- **Sharing**: if enabled, choose if only users in the same organization can share among themselves or with anyone with a Zoom account.



Web Experience



Web Browser

- Log in to zoom.us.
- Select **Whiteboards**.
- Click **+ New Whiteboard** to create a new whiteboard.

Whiteboards

+ New Whiteboard

All Whiteboards Recent My Whiteboards Shared with Me Starred Trash Projects

Templates **NEW** All templates

Pros and Cons Kanban Table Mind Map Meeting Notes Start, Stop, C... 8 Seed Bracket Problem,

Search

<input type="checkbox"/>	Name ↓	Starred	Owner ↓	Modified ↓	
<input type="checkbox"/>	Pros and Cons	<input type="checkbox"/>	Jacob	8/1/2023, 11:06:17 AM by Jacob	<input type="checkbox"/>

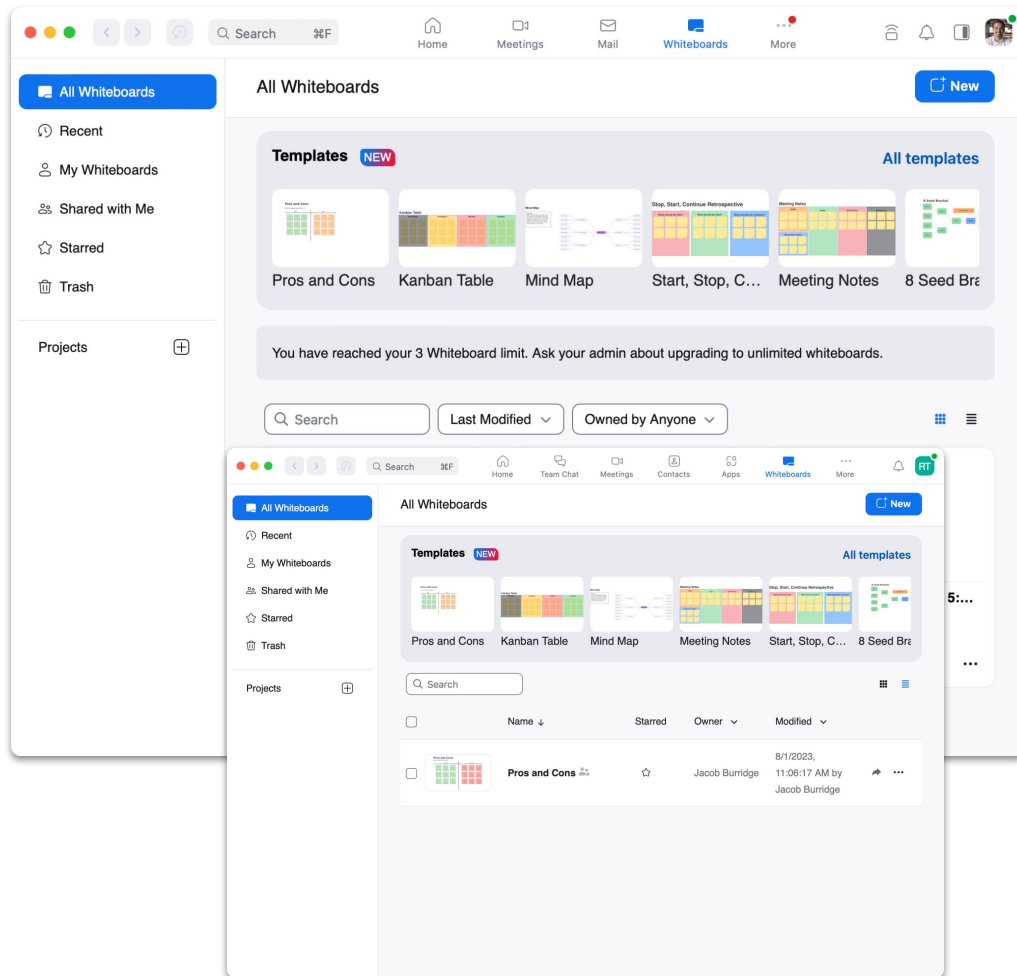
- Rename
- Duplicate
- Open in new tab
- View activity
- Move to project
- Leave Board

Client Experience



Zoom Client

- Log in to the Zoom desktop client.
- Click the **Whiteboard** tab to access your Whiteboards.

