


# ChatGPT Enterprise Communication Toolkit

This toolkit contains a series of email and chat templates designed to support various stages of your ChatGPT Enterprise deployment.

These templates are intended as starting points to help you communicate with your users. We encourage you to edit and customize the content to reflect your company's unique needs, audience, and internal structure. Specific text to modify is highlighted in **yellow**.

 *Tip: Use canvas in ChatGPT to edit these templates by adding in more context on your company's rollout plan.*

| Template for Email + Chat Message             | Description/Purpose  | When to send   |
|---|--|--|
| <a href="#">Announcing ChatGPT Enterprise</a> | Introduction to ChatGPT and overview of self-serve resources                   | After SSO has been completed and user accounts have been provisioned                         |
| <a href="#">Emailing pending users</a>        | Remind users who have not accepted invite to accept their invite               | To users who are still Pending in your admin dashboard after ~1 week of not accepting invite |
| <a href="#">Use Case Discovery</a>            | Encourage users to design use cases for their roles                            | ~ 1 week after accounts are provisioned  |
| <a href="#">Use Case Inspiration</a>          | Inspire users with common use cases of ChatGPT                                 | ~2 weeks after accounts are provisioned  |
| <a href="#">Prompt Tips and Tricks</a>        | Help users craft effective prompts   | ~2 weeks after accounts are provisioned  |
| <a href="#">Advanced features of ChatGPT</a>  | Highlight advanced features for power-users to deepen their use of ChatGPT     | ~4 weeks after accounts are provisioned  |
| <a href="#">Take impact survey</a>            | Encourage users to take impact survey to highlight ways they are using ChatGPT | ~8 weeks after accounts are provisioned  |

# Announcement to new users

## Email Version

Hi [Team],

We're thrilled to announce that ChatGPT Enterprise is now available at [Company Name]! AI is evolving rapidly, and this is your opportunity to explore how ChatGPT can enhance your daily work—whether it's streamlining workflows, analyzing data, generating content, or brainstorming new ideas.

### Why This Matters

Protecting [Company Name]'s data is our top priority. With ChatGPT Enterprise, none of our data is used to train the model, and enterprise-level security measures make it safer to use than personal accounts.

### What's Included in ChatGPT Enterprise

- **The most advanced language and reasoning models, deep research, Data Analysis, Search & Advanced Voice Mode:** Work with ChatGPT to quickly gather insights, get real-time information from the web, and even interact via voice.
- **Canvas & Custom GPTs:** Collaborate with ChatGPT for writing, coding, and brainstorming. You can also create tailored ChatGPT experiences for specific needs.
- **Image generation:** Generate images from simple descriptions for presentations, projects, and more—no design skills required!

### How to Get Started

- Log in at [Login instructions] using [preferred login method]
- Review resources in the [OpenAI Academy for Work](#)
  - [ChatGPT overview](#): Resources for new users to learn the fundamentals of ChatGPT and prompt engineering.
  - [ChatGPT advanced](#): Learn how to use advanced features of ChatGPT, like deep research, projects, and custom GPTs.
  - [ChatGPT for your role](#): Explore tailored use cases and prompts that show how ChatGPT can support the unique needs of your function.

- Use the [ChatGPT Use Cases for Work GPT](#) to brainstorm use cases

### **[Additional information about where to go for resources or support]**


Let's make the most of this exciting opportunity together!

Best,

[Your Name]

[Your Position]

### **Chat message**

 ChatGPT Enterprise is now live at [Company Name]!

This means you now have access to powerful tools like Data Analysis, deep research, image generation, canvas, Custom GPTs, and more—all with enterprise-grade security (your data stays private).

- Get started: [Login instructions]
- Review resources in the [OpenAI Academy for Work](#) ([ChatGPT overview](#) for fundamentals, [ChatGPT advanced](#) for deeper usage, and [ChatGPT for your role](#) for use cases for your specific department)
- Use the [ChatGPT Use Cases for Work GPT](#) to brainstorm use cases

Excited to see what you create!

