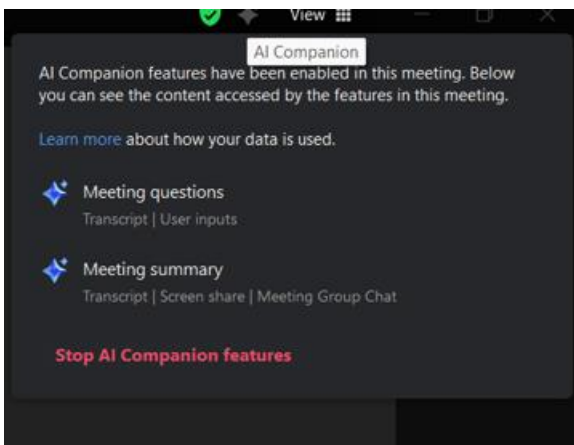
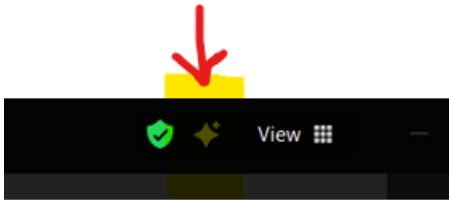


# Working with AI in Meetings

## [Jump to Read.AI](#)

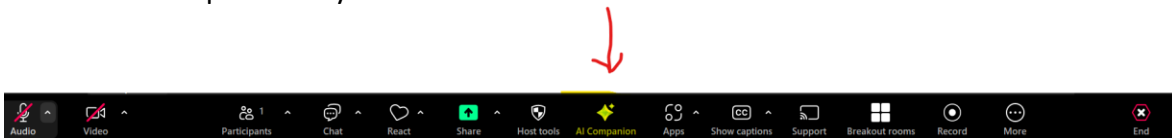
AI Companion (Zoom only)

You can click on the stars at the top right of your meeting window and turn off AI features for the meeting



You can also

Click on AI Companion in your tool bar



And choose Stop AI Companion



In both cases you will get this screen. Click Stop

#### Stop AI Companion for this meeting

These features will be stopped:

- Meeting questions
- Meeting summary

Delete meeting assets

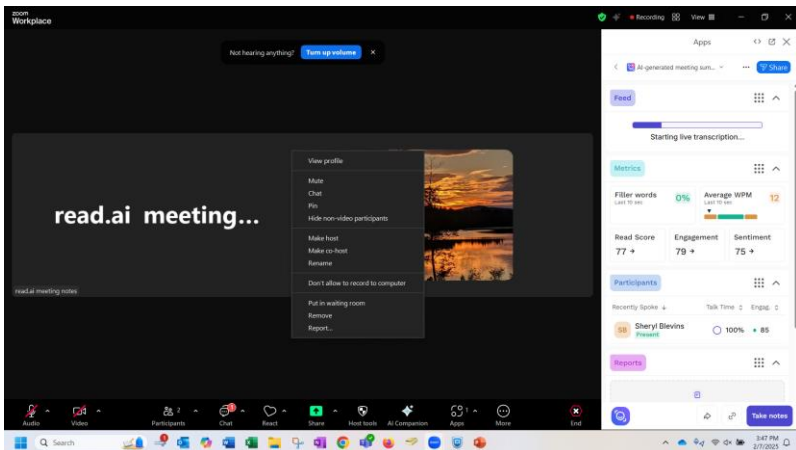
The following assets will be deleted for everyone:  
transcripts, summaries



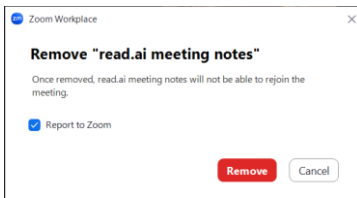
## Read.AI (Zoom and Teams)

### Zoom

To remove read.ai from your meeting click the ... on the read.ai participant window and click remove.

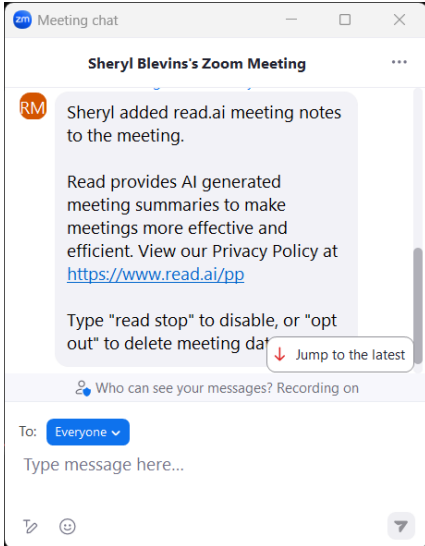


Once you click Remove you will get this window. Click Remove again.



Note:

Meeting chat will show who added Read.ai to the meeting.



Teams

To remove read.ai from the meeting click on People, then the ... next to read.ai and click Remove From Meeting.

