

# Use AI Companion to compose, summarize, and more in Team Chat

Spend less time catching up and save time moving forward in Team Chat with AI Companion. Get first drafts, accept suggestions, and summarize long threads you need to catch up on.

## Compose messages in Team Chat

With context from your conversation, compose messages, get topic prompts, and adjust the tone and length of your message to give you confidence in what you're communicating.

### When to use Team Chat compose

- ✓ If you don't know how to respond to a chat, let AI Companion write the first draft of your message. ✨

#### Examples of prompts to use:

- "Help me respond that I can't attend this meeting."
- "Help me draft a note to my boss letting him know that I will miss the deadline we discussed. Make it apologetic."
- "Help me tell everyone in this chat that they are falling behind the deadline, and make it sound urgent and polite at the same time."

### Best practices

- After AI Companion gives you a response, you can make it longer, shorter, change the tone, or edit it yourself before you send it.
- If the generated response isn't quite right, click **Try Another**.

Team Chat compose is currently only supported in English.

[Learn more about Team Chat compose](#) →

## Get a summary of a Team Chat thread

If a chat thread has a lot of new responses since you've last checked, you can have AI Companion summarize what was said to save you time.

### When to use thread summary

When you're away for extended periods of time, such as:

- ✓ Just signing in for the day
- ✓ Checking on chats with colleagues in different time zones
- ✓ Starting fresh on Monday
- ✓ A multi-day vacation

Thread Summary is currently only available in English, and isn't available in all countries.

[Learn more about Thread Summary →](#)

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## Quickly schedule a meeting in Team Chat

To save time switching between applications, schedule meetings directly from Team Chat.

### When to use quick schedule

- ✓ During any chat, you might see a "Schedule Meeting" button appear beneath a chat, and you can create a meeting in a single click.
- ✓ This will show up when AI Companion detects you're chatting about setting up a meeting with someone.

### Best practices

- If you've mentioned the date and time in the chat thread, it will automatically be added to the meeting scheduler window.

Quick Schedule is currently only available in English, and isn't available in all countries.

[Learn more about Quick Schedule →](#)

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## Use predicted suggestions when chatting

AI Companion can predict the rest of your sentence for you, giving you the option to accept the proposed text for a faster response.

### When to use sentence completion

- ✓ In Team Chat, AI Companion will suggest text as you type.
- ✓ To accept the text, press **Tab**, **Enter**, or **Return**.
- ✓ To ignore the text, just keep typing.

[Learn more about Sentence Completion →](#)

[Learn more about Zoom's commitments regarding customer content →](#)