## Email to pending users (have not accepted invite)

### **Email Version**

**Subject:** Action Required: Please Accept Your ChatGPT Enterprise Invitation

Hi Team,

As part of our effort to centralize tools and enhance security, you should have received an invitation to join our ChatGPT Enterprise workspace using your @<domain> email. If you haven't yet accepted that invitation, please do so as soon as possible.

**Why this matters:**

- **Unified Security & Compliance:** By migrating to our Enterprise plan, all usage is governed under our data controls and will ensure that your data is not trained on.
- **Seamless Experience:** If you already have a ChatGPT account tied to your email address, on your next login, you'll see a migration wizard to transfer any existing chat history—or export/delete it if you prefer—into the Enterprise workspace.
- **Collaborate with Your Teammates:** ChatGPT Enterprise will allow you to share GPTs, Canvases, Chats, and more with your colleagues in a secure fashion.
- **Subscription Cleanup:** If you currently hold a ChatGPT Plus subscription under your work email, it will be automatically canceled once you complete the migration.

### Next Steps:

1. Locate the invitation email from OpenAI (subject line: “You’ve been invited to join ChatGPT Enterprise”).
2. Click “Accept Invitation” and follow the migration wizard (if applicable).
3. Confirm that your chat history (if any) has been migrated or exported (if applicable).
4. Log in exclusively to ChatGPT Enterprise going forward.

If you run into any issues or need assistance, please reach out to [<IT/admin contact>](#). We also have a brief FAQ in [<link to internal documentation>](#) to guide you.

Please complete this as soon as possible to ensure you are able to utilize your license or we will reallocate it. Thank you for your prompt attention.

Best regards,

[\[Admin Name\]](#)

### Chat Version

Reminder: Join ChatGPT Enterprise You should’ve received an invite to join our ChatGPT Enterprise workspace via your [@<domain> email](#). Please accept it ASAP to keep your license.

Why it matters:

- Ensures data security & compliance
- Lets you collaborate with teammates
- Cancels any existing Plus plan tied to your work email

Next steps:

1. Find the invite from OpenAI (“You’ve been invited…”).
2. Click Accept Invitation and follow the prompts.

3. Use ChatGPT Enterprise going forward.

Questions? Contact [<IT/admin contact>](#) or check the [FAQ](#).

## Discover use cases for your role

### **Email message v1:**

**Subject Line:** Discover How ChatGPT Can Support Your Role

ChatGPT is designed to be intuitive and user-friendly, providing valuable support across various roles and functions. If you aren't sure how ChatGPT can help you, log in and copy/paste one of these prompts into the chat bar:

- “How can a [YOUR ROLE] at [YOUR COMPANY] use ChatGPT to support their work? Provide example prompts.”
- “I am a [YOUR ROLE] at [YOUR COMPANY]. One of my biggest pain points is [PAIN POINT]. How can I use ChatGPT to improve this pain point? Include example prompts.”

These prompts will give you tailored suggestions on how ChatGPT can assist you, making your work more efficient and productive. Dive in and discover the many ways ChatGPT can lighten your load!

We want to hear from you on how you are using ChatGPT Enterprise! Can you please reply to this email if you have an interesting way it has helped you with a work task?

### **Email message v2**

**Subject:** Brainstorm Use Case Ideas with the “Use Cases for Work GPT”

Let ChatGPT identify ways it can help you based on your company and role. To get started, simply open the [ChatGPT Use Cases for Work GPT](#) and start chatting.

After getting to know you a bit, the GPT will provide a few tailored use cases and generate a list of sample prompts for each of the use cases that it suggests. See which use cases it recommends for you!

We want to hear from you on how you are using ChatGPT Enterprise! Can you please reply to this email if you have an interesting way it has helped you with a work task?

### **Chat message v1:**

#### **Discover How ChatGPT Can Support Your Role**

ChatGPT is designed to be intuitive and user-friendly, providing valuable support across various roles and functions.

