

Get started with your dot

A Dot is a digital colleague that can keep working on a task even after you step away. Because it can take ownership of ongoing work, learn how you like things done, and move projects forward with less day-to-day direction, it can expand what you're able to accomplish in your role. In the next few minutes, you'll create yours, give it a name and look you'll recognize, and make sure it's ready to work with you.

You're in control of what it can access, and you can change its settings later.

WHAT A DOT IS

A dot is an always-on agent in ChatGPT with its own cloud computer. It can keep working on tasks you assign after the conversation ends.

WHO CAN USE IT

Pro (outside the EEA, Switzerland, and the UK) and Business Premium. Enterprise, Edu, and Healthcare need an admin to turn on the beta. Rollout may take several days.

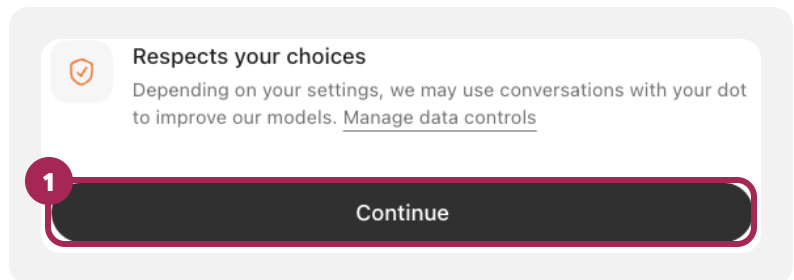
Set up your dot

1 Start setup

Open Dots in ChatGPT and select **Continue**. Wait for setup to finish.

Setting up your dot

This may take a few moments

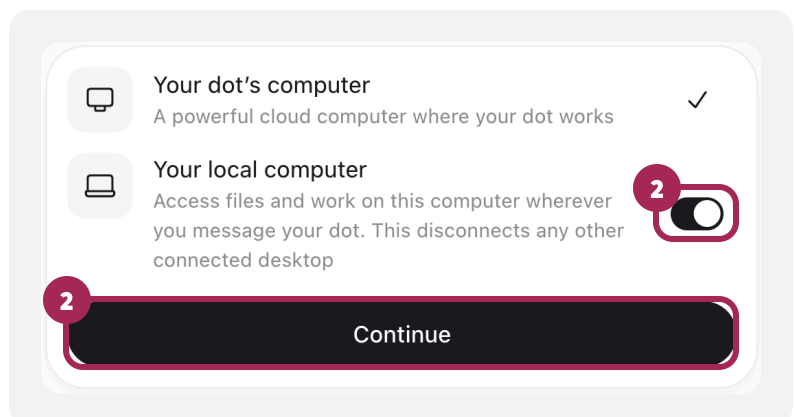


Create your dot, then setup. Captured 1 Oct 2026.

2 Choose where your dot can work

Your dot's computer is its own cloud computer. **Your local computer** is a separate switch that lets your dot access files on the computer you are using. Set it, then select **Continue**.

Turning it on disconnects any other connected desktop. You can change this later.



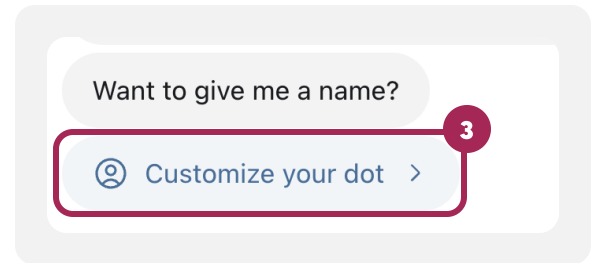
Cloud computer selected; local computer is a switch.

Personalize your dot

A distinct name and look tell your team which digital colleague is working.

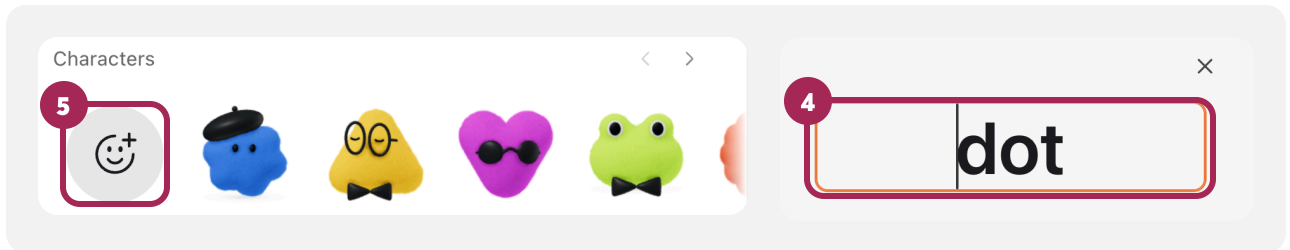
3 Open the customization editor

In the first conversation, your dot introduces itself and asks for a name. Select **Customize** your dot.