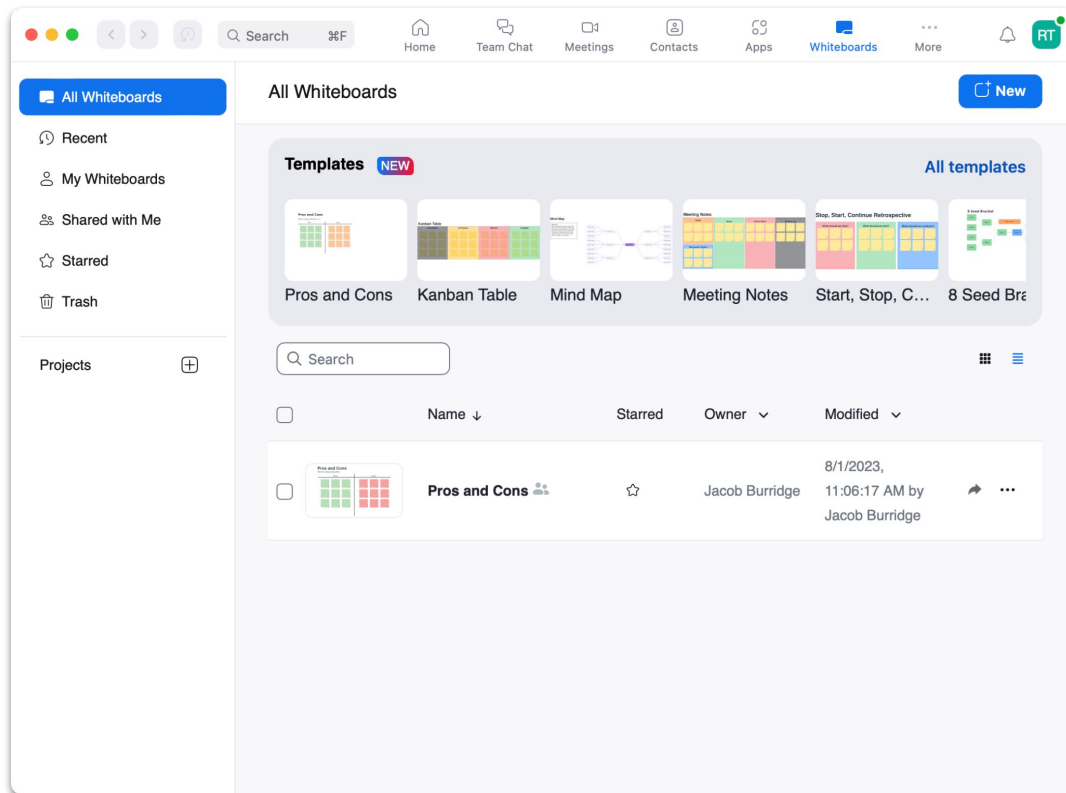


Dashboard



All Whiteboards

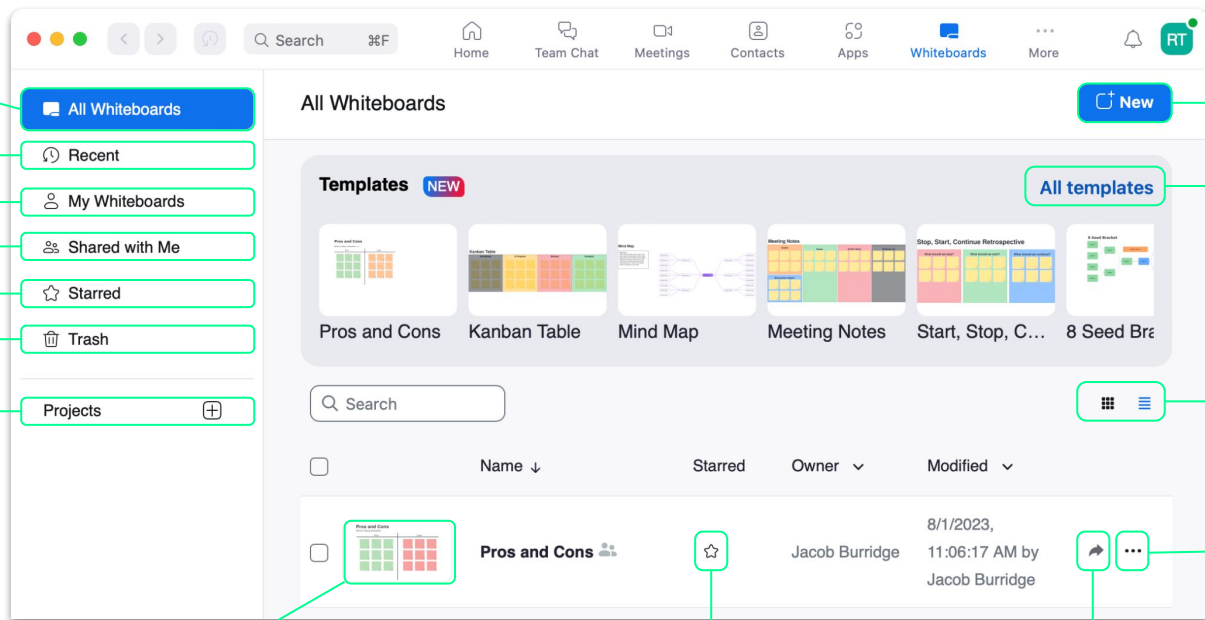
- Dashboard to help manage your whiteboards.
- Create new whiteboards from scratch or utilize a template, both in and out of meetings.
- Manage who has access to the whiteboards created by you or your team.



Zoom Whiteboard



Dashboard



View all whiteboards you have access to

All Whiteboards

New

Create a new whiteboard

Whiteboards recently viewed

Recent

Whiteboards you created

My Whiteboards

View all templates

All templates

Whiteboards that have been shared with you

Shared with Me

Your favorited whiteboards

Starred

Deleted whiteboards, recoverable for up to 30 days

Trash

Create folders to store whiteboards

Projects

Change whiteboard view

Grid View / List View

Click to open Whiteboards you have access to



Favorite Whiteboard



Share Whiteboard



More options

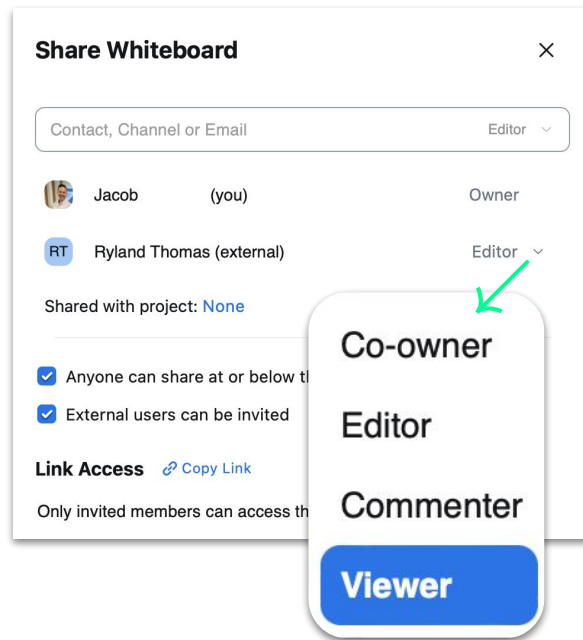


Zoom Whiteboard Dashboard



Role Permissions

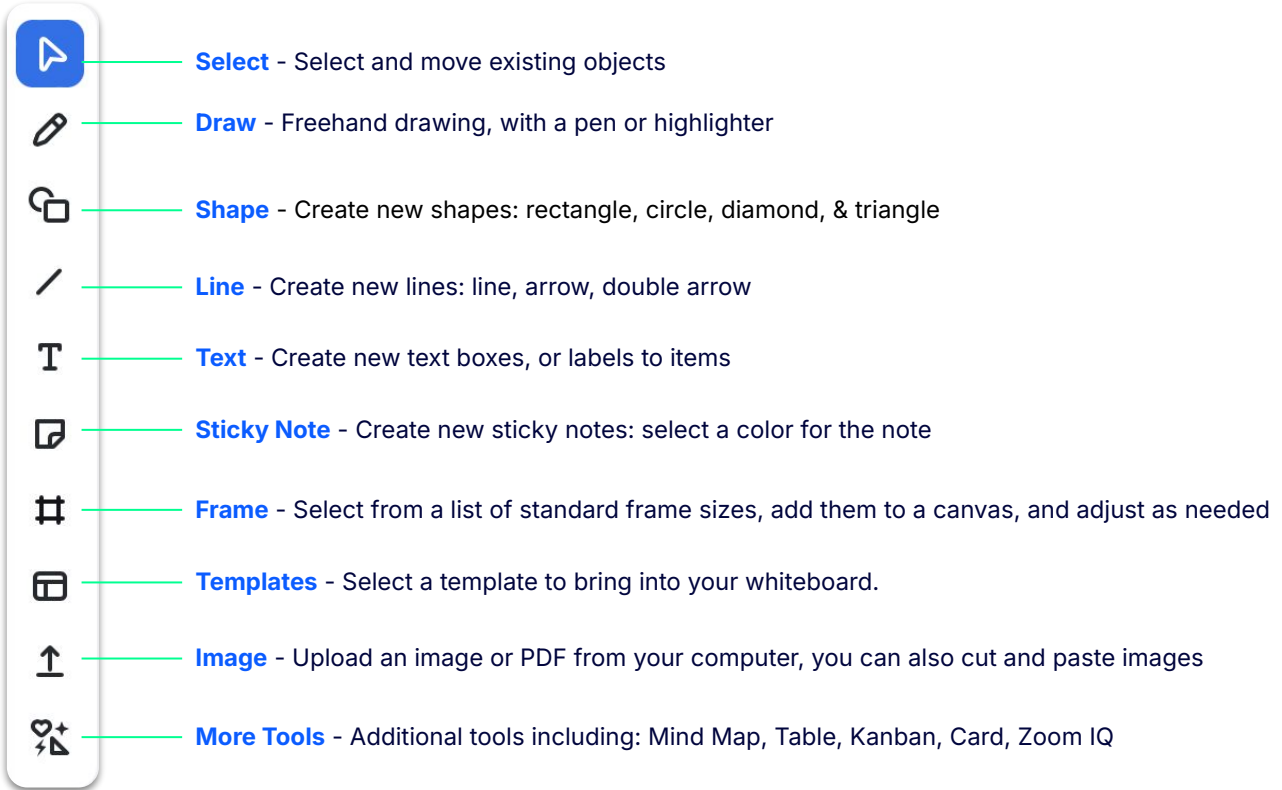
- **Co-Owner** - can access the whiteboard, edit, share, edit permissions & comment. Can even access the whiteboard when locked.
- **Editor** - can access the whiteboard, edit, share, and comment. Cannot access the whiteboard when locked.
- **Commenter** - can access the whiteboard, and add comments and see comment threads. Cannot access the whiteboard when locked.
- **Viewer** - can access the whiteboard, but cannot comment or edit. Cannot access the whiteboard when locked.