💡 “How can a [YOUR ROLE] at [YOUR COMPANY] use ChatGPT to support their work? Provide example prompts.”

💡 “I am a [YOUR ROLE] at [YOUR COMPANY]. One of my biggest pain points is [PAIN POINT]. How can I use my Enterprise ChatGPT account to improve this pain point? Include example prompts.”

Dive in and discover the many ways ChatGPT can lighten your load! Drop some examples in the thread on how you're using ChatGPT Enterprise!

### **Chat message v2**

Brainstorm Use Case Ideas with the “Use Cases for Work GPT”

Let ChatGPT identify ways it can help you based on your company and role.

To get started, simply open the [ChatGPT Use Cases for Work GPT](#) and start chatting.

After getting to know you a bit, the GPT will provide a few tailored use cases and generate a list of sample prompts for each of the use cases that it suggests. See which use cases it recommends for you! 🙌

We want to hear from you on how you are using ChatGPT Enterprise! Can you please 🧵 if you have an interesting way it has helped you with a work task?

## Use case inspiration

### Email

**Subject:** Discover new use cases with ChatGPT

Hi team,

We hope you are taking advantage of all of the resources we shared and finding ways that ChatGPT can help support your work.

If you're looking for some inspiration, we've compiled a list of common use cases and sample prompts for any role. As you find new use cases, add them to our internal [Use Case Library](#).

#### 1. Summarizing Information

- "Summarize this meeting transcript into key decisions and action items: [paste transcript]."
- "Summarize this article in 3 bullet points: [link or pasted text]."

#### 2. Drafting and Editing Content

- "Draft a professional follow-up email after a client meeting highlighting next steps."
- "Edit this paragraph to make it more concise and formal: [paste text]."

#### 3. Brainstorming Ideas

- "Give me 10 ideas for engaging ways to introduce a new product feature."
- "Brainstorm solutions to improve cross-team communication in a remote company."

#### 4. Creating Project Plans or Outlines

- "Create a project plan outline for launching an internal newsletter."  
"Outline the key steps to prepare for a quarterly business review."

#### 5. Analyzing and Interpreting Data

- "I have this sales data in a table. What trends do you see? [paste table]"  
"Help me write 3 insights based on this survey summary: [paste summary]"

**Check out these resources to make the most of ChatGPT:**

- Review the [OpenAI Academy for Work](#)
- Check out more role-specific guidance in [ChatGPT for your role](#)

### **Chat Message**

Hi team! 🙌 If you're looking for inspiration on how to use ChatGPT in your day-to-day, we've pulled together some common use cases and sample prompts across roles—from summarizing info to brainstorming ideas and analyzing data.

💡 Example prompts:

- "Summarize this meeting transcript into key decisions and action items: [paste transcript]"
- "Draft a follow-up email after a client meeting highlighting next steps"
- "Create a project plan outline for launching an internal newsletter"

📚 Resources to help you get the most out of ChatGPT:

- [OpenAI Academy for Work](#)
- [ChatGPT for your role](#)

Let us know what you're exploring—we'd love to hear! As you find new use cases, add them to our internal [Use Case Library](#).

## Prompt tips and tricks

### **Email**

**Subject: Maximize the potential of ChatGPT with better prompts**



Get the most out of ChatGPT by creating detailed prompts! The most effective prompts usually provide the model with 3 components - a specific task, some relevant context, and a clearly defined output.

If you need help, ChatGPT is great at generating detailed and efficient prompts for you, just tell it what you're trying to do and ask it to create a prompt based on your description. You can always adjust the prompt if the result wasn't quite what you were looking for.

Read about how to create effective prompts on the [OpenAI Academy: Prompting](#) page.

We want to hear from you on how you are using ChatGPT Enterprise! Can you please reply to this email if you have an interesting way it has helped you with a work task?

### **Chat Message**

Hi team! 🙌 If you're looking for inspiration on how to use ChatGPT in your day-to-day, we've pulled together some common use cases and sample prompts across roles—from summarizing info to brainstorming ideas and analyzing data.