4 Name your dot

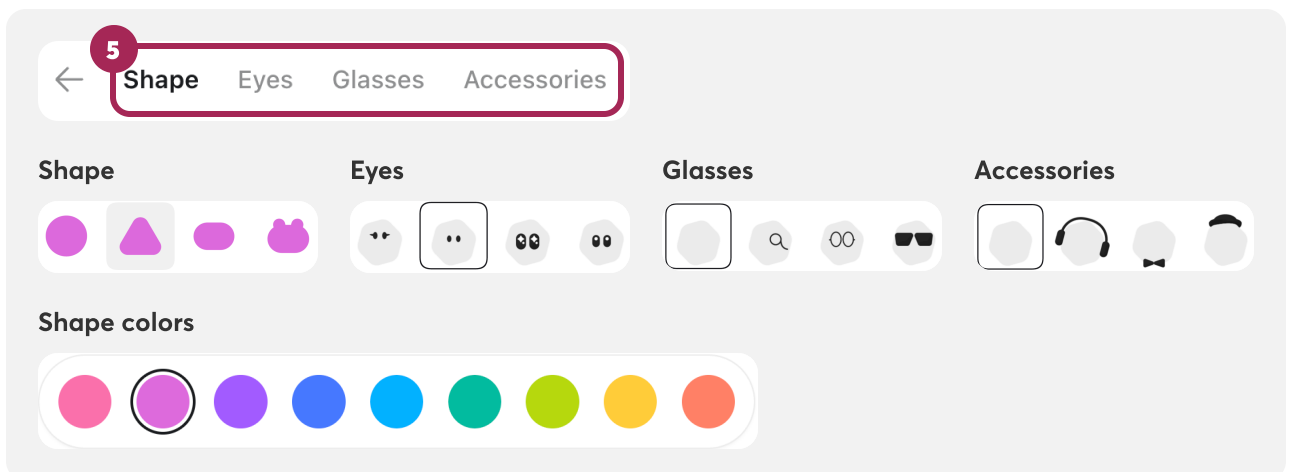
Replace “dot” in the name field with a name you will recognize. The demo dot in this guide is named AI-Donna. Then select the first option in **Characters** to build its look.



The Characters row and the name field, which opens as “dot.” Captured 1 Oct 2026.

5 Build its look

Work across the tabs at the top. In **Shape**, pick a shape and a color. Then choose **Eyes**, **Glasses**, and **Accessories**. The preview on the right of the editor updates as you go.

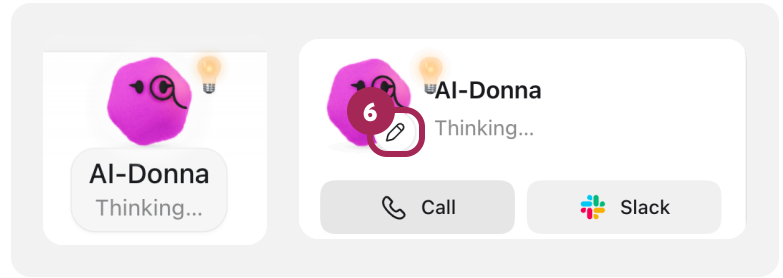


First row of options on each tab. Captured 1 Oct 2026.

Check the saved result

6 Save and confirm your changes stayed

Select **Save** and close the editor. Check that the name and avatar you chose appear above the chat and in your dot's profile. To change them later, select the pencil on the avatar in the profile.



The chosen name and avatar remain visible after saving and closing the editor.

HUMAN CHECKPOINT

Choose what to share. Personalization does not grant access to an inbox, Slack workspace, or your computer. Custom rules set what your dot can do without asking.

CHECK YOUR DOT

- ☐ The saved name is correct.
- ☐ The avatar is recognizable.
- ☐ No unrelated access was enabled just to personalize your dot.

YOUR DOT IS READY

You've given your dot an identity and confirmed that your changes were saved. Now give it a real task and see what it's like to work together!

TRY A FIRST TASK

Your dot already starts with what ChatGPT remembers about you, and it is proactive, not only reactive. Give it a responsibility, and it keeps the work moving between conversations. Try something like:

- Check my sales meetings for today and review past context for each one. Make sure every attendee has confirmed, and email anyone who has not to ask them to confirm.
- Each morning, look through my inbox and calendar, tell me what needs my attention today, and draft replies for me to approve.