Zoom Whiteboard



Toolbar



The toolbar is a vertical column of icons on the left side of the whiteboard. Each icon is connected to a text description by a thin green line. The icons are: a blue square with a white arrow, a pen, a square with a circle, a line, a text box, a sticky note, a frame, a template, an image, and a collection of icons.

- Select** - Select and move existing objects
- Draw** - Freehand drawing, with a pen or highlighter
- Shape** - Create new shapes: rectangle, circle, diamond, & triangle
- Line** - Create new lines: line, arrow, double arrow
- Text** - Create new text boxes, or labels to items
- Sticky Note** - Create new sticky notes: select a color for the note
- Frame** - Select from a list of standard frame sizes, add them to a canvas, and adjust as needed
- Templates** - Select a template to bring into your whiteboard.
- Image** - Upload an image or PDF from your computer, you can also cut and paste images
- More Tools** - Additional tools including: Mind Map, Table, Kanban, Card, Zoom IQ

Zoom Whiteboard

↓
Overview

The image shows a screenshot of the Zoom Whiteboard interface with several callouts pointing to specific features:

- Title of whiteboard:** Points to the title bar showing "Ryland Thomas 8/16/2023, 1:29:17 PM".
- Presentation:** Points to the presentation icon in the top toolbar.
- Laser:** Points to the laser icon in the top toolbar.
- Add a comment, and view all comments on the whiteboard:** Points to the comment icon in the top toolbar.
- Individuals currently in the whiteboard:** Points to the "RT" icon in the top toolbar.
- Add collaborators, select roles, share link:** Points to the "Share" button in the top toolbar.
- Go back to the Whiteboard dashboard:** Points to the back arrow icon in the top toolbar.
- Open Whiteboard in a new window:** Points to the "Open in Browser" option in the right-click context menu.
- Timer:** Points to the timer icon in the top toolbar.
- Meet Now:** Points to the "Meet Now" button in the top toolbar.
- Right click on the whiteboard to open up this menu:** Points to the right-click context menu.
- Undo or Redo last action:** Points to the undo and redo icons in the bottom toolbar.
- Zoom in or out, or reset to 100%:** Points to the zoom in, zoom out, and zoom reset icons in the bottom toolbar.
- Mini Map:** Points to the mini map icon in the bottom toolbar.
- Switch between pages, delete a page, or create a new page - up to 12:** Points to the page navigation icons in the bottom toolbar.

The right-click context menu includes the following options:

- Paste (⌘ V)
- Add Sticky Note (N, shift N)
- Add Text (T)
- Add Shape (S)
- Add Card (D)
- Add Comment (C)
- ✓ Snap Rotation
- ✓ Snap to Grid
- Save Page as Template

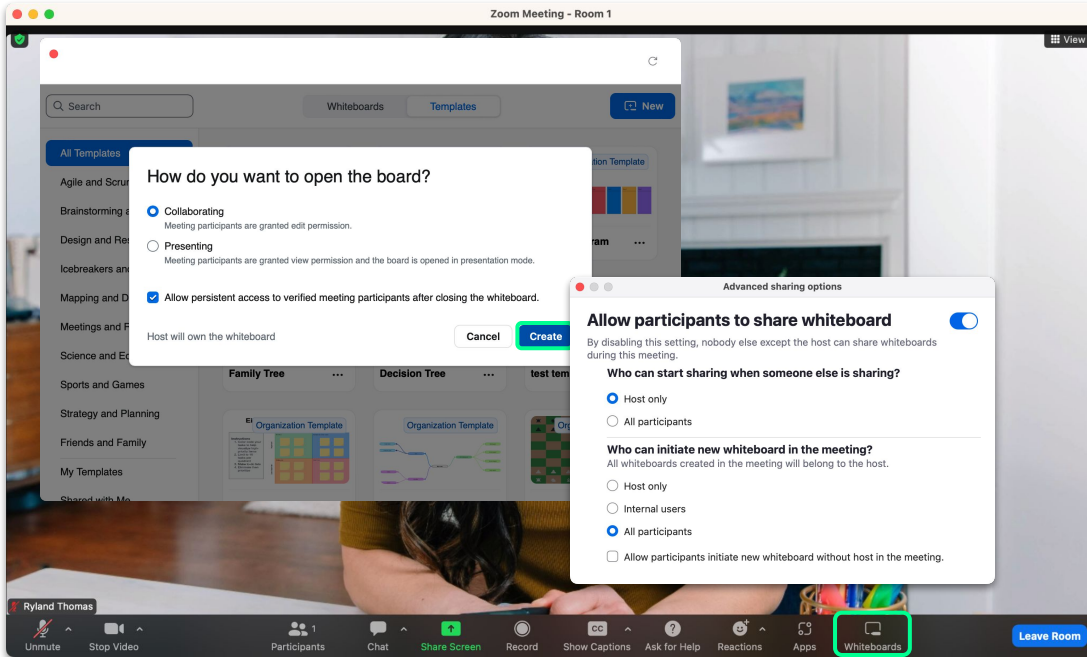
The right-click menu also includes the following options:

- Board History
- Grid
- View
- Find
- Export
- Help
- Leave Feedback
- Report
- Lock Board
- Open in Browser
- Save Page as Template
- Move to Trash
- About

