

# Stay on top of it all with AI Assistant

Save time and make “business as usual” feel effortless.

It's Sunday, the last day of your vacation. You know what's waiting for you tomorrow: an inflated inbox, mountains of chat notifications, and a calendar full of meetings.

What if you had a personal assistant who could make staying on top of your work week effortless? Cisco AI Assistant for Webex is at your service. Not just on that first day back from vacay, but every workday.

## Monday: Catch me up

Pour your coffee and log on. The AI Assistant is right there in the Webex app to get you up to speed in a flash. With just a few clicks, it can tell you everything you missed in that important project space or neatly condense those long message threads.

Here's how to use it:

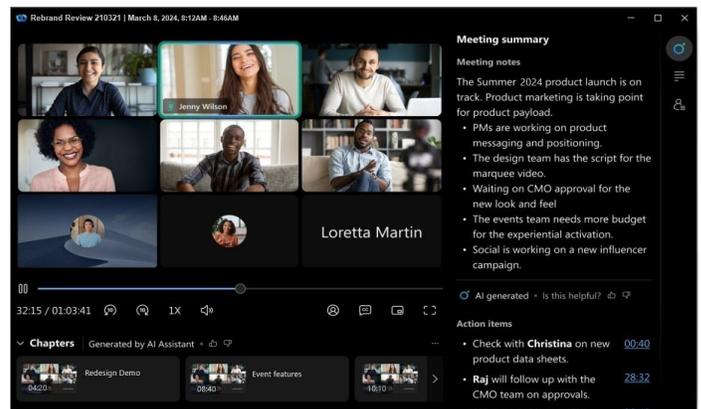
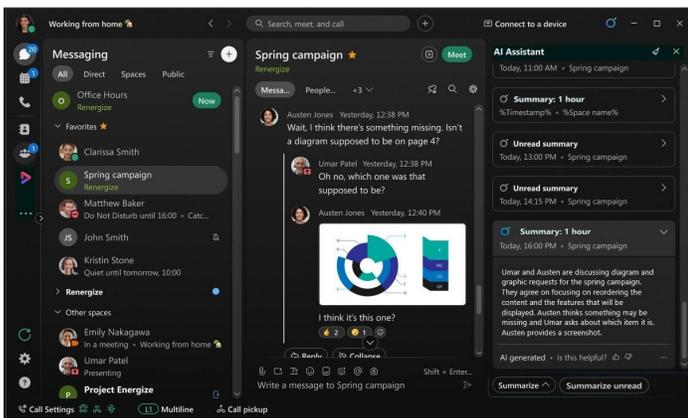
- In a space, **click AI Assistant**  in the top corner, then select **Summarize**. You can choose to recap any time period you'd like, or just everything you haven't read yet.
- On a message thread, click **Summarize** . Easy as that.

## Tuesday: So many meetings

Your calendar is packed and your notes app is overflowing. Focus on what matters without having to stop to take notes or keep track of action items—The AI Assistant can do it for you.

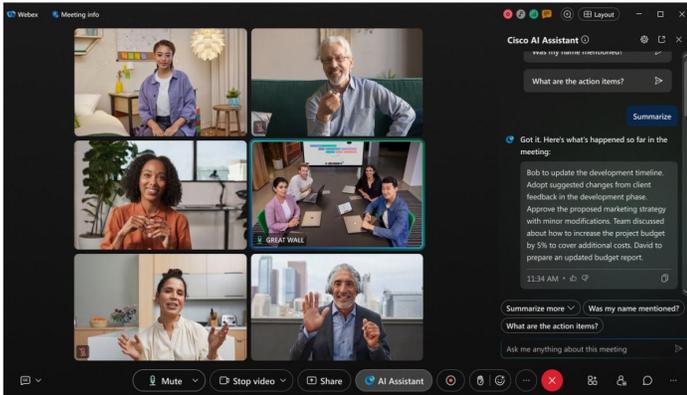
Here's how to use it:

- During your meeting, be sure to click **Record** . You'll hear confirmation the meeting is being recorded and summarized.
- After the meeting, the host will get an email with the summary, notes, and action items that they can review and share, with timestamps if you need to view the recording to get details.
- If your meeting is associated with a space, go to **Meetings** and **Meeting recap** to view recordings and summaries.



## Wednesday: Life happens

We've all been there: you're late to a meeting because of another meeting, or you had to step away during a meeting to take an urgent call. When you rejoin or join late, the AI Assistant will catch you up.



Here's how to use it during a meeting:

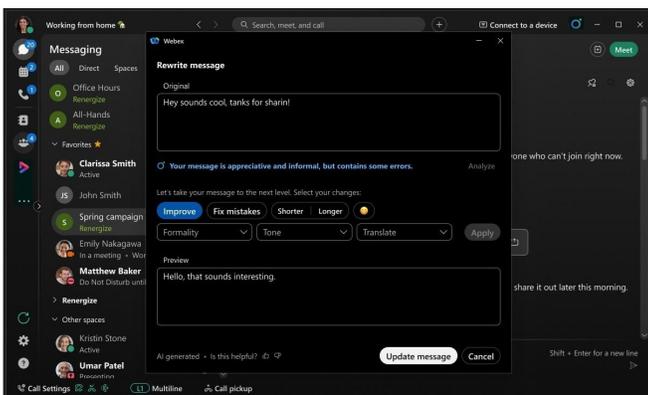
- Tap **AI Assistant** and **Summarize** to get a summary of what was discussed while you were away.
- Click **Was my name mentioned?** to see if your name came up while you were away.
- Or choose **What are the action items?** to get a list of action items compiled so far.
- You can also ask the AI Assistant questions about the current meeting by selecting **Ask me anything about the meeting**.
- Any questions you ask and answers you receive are only visible to you so you don't interrupt the flow of the meeting. Whew!

## Thursday: Get the message right

You need to let your boss know about a pivot coming on a big project. Normally you'd spend an hour sweating over your wording. Not anymore. Use your AI Assistant to perfect a message before you send it, so you can make the best impression every time.

Here's how to use it:

- Type the message you want to send in the Webex App.
- Click **Rewrite message** in the message tools tray.
- Select **Rewrite, Improve, Fix mistakes, Shorter** or **Longer**, depending on what your goal is.
- You can choose from a number of different tones to try, from friendly to formal and more.
- Click **Apply** to see a new version of your message. You can refresh to generate more versions or **Undo** if you want to go back.
- Once you're happy with your message, click **Send**.



## Friday: A global problem

The Paris team is struggling with an issue, and you need the Japanese team to help solve it. With message translation capabilities in over 30 languages, the AI Assistant is here to save the day.

Here's how to use it:

- In the Webex App, select a message you need translated, click **More actions** and **Translate message**.
- For spaces with multiple languages or when you need to translate in real time, start a live translation. At the top of the space, select space **settings** and **Start live translation**. All messages in the space will be translated within seconds.

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

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

[Learn more](#)

