

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

Last Modified on 24/07/2025 3:22 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

Questions: elarning@cuhk.edu.hk

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- **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

Registration

- **Cantonese session** (<https://cuhk.zoom.us/meeting/register/GLHNFYR8RFKNGVnlgm9OTg>)
- **English session** (<https://cuhk.zoom.us/meeting/register/Gqotb7rhQYyoZ-dR8fjPuA>)

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