💡 Example prompts:

- "Summarize this meeting transcript into key decisions and action items: [paste transcript]"
- "Draft a follow-up email after a client meeting highlighting next steps"
- "Create a project plan outline for launching an internal newsletter"

📖 Resources to help you get the most out of ChatGPT:

- [OpenAI Academy for Work](#)
- [ChatGPT fundamentals](#)
- [ChatGPT for your role](#)

Let us know what you're exploring—we'd love to hear! As you find new use cases, add them to our internal [Use Case Library](#).

## **Impact survey request**

### **Email**

**Subject:** Help Shape the Future of ChatGPT at [Company Name] – Share Your Feedback!

Hi [Name],

As we continue rolling out ChatGPT Enterprise at [Company Name], we would love to hear your thoughts! Your feedback is crucial in helping us refine how ChatGPT supports our teams and enhances productivity, creativity, and collaboration.

Please take a few minutes to complete our ChatGPT Enterprise Feedback Survey. Your input will provide valuable insights into how the tool is being used and where additional support or training might be beneficial.

👉 **Complete the Survey Here:** [Insert Link]

**Your feedback will help us:**

- Identify high-impact use cases across [Company Name]
- Understand areas where additional support or training might be needed
- Inform leadership on how to optimize ChatGPT Enterprise for our teams

The survey only takes a few minutes to complete, and your insights will directly influence how we continue to enhance AI-driven workflows within our organization.

Thank you for your time and for being a valuable part of this initiative!

Best,

[Your Name]

Chat message

🚀 **Help shape the future of ChatGPT at [Company Name]!**

We'd love your input as we continue rolling out ChatGPT Enterprise. Your feedback will help us identify high-impact use cases, areas for additional support, and guide how we optimize ChatGPT for our teams.

📝 **Take the quick survey here:** [Insert Link]

(Just takes a few minutes!)

Thanks for being part of this journey!

# Announce Advanced features of ChatGPT

## Email message:

**Subject:** Unlock the Full Potential of ChatGPT: Advanced Features

Team,

We're excited to share how you can take your use of ChatGPT to the next level with advanced features designed to enhance learning, research, and productivity.

### **Key Features to Explore:**

- [Deep research](#) – An agentic capability that conducts multi-step research on the internet for complex tasks.
- [Custom GPTs](#) – Build tailored AI assistants for specific tasks, such as strategy ideation, content generation, or administrative automation.
- [Advanced Data Analysis](#) – Conduct statistical analysis, generate Python code, and visualize data—all within ChatGPT.
- [Canvas Mode](#) – Brainstorm, structure projects, and collaborate in an interactive workspace.
- [Projects](#) – Group chats and files together to maintain consistency and knowledge sharing

### **Get Started Today**

To explore these features and maximize your AI experience, review resources in the [OpenAI Academy for Work: Advanced Features of ChatGPT](#).

Need assistance? Contact [\[Support Email/Resource Hub\]](#).

Best,

[\[Your Name\]](#)

# End User Drip Campaign

Last Updated: 4/11/2025

The ChatGPT customer drip campaign is designed to introduce key features to your teams in a paced, approachable way—building awareness, encouraging experimentation, and driving adoption over time. Use it to spotlight powerful tools like Custom GPTs, Advanced Reasoning Models, Canvas, and more, giving your users the confidence to apply ChatGPT in their daily workflows.

Share these highlights broadly, or target specific teams based on their needs, and use engagement as a signal for where to lean in with deeper enablement or support.

