

[Click here to see this online](#)



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Information Technology

Extension IT Tech Tips - January 2025

Zoom AI Companion

On December 20, 2024, Campus Technology Services enabled the Zoom AI Companion features for our Zoom accounts.

The tool includes features like meeting summaries, in-meeting queries, and smart recordings to enhance collaboration.

Key features of Zoom AI Companion

- **Meeting Summary Creation:** AI Companion can generate and send a summary to designated participants after the meeting. By default, only the host receives this summary.
- **In-Meeting Questions:** Participants can ask about previous meeting details, such as discussion summaries or mentions of individuals.
- **Smart Recording:** Generates highlights, smart chapters, transcriptions, next steps and meeting coach content.

Using these new features does require enabling a few settings in your Zoom account. This [KB Article](#) shows how to enable the features to be able to use with your Zoom account.

A training session was held showing how to enable the features and explaining some of the functionality. The recording for this session can be found at the [Extension IT Training page](#) under the Zoom heading.

Adobe Creative Cloud Synced Files

It was announced recently that Adobe will discontinue Creative Cloud Synced files on February 3, 2025. This feature was the option to save files to Adobe's cloud services with an interface that allowed you to access the files as if they were on your local computer. It is unlikely that many of you took advantage of this feature.

If you saved your Adobe files to either Box or your Shared Drive, this change will have no impact on your files.

If you are unsure whether your Adobe assets are impacted, check to see if you have synced files by logging into [Adobe Assets](#) with your university credentials.



Information Technology
University of Illinois Extension

101 Mumford Hall (MC-710) | 1301 W. Gregory Dr. | Urbana, IL 61801
(217) 333-9025 | extensionit-help@illinois.edu

University of Illinois Extension | University of Illinois Urbana-Champaign | College of ACES
Copyright | University of Illinois Board of Trustees | Privacy | EEO

University of Illinois, U.S. Department of Agriculture, Local Extension Councils Cooperating.
University of Illinois Extension provides equal opportunities in programs and employment. If you need a reasonable accommodation to participate, email extension@illinois.edu. Early requests are encouraged to allow time to meet individual requests. This email contains promotional content. For permission to reprint, revise, or otherwise use, contact extension@illinois.edu.