Zoom Whiteboard



In Meeting



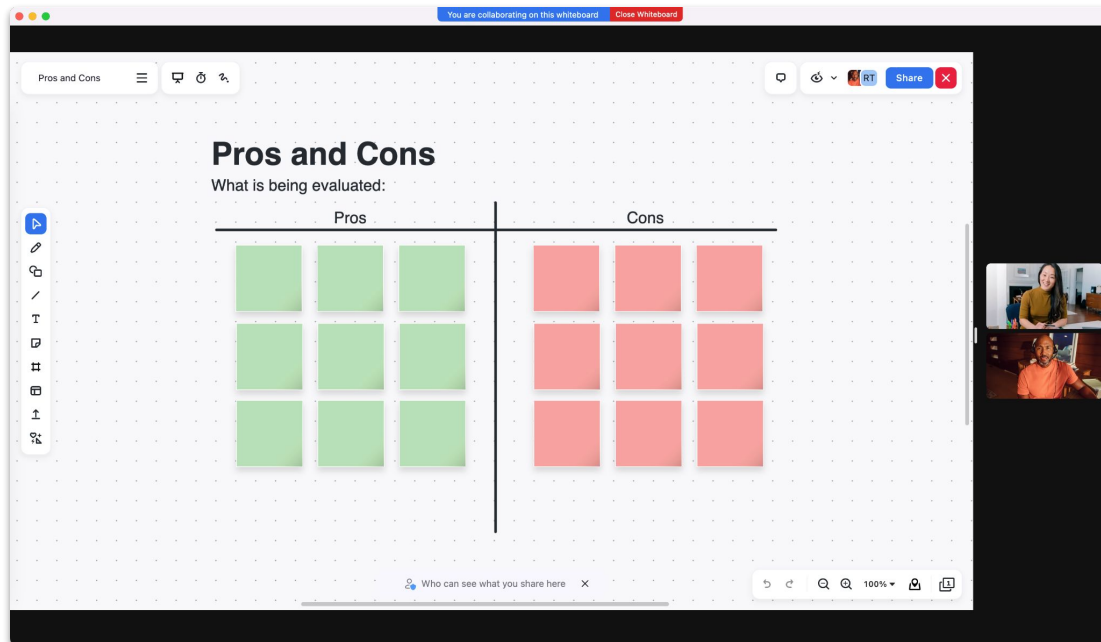
- Select **Whiteboard**.
- Set the sharing properties for the whiteboard by clicking **^** next to the Whiteboards button.
 - + **Allow attendees to access after the meeting** will be enabled by default - allowing attendees to access the whiteboard outside the meeting.
- Choose a **New**, template, or an existing whiteboard.
- Click **Open / Create** to bring up the whiteboard.

Zoom Whiteboard



In Meeting

- Collaborate on the whiteboard within your Zoom Meeting.
- If enabled, the cloud icon on the top left will show when your whiteboard is auto-saved to the cloud.



Whiteboard Content Generation

Generate Sticky Notes

- Sign into the Zoom Client, and Click [Whiteboard](#).
- Create or open an existing whiteboard.
- In the left toolbar, click the [AI Companion](#) icon.
- Enter a **prompt** in the prompt field or select from the list of **suggested ideas**.
- Right next to the prompt field, expand the drop-down list and select **Generate Stickies**.
- Click the **send** icon.
 - Click **Refine Results** to narrow your search criteria, apply filters, and obtain more precise & relevant info.
 - Click **Add More** to add more relevant content in sticky notes.
 - Click the **Close** icon to cancel the sticky notes generation.
- When you are satisfied, click the **checkmark** icon.

The screenshot displays the 'Whiteboard Content Generation with AI Companion' interface. At the top, there is a text input field containing the prompt 'What are some of the benefits of agile development', a dropdown menu set to 'Generate Stickies', and a blue send icon. Below this, a 'Suggestions' section lists two prompts: 'Give me a list of successful presentation techniques' and 'List the tools that would be helpful for hybrid work'. The main area shows a grid of generated sticky notes with the following text:

- Engage the audience with a compelling opening
- Use visual aids to enhance understanding
- Maintain eye contact with the audience
- Speak clearly and use appropriate body language
- Tell stories to make your points memorable
- Practice and rehearse your presentation
- Use humor to engage the audience
- Include interactive elements to involve the audience
- Summarize key points at the end of the presentation
- Use a confident and enthusiastic tone of voice

At the bottom of the sticky note grid, there are three buttons: 'Refine Results', 'Add More', and a close icon (X). A blue checkmark icon is also visible in the bottom right corner of the interface.



Content Generation

Generate a Table

- Create or open an existing whiteboard.
- In the left toolbar, click the **AI Companion** icon.
- Enter a **prompt** in the prompt field or select from the list of **suggested ideas**.
- Right next to the prompt field, expand the drop-down list and select **Generate Table**.
- Click the **send** icon.
 - Click **Refine Results** to narrow your search criteria, apply filters, and obtain more precise & relevant info.
 - Click **Fill** to complete or populate a table with relevant data or information.
 - Click **Add row** to insert a new row into the table.
 - Click **Add column** to insert a new column into the table.
 - Click the **Close** icon to cancel the table content generation.
- When you are satisfied, click the **checkmark** icon.

The screenshot displays the Zoom AI Companion interface. At the top, a text input field contains the prompt "Give me a list of successful presentation techniques", followed by a dropdown menu set to "Generate Table" and a blue send icon. Below this, a "Suggestions" section lists two prompts: "Give me a list of successful presentation techniques" and "List the tools that would be helpful for hybrid work".

Below the suggestions is a vertical toolbar with various icons, including a blue send icon at the top and a blue checkmark icon at the bottom.

The main part of the screenshot shows a table generation interface. At the top of this interface is a toolbar with buttons for "Refine Results", "Fill", "Add row", "Add column", a close icon (X), and a checkmark icon. Below the toolbar is a table with three rows and three columns:

Engage the audience from the start	Use storytelling techniques	Keep the presentation focused and concise
Use visual aids effectively	Maintain eye contact with the audience	Speak clearly and confidently
Encourage audience participation	Adapt to the needs of the audience	Practice and prepare thoroughly

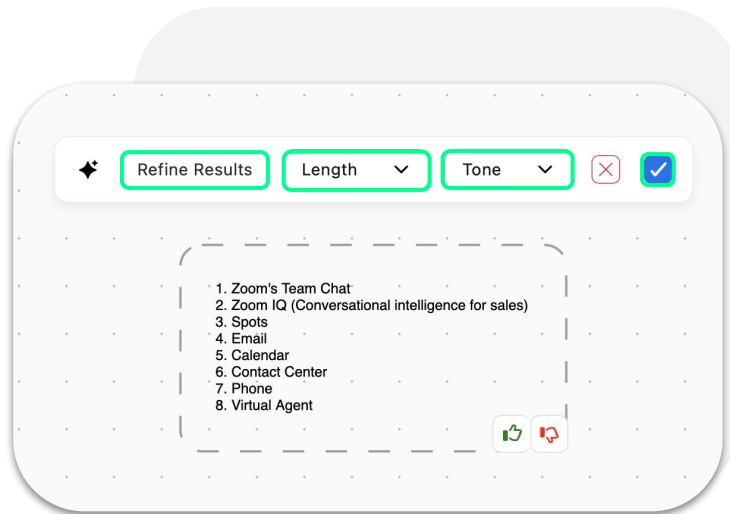
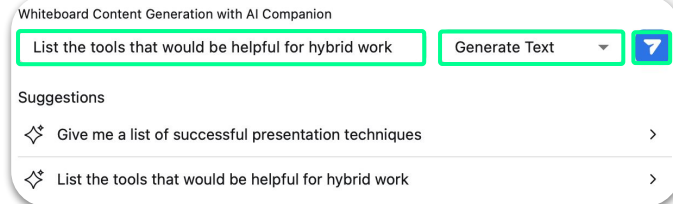
At the bottom right of the table, there are icons for undo and redo.