## Overview

| Feature                          | Headline                                    | What It Does  | How to Try It   |
|----------------------------------|---|---|---|
| <a href="#">Image Generation</a> | Visuals in a Flash                          | Create polished visuals and diagrams with readable text—great for decks, mockups, and storytelling. | Prompt ChatGPT to create a visual, then drop it into your deck or doc.                |
| <a href="#">Custom GPTs</a>      | Accelerators, Enablers, and Game-Changers   | Build custom versions of ChatGPT with your tone, tasks, and docs—no code needed.                    | Go to "Explore GPTs" > "Create" and walk through the setup flow.                      |
| <a href="#">Canvas</a>           | Work Side-by-Side with ChatGPT              | Co-write and edit in a visual workspace—like a doc with AI built in.                                | Ask for help with writing or code, then click "Open in Canvas."                       |
| <a href="#">Deep research</a>    | More Than Search—It's Strategy on Autopilot | Pulls from multiple sources to deliver cited, synthesized insights for decision-making.             | Ask a complex question and request a summary with sources.                            |
| <a href="#">Projects</a>         | Organize Work That Stays Smart              | Create workspaces with chats, files, and instructions—great for ongoing initiatives.                | Click "+ New Project," upload files, and set custom instructions.                     |
| <a href="#">Work with Apps</a>   | Skip the Copy-Paste, Code with Context      | Connect ChatGPT to your IDE to edit code directly—no toggling between tools.                        | On macOS, enable "Work with Apps," pair with IDE, and ask for code edits.             |
| <a href="#">Data Analysis</a>    | From Raw Numbers to Real Insight            | Summarize trends, run projections, and suggest next steps—just paste your data.                     | Upload a CSV or paste a table, then ask for a calculation, visual, or recommendation. |
| <a href="#">Search</a>           | Real-Time Answers Without the Tab Overload  | Browse the web for fresh insights—ChatGPT reads and summarizes it for you.                          | Ask about recent trends, expert takes, or company news with a time frame.             |
| <a href="#">Vision</a>           | Let ChatGPT See What You're Working On      | Upload charts, photos, or mockups—ChatGPT explains and builds on them.                              | Upload an image and ask what it shows, summarizes, or how to improve it.              |

|   |  |  |   |
|---|--|--|---|
| <a href="#">Voice Mode</a>                | Talk It Out with ChatGPT                 | Speak directly to ChatGPT—great for walking meetings or hands-free brainstorming.  | Use the mobile app and activate Voice Mode to talk through an idea or task.   |
| <a href="#">Desktop &amp; Mobile Apps</a> | ChatGPT Anywhere, Anytime                | Use ChatGPT on the go or at your desk with powerful features like voice, file uploads, and quick access.   | Download for macOS, Windows, or from your mobile app store, then log in to get started.   |
| <a href="#">Memory</a>                    | A Chatbot That Actually Remembers        | ChatGPT remembers preferences and workflows across sessions for more personalized help.  | Turn on Memory in Settings and ask it to remember something useful.   |
| <a href="#">Agent</a>                     | Your AI on Autopilot—With You in Control | Runs complex, multi-step projects using its own virtual computer to research, write code, browse, and take actions. Pauses to check in so you can guide direction without doing the heavy lifting. | In ChatGPT, select Agent from the tools menu in a new chat, describe your goal, and let it work—pausing or taking over whenever needed.   |
| <a href="#">GPT-5</a>                     | Smarter, Faster, More Capable            | OpenAI's most advanced model, built for writing, research, coding, and analysis. Offers advanced modes—GPT-5 Thinking and GPT-5 Pro—for deep reasoning on complex challenges                       | In a new chat, click the model dropdown and select GPT-5, GPT-5 Thinking, or GPT-5 Pro to match your needs, then start your conversation. |

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## Image Generation: Visuals in a Flash

Need a diagram, product mockup, or visual for your next deck? With GPT-4o, you can generate stunning, high-quality images—complete with accurate, legible text—right from a single prompt. No more digging through stock photo sites or fiddling with design tools.

This feature is perfect for marketers, educators, product teams, or anyone looking to bring ideas to life visually. Whether you're building a presentation, explaining a concept, or exploring creative directions, GPT-4o makes it fast and easy.

### Try it out:

Ask ChatGPT to generate an image for your next project or idea. Then post your visual and prompt in thread—we'd love to see what you brought to life!

