DOTS

Use your dot effectively and responsibly

Build a working relationship with your dot. Share the context it needs, check what it produces, and tell it what to do differently next time.

Before you start: Use an enabled dot and approved information. Connections and controls depend on your account and workspace.

1. Choose which computer your dot should use



Your dot's cloud computer

A separate computer with its own files and browser. It can keep working while your device is off.

Use it when the task does not need your local files or apps. Name the approved sources and the result you want.



Your connected computer

For local files or apps: in the desktop app, open your dot's profile. Under **Computers → Your computer**, select **Allow access** and review the confirmation.

Keep the computer online with ChatGPT open. Name the exact file or folder; practise on a copy.

Enter sign-in details in the secure form, not the chat

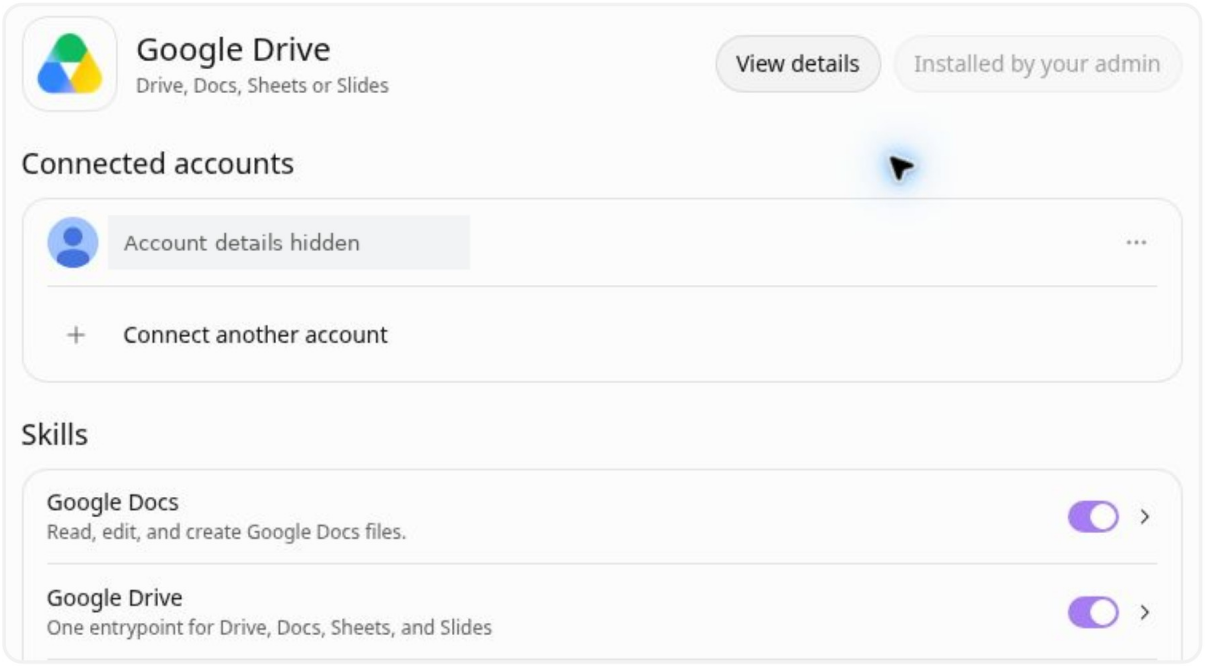
Use your dot's private sign-in form, or take over its browser and sign in yourself. Check the website and account first. Return control when you are ready.

Your dot's cloud browser does not inherit the sign-ins from your own browser.

2. Check the connected app and the information it can use

An app connection lets your dot work with that service within its permissions. It is separate from the channel where you talk to your dot.

- Confirm the connected account is the one you intend to use.
- Review the app's available actions and your organization's sharing rules.
- Name the documents, messages, or folders needed for this task.
- If a source is unavailable or includes information you should not share, provide an approved excerpt instead.



Review the connected account and available actions. Controls differ by app.

3. Check progress and correct the next step

In the desktop app, open your dot's profile, select **Recent Activity**, then open the task. Inspect the files and result. If it is waiting for an answer or approval, open that request.

Do not stop at "done." Open the output and check it against your request. Point out specific errors. For a recurring preference, explain what your dot should do differently next time.

Example correction

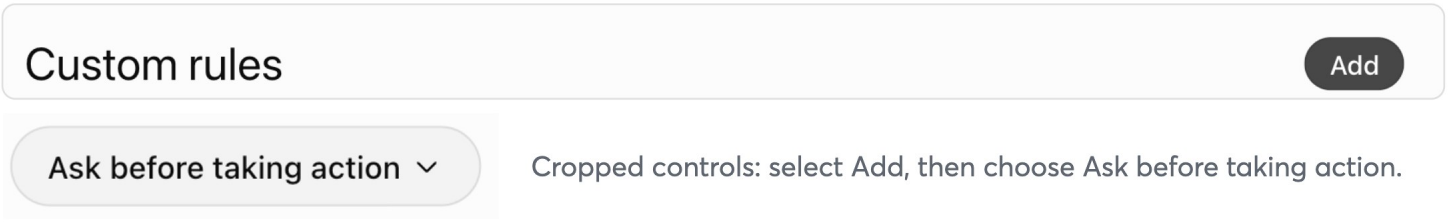
"The project plan says 28 October, but the draft says 24 October. Check the plan, correct the date, and show me the revised update."

4. Add a Custom rule for an action you want to approve

A Custom rule controls how your dot should handle a recurring action, such as sending customer messages. Share tone preferences in conversation; use rules for ongoing action boundaries.

On desktop or web:

1. Open **Settings → Personalization**.
2. Under **Permissions**, select **Custom rules**.
3. Select **Add**, describe the action, and choose how it should be handled.
4. Review your choice, then select **Add rule**.



Cropped controls: select Add, then choose Ask before taking action.

Example to adapt, not an existing personal rule

Action	**Send an email to a customer**
Choice	**Ask before taking action**

Custom rules do not connect apps, override built-in safeguards, or prevent every mistake. Your workspace may disable them.

Build your working relationship with your Dot over time

Practical tip: Give specific feedback, explain why a decision changed, and check whether your dot applies that lesson next time.

A prompt you can use

"Build our relationship over time. Review our conversations for corrections, successful patterns and evidence that our collaboration is improving. Remember useful lessons, explicit preferences and why decisions changed. Apply that context next time rather than starting over. Separate what I said from your interpretation, and revise outdated assumptions."