Zoom Meeting, Zoom Tools and Zoom AI (Aug 2025)

Last Modified on 21/08/2025 4:42 pm HKT

Date

- Cantonese: 13 Aug 2025 (Wed)
- English: 21 Aug 2025 (Thu)

Time and Duration of each Class

- 9:30am–12:30pm
- 3 hours (with a 15min break) per session

Agenda

- **Welcome & Introduction (9:30-9:35)**
    - Session overview
    - Training objectives
- **Part 1: Zoom Tools (9:35-10:10)**
    - How to access Zoom: Zoom desktop client and Zoom mobile app via CUHK Single-Sign-On (SSO)
    - Clips
        - Creating and sharing video clips
        - Practice creating a 30-second lecture clip
    - Notes
        - Taking collaborative notes during meetings
        - Hands-on note-taking exercise
    - Scheduler
        - Setting up recurring classes
        - Calendar integration demo
    - Surveys
        - Creating pre/ in class/ post class surveys
    - Zoom Webinar
- **Part 2A: Zoom AI Features (10:10-11:00)**
    - Ask in Meeting Questions
    - Activating AI assistant
    - Practice asking questions during live demo
    - AI Meeting Summary
        - Setting up automatic summaries
        - Reviewing and editing summaries
    - Smart Recording
    - Transcription
    - Highlighting key moments
- **Break (11:00-11:15)**
- **Part 2B: Zoom Docs AI Features (11:15-11:40)**
    - Generative AI functionalities in Zoom Docs (No Tokens involved)
    - Use AI Companion menu for data analyzing
    - Get a Zoom AI meeting summary in Zoom Docs for further processing
- **Part 3: Settings & Optimization (11:40-12:00)**

- Account Setup
  - Logging In
  - Meeting Settings
  - Recording Settings
  - AI Companion Settings
- Integrations
  - Outlook Add-in setup
  - Chrome Extension
  - Microsoft Edge Extension
  - integration with Moodle LMS at CUHK, see attached
- Desktop Client Features
  - Whiteboard tools
  - Video view options
  - Invitation methods
  - Screen sharing options: multi share
  - Recording controls
  - Reaction features
  - Caption/Transcription settings
- Enable Zoom In Meeting Apps
  - Youtube App, Timer App, Google Drive App
- **Q&A and Wrap-up (12:00-12:15)**
  - Address questions
  - Share resources

Presenter

- Representative from Zoom

Delivery Method

- Zoom

Slide deck

- Staff (https://gocuhk-my.sharepoint.com/:b:/g/personal/edt-training_cuhk_edu_hk/EVNUfD4ozmhHlPkeSt-T844B2_reCUkIbEeQjxaMW8sQVw?e=HfXQXo)
- Students (https://mycuhk-my.sharepoint.com/:b:/g/personal/b195129_link_cuhk_edu_hk/Eb2iLNjE0V5NvaSHfnn3P08Bzj9IOkYnm4ce2la5qxibwg?e=2Gapg3)

Recording

- Cantonese session (https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=c48ca27f-dee5-4b3b-9b54-b338005e6da4)
- English session (https://cuhk.ap.panopto.com/Panopto/Pages/Viewer.aspx?id=28494c41-7b67-4fad-a03e-b34000529cc4)

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