### Prompt idea:

*"Create a clean, professional visual to help explain [a concept I'm working on] to my team—something I can drop into a deck or doc."*

### **Want tips for getting the best results?**

Explore this [overview of image generation in ChatGPT](#) for details on how it works, what to expect, and tips for getting great results.

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### **Custom GPTs: Your AI, Your Way**

Imagine having an AI teammate who works just like you do. With Custom GPTs, you can create a tailored version of ChatGPT that follows your instructions, speaks in your voice, and handles repeatable tasks like onboarding, drafting, summarizing, or coaching—no coding required.

At first, GPTs act as accelerators, helping you move faster on the work you already do. But the real power comes when they become enablers—sharing your expertise with others—and even game-changers, transforming how your team operates. Picture a sales GPT qualifying leads, a research GPT scanning studies, or a culture GPT welcoming new hires.

### **Ready to build?**

- Go to **Explore GPTs** in the ChatGPT sidebar
- Click **Create** in the top-right corner
- Follow the simple walkthrough where ChatGPT will ask about your GPT's role, tone, and what knowledge (docs, links, examples) it should include. You can test and refine your GPT on the spot, then publish it privately or share with your team.

### **Need help getting started?**

Check out our [Guide: Building Custom GPTs](#)—a step-by-step resource that walks you through setting instructions, adding knowledge, and even using advanced features like custom actions.


When you've built one, feel free to share a link or screenshot—we'd love to see what you create!

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## **Canvas: Work Side-by-Side with ChatGPT**

Canvas transforms ChatGPT into a true collaborator. It's a live, visual workspace that opens when you ask for help with writing or code—letting you edit, organize, and build in real time, side-by-side with the model. No more back-and-forth chats. You're working together on the same page.

You can use canvas to rewrite docs, build project plans, edit code, or map out ideas. It works with other ChatGPT tools like search and GPTs, and you can paste content straight into the chat to instantly open it in canvas. The built-in code console even lets you run Python and fix bugs with AI-assisted suggestions.

 To get started: Ask ChatGPT for help with writing or code, and canvas will open automatically. Or paste any content into a new chat and click “Open in Canvas.” When you're done building, drop a screenshot in thread—what did you create together?

 Want to see canvas in action? [Canvas to write reports](#) and [prototype product ideas](#)

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## **Deep Research: More Than Search—It's Strategy on Autopilot**

Unlike a traditional search that sends you chasing links, **Deep Research** in ChatGPT does the hard part for you: it reads across sources, compares perspectives, and synthesizes everything into a clear, structured summary—with citations. It's built for decision-making, not just information retrieval.

This isn't about finding *what* was said—it's about understanding *why it matters*. Deep Research is ideal for competitive deep dives, market trends, or upskilling fast on a new topic. Instead of bouncing between tabs, you get a briefing that feels like a personal research analyst pulled it together for you.

🔗 Next time you'd normally Google something complex, try Deep Research instead. Then drop your summary or most surprising insight in thread—what did it help you decide or clarify?

🧩 See how Deep Research pulls insights together: [Deep Research for market analysis](#)



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## **Projects: Organize Work That Stays Smart**

Projects turn ChatGPT into a long-term thought partner—helping you keep chats, files, and custom instructions all in one place so your AI assistant can work with full context. It's like a folder, but smarter: every new message draws on the instructions & files you've uploaded as knowledge, so you don't have to start from scratch each time.

Use it to track product launches, campaign planning, documentation, research—anything that evolves over time or requires iteration. Add relevant files, drop in active chats, and set project-specific instructions so ChatGPT can tailor its responses to your workflow and goals.

 To try it: Click “**+ New Project**” in the sidebar, give it a name, and start by uploading files or dragging in a few chats. Then click the  **Custom Instructions** tab to tell ChatGPT how to think, speak, or prioritize in that workspace. Ask for help on a draft using that context—and drop a screenshot or insight in thread to show what you're working on.