Content Generation

Generate Texts

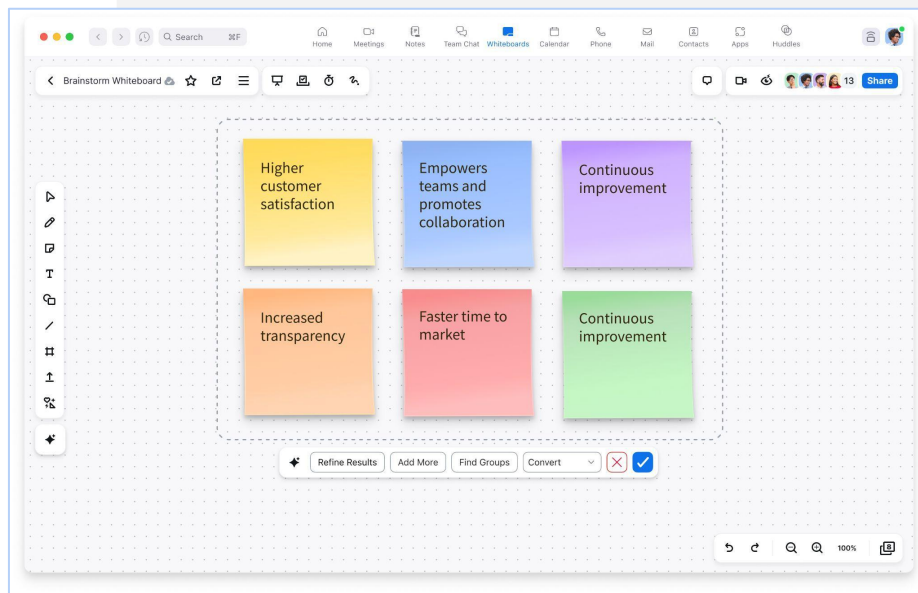
- Create or open an existing whiteboard.
- In the left toolbar, click the **AI Companion** icon.
- Enter a **command** in the prompt field or select from the list of **suggested ideas**.
- Right next to the prompt field, expand the drop-down list and select **Generate Table**.
- Click the **send** icon.
 - Click **Refine Results** to narrow down your search criteria, apply filters, & obtain more precise & relevant info.
 - Expand the **Length** drop-down menu to adjust the length of your generated text.
 - Expand the **Tone** drop-down menu to change the tone of your generated text.
 - Click the **Close** icon to cancel the table content generation.
- When you are satisfied, click the **checkmark** icon.



Content Generation

Edit Existing Whiteboard Content

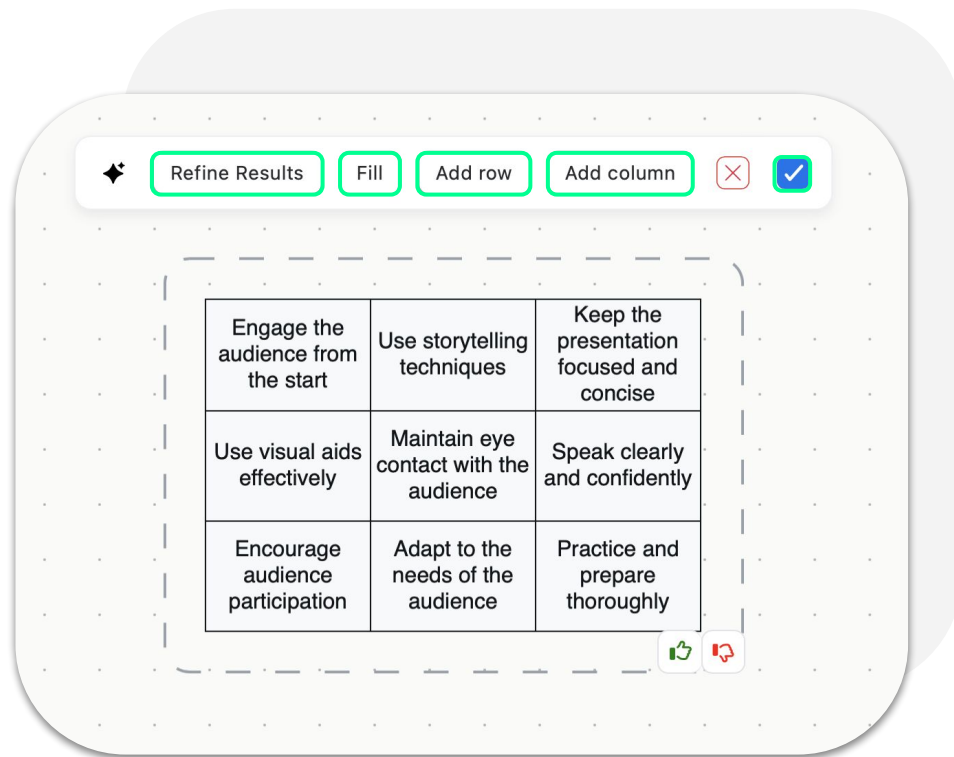
- To **organize sticky notes**, create or open an existing whiteboard.
- Select **one** or **multiple** sticky notes, click the **AI Companion** icon.
- Select an option that allows you to enhance the selected content.
 - If you select a single sticky note, you can **create additional similar stickies**.
 - If you choose multiple sticky notes, you have the option to **create similar stickies** or **identify and group related ones together** for better organization and management



Content Generation

Format Table

- To **format a table**, create or open an existing whiteboard.
- Select table you want to format, click the **AI Companion** icon.
- Format the table using the following options:
 - Click **Fill** to complete or populate a table with relevant data or information.
 - Click **Add row** to insert a new row into the table.
 - Click **Add column** to insert a new column into the table.



The screenshot displays the Zoom AI Companion interface. At the top, a menu bar contains several options: a star icon, "Refine Results", "Fill", "Add row", "Add column", a close icon (X), and a checkmark icon. Below the menu, a 3x3 table is shown on a whiteboard background. The table contains the following text:

Engage the audience from the start	Use storytelling techniques	Keep the presentation focused and concise
Use visual aids effectively	Maintain eye contact with the audience	Speak clearly and confidently
Encourage audience participation	Adapt to the needs of the audience	Practice and prepare thoroughly

