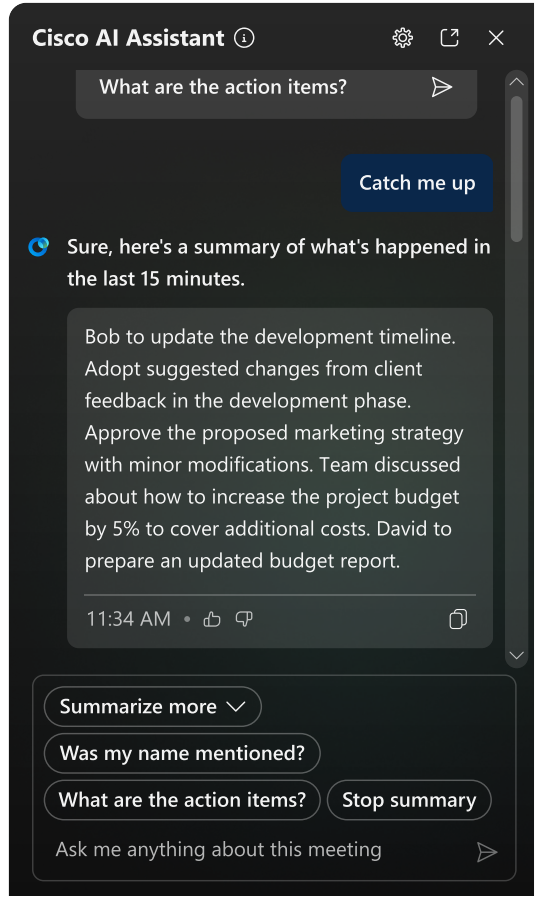# Meet your AI Assistant for meetings

It happens to us all—you're late to a meeting, step away for something urgent, or you get distracted and miss that last point. No worries: Cisco AI Assistant for Webex is on top of it.

With AI Assistant meeting summaries, you can get a live recap of what you missed, including action items, mentions of your name, and more. You can even get a summary and transcript after the meeting, without having to record.

Here's how to use and manage AI Assistant in your next meeting.

# Use AI Assistant in a meeting

In the meeting controls, click **AI Assistant** 🔵.

By default, only hosts and co-hosts can start and stop meeting summaries. If this is the case for your meeting, a pop-up window will prompt you to ask the hosts to start the summary.

If the hosts have enabled anyone to start and stop summaries, select **Start summary** from the pop-up. You'll see and hear notifications that AI Assistant is active.

Tap **AI Assistant** 🔵 and choose from:
- **Summarize** to recap the last 15 minutes
- **Summarize more** for the entire meeting from the beginning
- **Was my name mentioned?** to see if anyone said your name
- **What are the action items?** to get a list of action items compiled so far
- **Ask me anything about the meeting** to ask AI Assistant questions about the current meeting
- **Stop summary** to end the summary for everyone.

💡 **TIP:** Any questions you ask and answers you receive are only visible to you so you don't interrupt the flow of the meeting. Whew!

## Intelligent notifications

When meeting summaries are active, AI Assistant is always looking for opportunities to help.

🕐 If you join 12 minutes or later after the start time, AI Assistant will ask you if you want a summary of the meeting so far.

📱 Need to answer a call in Webex mid-meeting? Once the call ends, AI Assistant will offer to catch you up (as long you missed more than 1 minute).

# AI Assistant settings for hosts

Hosts and cohosts control who can start or stop meeting summaries and what is saved after the meeting.

In the meeting, tap the **AI Assistant** 🔵 and then **AI Assistant settings** ⚙️.

In the **Meeting options** window, under AI Assistant, choose your settings and click **Apply**:

**Start and stop summary**
- ⚪ Only the host and cohosts can start and stop the summary (default)
- ⚪ Anyone can start and stop the summary

**Content availability after the meeting**
- ⚪ Save summary and transcript (default)
- ⚪ Save summary only
- ⚪ Don't save summary and transcript

💡 **TIP:** If your meeting is associated with a space, go to **Meetings** and **Meeting recap** to view recordings, summaries, or transcripts. They are also saved to the hosts' account in Webex app.

Got questions about how we're handling AI? We've got answers.

Want more? Explore our help center to see all that AI Assistant can do for you.

**Learn more**

🎓 Take our Webex AI Foundations online training to get familiar with AI and how it's used in our software and devices.

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