 See *Projects in action*: [Creating a contextual workspace for a launch using Projects](#)


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## **Work with Apps: Skip the Copy-Paste, Code with Context**


With **Work with Apps**, ChatGPT connects directly to your desktop IDE (like VS Code, Xcode, or Terminal), so you can review, edit, and debug code without copy-pasting a single line. ChatGPT reads the active tab or terminal context and suggests changes right where you're working.

Whether you're writing functions, fixing bugs, or generating tests, ChatGPT becomes part of your dev environment—an AI pair programmer that works in flow with you. It even lets you review changes in a diff view and apply or revert them with one click.

To try it:

1. Use the **ChatGPT macOS app** (Windows coming soon).
2. Click the  icon to **enable “Work with Apps”** and pair with your IDE.
3. Highlight a snippet or open a file and say:  
“Help me refactor this for readability,” or “Write a test case for this function.”
4. Review the diff, hit Apply, and ship.

 **Bonus:** ChatGPT can also use its 128K token window to reason across large codebases and even write release notes from commit diffs. When you're done, show off what you built—or fixed—in thread!

 Here's how to review, edit, and apply code changes from ChatGPT to your IDE: [Ship code directly to an IDE with Work with Apps](#)

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## **Data Analysis: From Raw Numbers to Real Insight**

ChatGPT isn't just a spreadsheet helper—it's a full-on analysis engine. It can clean messy data, identify trends, run projections, compare performance across segments, and even help you turn those insights into decisions. No formulas, no dashboards—just natural language and real analysis.

Whether you're in ops, finance, sales, or HR, this means faster answers to questions like:

- What's driving a dip in revenue?
- Where are we over- or under-performing?
- What's the story behind this survey data?
- What should we do next?

 Upload a CSV or paste in your numbers and try one of these prompts:

-  **Ask for a calculation:** “Can you calculate the average, growth rate, or percent change by [dimension]?”
-  **Ask for a visualization:** “Can you create a visual that shows trends, comparisons, or outliers in this dataset?”
-  **Ask for a recommendation:** “Based on this data, what actions should we take—or what questions should we explore next?”


Then post your favorite chart, insight, or next step in thread—we'd love to see how you're using it!




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## Search: Real-Time Answers Without the Tab Overload

The ChatGPT search feature gives you real-time access to the web—so you can pull in current events, new research, and fresh perspectives that go beyond what the model was trained on. But here’s the kicker: instead of sending you 10 links to click through, ChatGPT reads the content for you and delivers a synthesized summary & cites its sources.

It’s like having a research assistant who does the scanning, sorting, and sense-making—perfect for prepping a meeting, doing competitor research, or exploring fast-moving trends.

 Try it next time you’re about to open a new tab. Here are a few ways to ask:

-  **Track a trend:** “What are people saying online about [emerging topic] in the last 30 days?”
-  **Compare perspectives:** “Can you summarize and contrast what [3 trusted sources] say about [topic]?”
-  **Prep for a meeting:** “What’s the latest news about [company or industry] that I should know before tomorrow’s call?”


When you try it, post the most useful or unexpected insight in thread—we want to see what surfaced!




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## **Vision: Let ChatGPT See What You're Working On**

With Vision, ChatGPT can now understand images—whether it's a diagram, a photo, a sketch, or a slide. You can upload visuals and ask questions, get explanations, or generate follow-ups like summaries, alt text, or content ideas. It's a big leap for anyone working with visual info.

From brainstorming around product mockups to analyzing whiteboard photos or spotting issues in a UI screenshot, Vision helps you move faster without needing to explain every detail in words. It even works on hand-drawn notes, charts, or presentation slides.

 Try it out by uploading an image and asking ChatGPT to describe, interpret, or build on what it sees. Here are a few ways to prompt:

-  **Understand it:** “What does this chart/image/design show?”
-  **Summarize it:** “Can you extract the key points or data from this image?”
-  **Build on it:** “Generate ideas or improvements based on what you see here.”