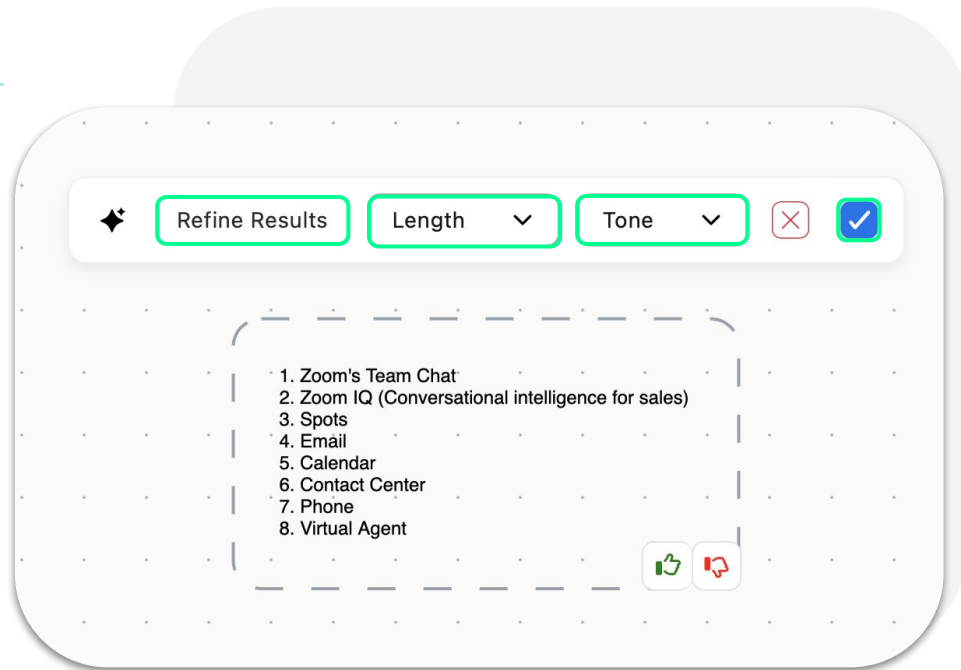
At the bottom right of the table, there are two small icons: a green thumbs up and a red thumbs down.



Content Generation

Edit Text

- To **edit text**, create or open an existing whiteboard.
- Select the text you want to edit, click the **AI Companion** icon.
- Edit the text using the following options:
 - **Length** - allows you to shorten or lengthen the text, summarize in a single sentence, or rewrite it in bullet points.
 - **Tone** - allows you to modify the tone of the text to match your preference, selecting from options such as **Professional**, **Casual**, **Formal**, or **Forceful**.



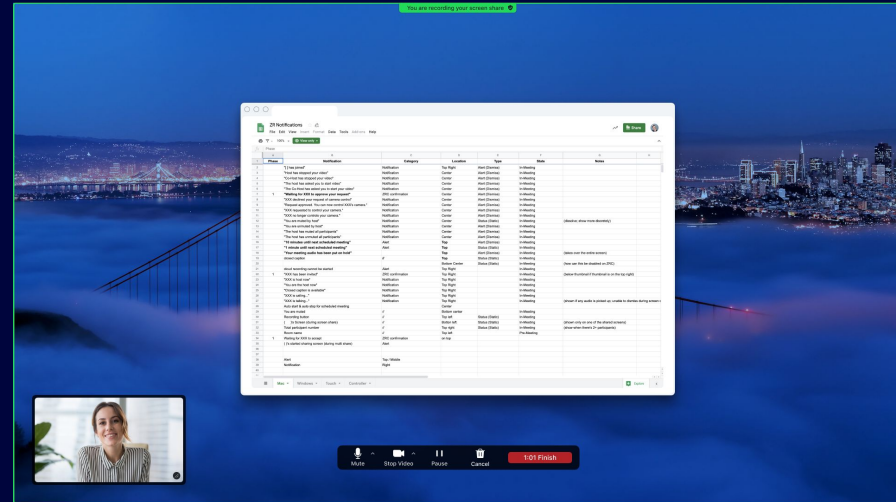
Zoom Clips

Zoom Clips



Overview

- Users can easily record themselves and their screen, then immediately share that recording with others.
 - + Those videos can be shared and are stored in the user's 'Clips Library', accessible in both the Zoom Web Portal and the Zoom Workplace app for easy follow-up.
 - + Team members can engage with the videos while view and engagement analytics are tracked.
- Some of the key features of Zoom Clips include:
 - + Easy video recording from the web portal, menu/task bar, or the Zoom Workplace app.
 - + Generate shareable links to easily share your clips.
 - + Set permissions for who can view your clip.
 - + No time spent waiting for a video to render, it is all done within the same screen, in a matter of clicks.
 - + Receive comments on your clips.



Zoom Clips User Flows



Record

User initiates a 'Clip' from any of the 'Entry Points'.

User specifies various settings for the recording (audio, video, screen, etc.)

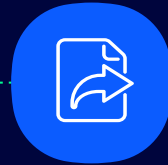
User completes the recording.



Review

After the Clip is completed, user is taken to the web portal or Clips tab in the client on a 'Review & Edit' page.

User can play the Clip, review, do basic trimming.



Share

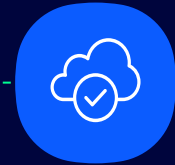
User will instantly receive a URL they can share with anyone via multiple means.



Playback

A recipient of the Clip URL can playback the Clip in a browser.

Access will be subject to any viewing permissions placed on the Clip by the creator.



Store

When the Clip is completed, it will be stored in the 'Clips' tab, which is a basic 'Content Management System' for all the user's Clips.

Enable Clips



Web Experience

- Sign into **zoom.us**.
- Default on, for most accounts, but if needed, Admins will be able to enable/disable Clips.
- Go to **Account Management** and select **Account Settings**.
- Scroll over to **Clips**.
- Next to the Clips option, click **Enable**.

The screenshot displays the Zoom Admin console interface. The top navigation bar includes the Zoom logo and links for Products, Solutions, Resources, Plans & Pricing, Schedule, Join, Host, and Whiteboard. The left sidebar lists various administrative sections, with 'Account Management' and 'Account Settings' highlighted in blue. The main content area shows the 'Clips' settings page, which is also highlighted with a green box. The 'Clips' feature is currently enabled, indicated by a green toggle switch. Below the main toggle, there are three additional settings: 'Allow users who can access clips to download clips' (disabled), 'Auto-generate audio transcript' (disabled), and 'Viewers can see the transcript' (disabled). A search bar for settings is visible at the top of the main content area.

Create a Clip



Web Experience

- Sign in to your account at zoom.us.
- Select **Clips** and you will see the Zoom Clips welcome page.
- To create a new Clip, click **+ New Clip**.
- The web launcher page will open the Zoom Workplace app, where it will launch the **Create Clip** window.

