

# Set up your first OpenAI dot

An AI assistant inside ChatGPT that keeps working while you're away. For small-business owners who want help with the busywork.

## WHAT IT IS

### An assistant you give a goal, not a question

A normal chat answers when you ask something. A dot is different: you give it a job, and it keeps working on it in the background, between conversations. It has its own computer in the cloud, uses the apps you choose to connect, and brings the results back for you to check.

## WHAT IT DOES

- Works on tasks in the background, even when you're not in ChatGPT
- Connects to apps you pick, like your calendar, email or Slack
- Runs scheduled checks, like reviewing your calendar every morning
- Asks you before actions that matter, based on rules you set
- Learns how you like things done the more you use it

## WHAT IT REPLACES

### The small jobs that eat your day

Chasing follow-ups, checking your inbox and calendar, remembering what's due. OpenAI's own example: an early tester's dot noticed he had forgotten to send an invoice, prepared it, and sent it after he approved it.

## BEFORE YOU START

### Check these three things first

#### 1 You need the right ChatGPT plan: Pro or Business Premium.

Free, Go and Plus plans don't include dots yet. To check: open ChatGPT, click your name in the bottom-left corner, and look at which plan is shown. If it isn't Pro or Business Premium, you'd need to upgrade first.

#### 2 Where you live matters.

On the Pro plan, dots are not available in the EU/EEA (this includes Norway), Switzerland or the UK. If you live there, you need Business Premium instead, which includes dots in all supported regions.

#### 3 Use a computer, not your phone.

You can only create your dot in the ChatGPT desktop app (Mac or Windows) or in ChatGPT in a desktop browser. Once it's set up, you can talk to it from the phone app.

Dots are rolling out gradually. If you have the right plan but don't see it yet, wait a few days and check again.

## STEP 1

### Create your dot

#### 1 On your computer, go to this address in your browser

`chatgpt.com/dots`

Or open the ChatGPT desktop app. Log in with the account that has Pro or Business Premium.

#### 2 Follow the setup screens, give it a name, and pick a look

You can pick a character or a pet. You can change the name and look later by clicking its name, then the pencil icon.

## STEP 2

### Connect only the apps it needs

Your dot reads the apps you connect, even when you haven't asked it anything, and remembers what it finds. Start with one app, like your calendar, and add more later.

#### → Open your dot's profile → Customize → Plugins

Pick an app and read the permissions before you click connect. Disconnecting an app later does not delete what your dot already learned from it.

#### STEP 3

### Decide what it may do on its own

Open your dot's profile → **Customize** → **Custom rules**. For each type of action you can choose:

| OPTION                      | USE IT FOR                                                |
|-----------------------------|-----------------------------------------------------------|
| Take action without asking  | Harmless things, like reminders to yourself               |
| Take action if pre-approved | Things you asked for directly in your message             |
| Ask before taking action    | Anything sent to a customer, or anything that costs money |
| Hand off to you             | Things you always want to do yourself                     |

#### STEP 4

### Give it a small first job

#### 1 Message it like you'd message an assistant. Two good first jobs:

Every morning at 8, review my calendar and tell me what's coming up today.

Find customer emails I haven't replied to in 3 days and draft replies.  
Don't send anything. I'll review them first.

#### 2 Check its work in your dot's profile

You'll see three lists: In progress, Scheduled and Completed. You can also open its computer and watch what it's doing. That's it.

#### GOOD TO KNOW

**Pause it:** profile → ⋮ → Pause. **Start over:** profile → ⋮ → Reset. This deletes its chats, memories and scheduled jobs. Chatting with your dot doesn't use up your normal ChatGPT limits. Dots can still make mistakes, so always check anything important before it goes to a customer.