Then share your image + insight in thread—what did it help you see more clearly?

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## **Voice Mode: Talk It Out with ChatGPT**

Voice Mode lets you *speak* directly with ChatGPT—perfect for walks, coffee breaks, or when you just want to think out loud. It handles real-time conversation like a pro, even picking up on pauses, tone, and interruptions.

Whether you're brainstorming, storyboarding, or need hands-free help, Voice Mode makes ChatGPT feel like a true collaborator.

👉 Try it today, then drop a voice note or takeaway in thread—what did you explore?

👤 Check out the power of Voice coupled with Vision: [Using Vision and Voice](#)

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## ChatGPT at Your Fingertips: Desktop & Mobile Apps

Stay connected to your AI assistant wherever work happens. With the **ChatGPT desktop app** (Mac & Windows) and **mobile app** (iOS & Android), you can easily access ChatGPT for quick brainstorming, meeting prep, on-the-go research, and more.

- **Desktop App:** Keep ChatGPT one click away on your taskbar. Great for multitasking alongside your other tools—copy text, drag and drop images, or start a fresh conversation with ease.
- **Mobile App:** Take ChatGPT with you for those “aha!” moments that happen away from your desk. Draft emails, summarize notes, or even generate visuals right from your phone.

**Bonus:** Both apps support voice conversations and image uploads, so you can chat hands-free or share screenshots for real-time help.

 **Get started:** [Download ChatGPT on mobile or desktop](#)

Wherever you work, ChatGPT is ready to work with you.

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## **Memory: A Chatbot That *Actually* Remembers**

What if ChatGPT could remember your name, your goals, or how you like things written? Now it can. With **Memory**, ChatGPT remembers key details between chats—so you don't have to start from scratch every time. It's like having an AI teammate that learns how you work.

This is a game-changer for recurring workflows. You can ask it to remember things like your weekly report format, how you run meetings, or the tone you use with customers. When something changes, just update or delete it from your Memory settings—it's all in your control.

⚙️ To try it: Go to **Settings > Personalization > Memory**, turn it on, and ask ChatGPT to remember something small but useful.

→ Then post in thread: What did you ask it to remember—and how did it show up next time you chatted?




## **Agent: Build Decks Without the Back-and-Forth**

Agent is now in beta for Enterprise and Edu—your always-on teammate that can use its own virtual computer to research, write code, browse websites, and take actions on your behalf. Give it a goal, and it will map the steps, gather content, design structure, and draft slides—pausing to check in with you when a decision is needed.

You stay in control at every step. You can pause or take over anytime, and Agent is built with safeguards to refuse high-risk actions, detect malicious prompts, and request oversight for sensitive steps.

Agent is designed to handle the heavy lifting on complex, multi-step work while keeping you informed and in control—helping you move from idea to finished product faster, with less back-and-forth.

 Try it out:

Ask Agent to “create a 12-slide pitch deck for our new [product/service], including market context, competitive positioning, and a visual roadmap.” Watch as it assembles the deck while looping you in on major choices.

 For more information on ChatGPT agent, read our [blog](#) or [review our help center](#).

## **GPT-5: Smarter, Faster, More Capable**

GPT-5 is OpenAI's most advanced model yet, built to excel at writing, research, coding, and analysis. It delivers faster, more accurate responses for everyday tasks, plus offers advanced modes for deep reasoning.

With GPT-5 Thinking and GPT-5 Pro, you can take on complex challenges that require extended reasoning or specialized expertise. Whether you're preparing a detailed report, generating code, or analyzing complex data, GPT-5 adapts to your needs without requiring you to switch models for most work.

### Put it to the test:

Challenge GPT-5 with something on your plate this week—summarize three industry reports, identify the most important trends, and recommend a go-to-market strategy tailored to your company. See how much time you save and how sharp the insights can be.

 Learn more about GPT-5 in our [launch blog](#) or explore guidance in our [Academy for Work](#).