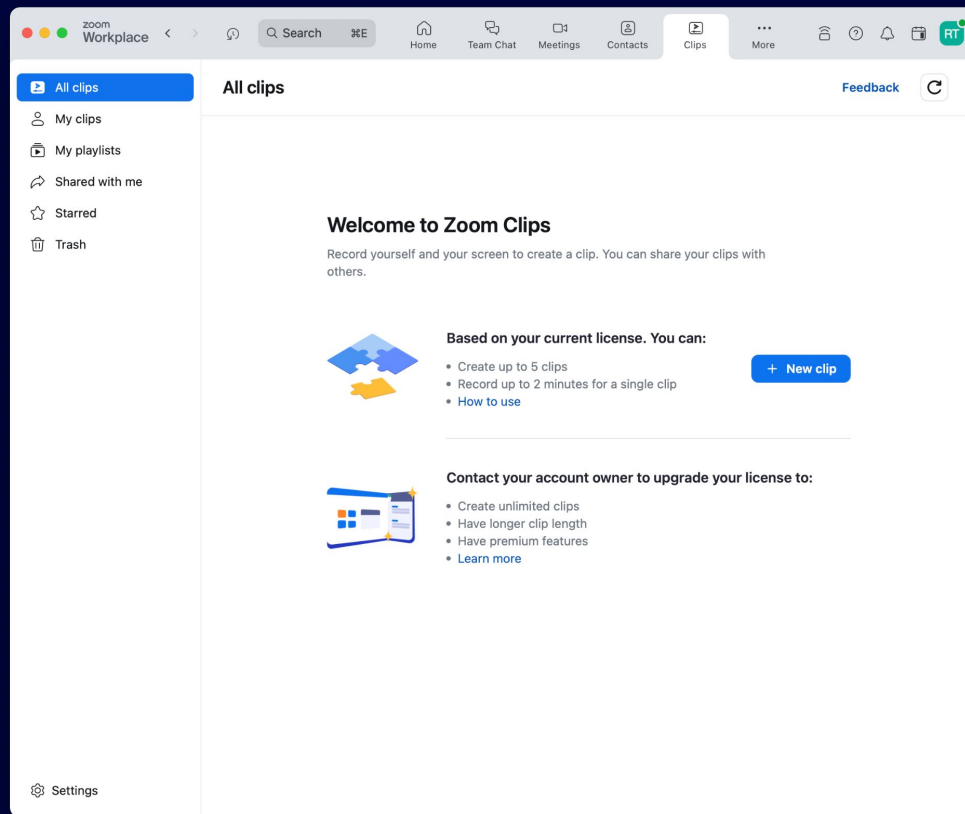
The screenshot shows the Zoom Clips web interface. At the top, there is a navigation bar with the Zoom logo and links for Products, Solutions, Resources, and Plans & Pricing. On the right side of the navigation bar, there are links for Schedule, Join, Host, Web App, and a user profile icon. The main content area is divided into two sections. On the left, there is a 'PERSONAL' sidebar menu with the following items: Profile, Meetings, Webinars, Events & Sessions (marked with a 'NEW' badge), Phone, Personal Contacts, Personal Devices, Whiteboards, Notes, Docs (marked with a 'NEW' badge), Surveys, Recordings & Transcripts, Clips (highlighted with a blue bar), and Workspace Reservation. The main content area on the right features a 'Welcome to Zoom Clips' heading, followed by a paragraph: 'Record short-form videos and share them with a link. With your current Clips Basic plan, you can record 5 clips, each up to 2 minutes.' Below this text is a '+ New clip' button. Further down, there is a note: 'If you would like more clips or more time for your videos, please [contact your account owner](#)'. On the right side of the main content area, there is a video player titled 'Zoom Clips Demo' showing a grid of video thumbnails.

Create a Clip



Zoom Workplace App Experience

- Sign in to your account at zoom.us.
- Select **Clips**.
- To create a new clip, click **+ New Clip**.
- The **Record new clip** window will open.



Recording a Clip



Settings

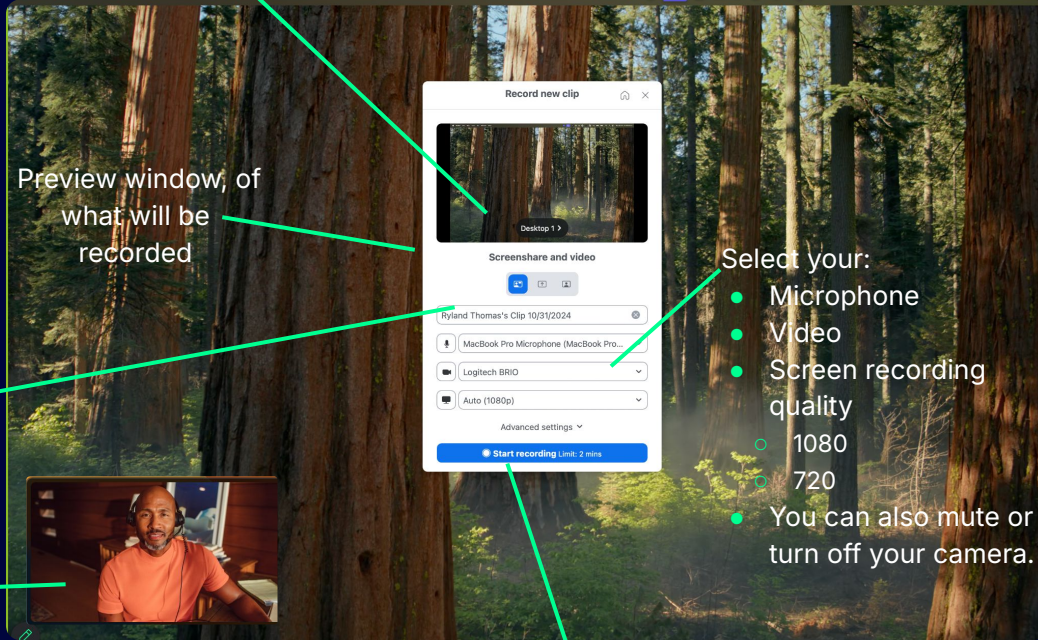
- The **Create Clip** menu box will open. Once all options/settings are set, click **Start Recording**.

Choose to share:

- Your screen & video
- Only screen
- Only video

Video Preview

Select a screen, application, or window to share



Preview window, of what will be recorded

Select your:

- Microphone
- Video
- Screen recording quality
 - 1080
 - 720
- You can also mute or turn off your camera.

Advanced Settings, allow you to enable:

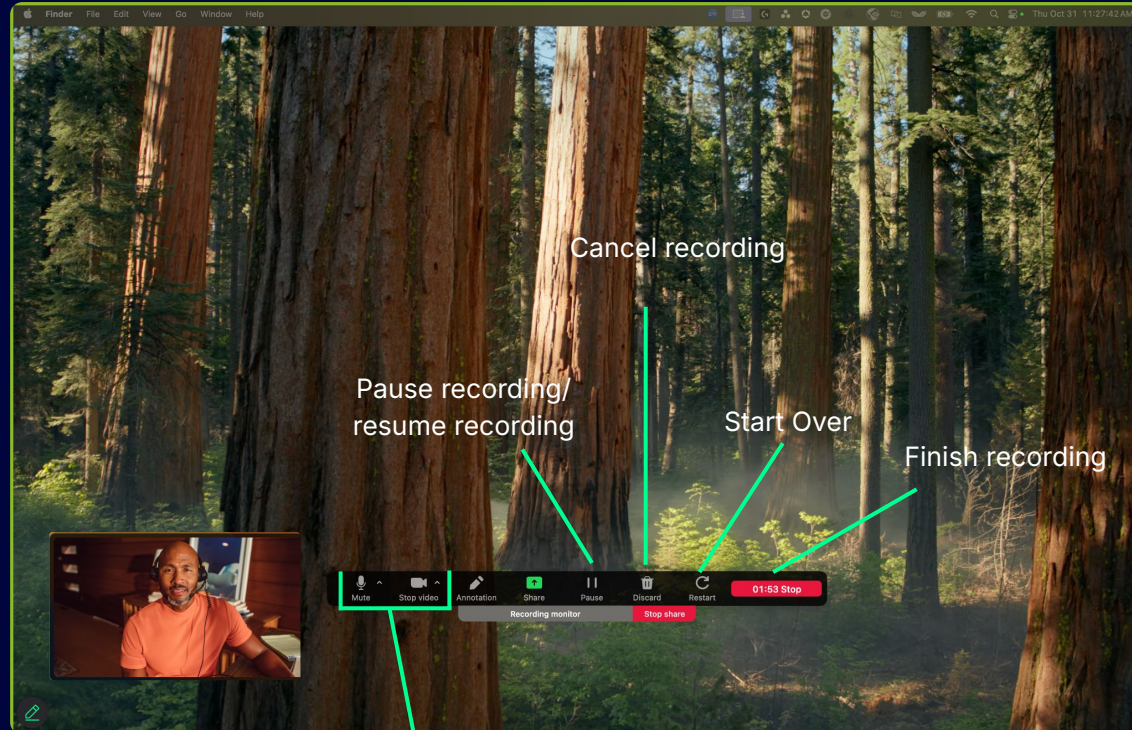
- Virtual background & avatar
- Layout and wallpaper
- Mirror your video
- Noise suppression

Recording a Clip



How to Record

- A countdown will start, then your screen/video will record.
- Share any content you want in the clip. If needed, you can **Pause** the recording and **Resume** when ready.
- Did you mess up? No worries, simply click **Restart** to restart the recording.
- Once you are finished, click **Finish**, and the recording will automatically open in the Zoom Workplace app under the Clips tab section.



Zoom Clips



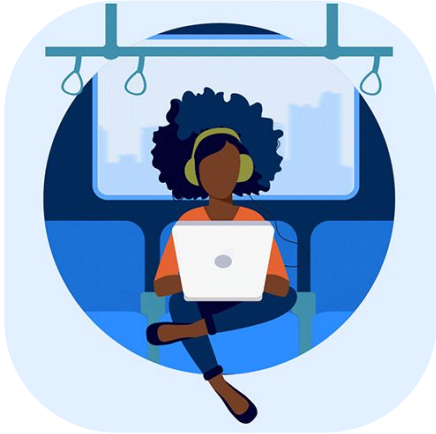
AI Companion

- After you create a clip AI Companion will analyze the clip and create a **Title**, add **Description** & **Tags**.
- You can make further edits by clicking on the title or description.
- Click **+ Add tag** or **X** to add or remove tags.

The top screenshot shows a Zoom Workplace interface with a clip titled "Clip 01/15/2025". The video player shows a Zoom website page with the text "Identify, execute, & complete your priorities with AI Companion". Below the video, the AI Companion is generating a title and tags. The bottom screenshot shows the same clip with a generated title "Zoom Website, Plans, Pricing, and Products Overview" and a detailed description: "I demonstrated the Zoom website, focusing on the plans and pricing, and the various communication and productivity products offered. I also highlighted the Zoom workplace and the AI companion piece, which will be covered in more detail later." The tags are "zoom website", "productivity", "plans", "communication", and "pricing".

zoom Learning Center

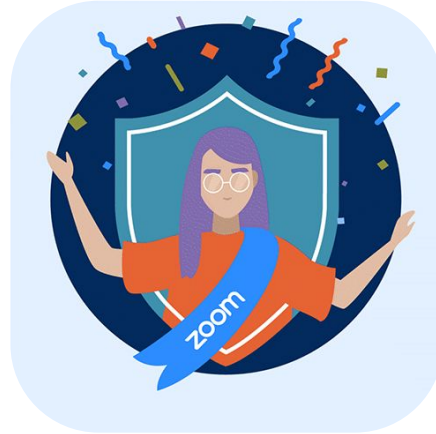
A **free** customer education platform with on-demand courses, live training, and so much more.



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Anywhere**



**Expand Your Product
Knowledge**



**Earn Badges &
Level Up**



**Stick Around for
Future Qualifications**

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zoom Community

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Find Helpful Solutions

Browse the community to easily find product solutions.



Ask Questions

Seek and receive support from community experts.

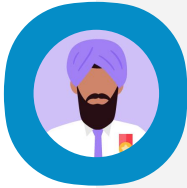


Collaborate with Peers

Connect with community members and share product news.

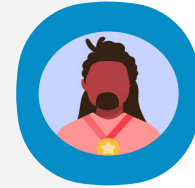
Zoom Community

Champion Program



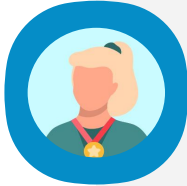
Get Involved

Community Champions are provided with the opportunity to be a part of a group of top community members and recognized for their helpful contributions through digital badges, champion title, and champion avatar collections.



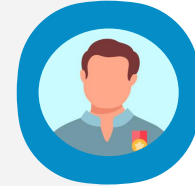
Be a Leader

Showcase helpful behavior and provide contributions in discussion forums.



Make Connections

Regularly connect with fellow community champions and Zoomies to share ideas, issues, and opportunities for the Community.



Receive Rewards

Receive perks such as digital rewards, access to connect with the Zoom Community team, and invitations to exclusive events.

Helpful Zoom Resources

- ↓
- [Zoom Learning Center](#)
 - + Over 45 courses and 14 learning plans of premium training content, covering all Zoom products.
- [Zoom Help Center](#)
 - + The Zoom Help Center is your first stop for accessing all our best tips and tricks as well as answers to your most pressing questions.
- [Zoom Community](#)
 - + Zoom created a Community Site, a forum for Zoom customers to post discussion topics and collaborate.
- [Zoom Technical Support](#)
 - + When you have questions that our Zoom Help Center can't solve, there are several options to get additional support from Zoom technical experts.
- [Zoom Blog](#)
 - + Subscribe for new blog posts/articles or browse/search for previous industry-specific articles.
- [Zoom Service Status](#)
 - + Upcoming / current maintenance and Past Incident information.
- [Zoom Release Notes](#)
 - + Subscribe for updates to various Zoom products.
- [Preview Notes](#)
 - + Owners and Admins can access to release notes 30 days prior to major releases and 14 days prior to minor releases.
- [Zoom Uptime](#)
 - + Historical status of the Zoom platform (traffic light status)
- [Zoom Trust Center](#)
 - + Visit our Trust Center Resources to help you find more information on Zoom's Security, Privacy, Legal & Compliance, and Trust & Safety.
- [Zoom Developer Platform](#)
 - + An open platform that allows third-party developers to build applications and integrations upon Zoom's video-first unified communications platform.
- [Virtual Workspaces](#) & [Workspace Designer](#)
 - + Looking for workspace inspiration? Explore how Zoom can make video collaboration come alive in a wide variety of work settings.



Thank you

zoom

