

The Dots Setup Guide

My setup for dots, OpenAI's new always-on assistant: check you can get it, start it, connect only what it needs, and set approval rules before it sends or spends anything. About 15 minutes.

THE STEPS

1. **Check you can get it.** Dots are rolling out in ChatGPT to Pro and Business Premium plans in eligible markets. Enterprise, Edu and Healthcare workspaces get a beta once an admin turns it on. Not on Plus or Free yet. Your first dot is included in the plan at no extra cost.
2. **Create it on your computer.** Open ChatGPT in the desktop app or a desktop browser, create your first dot, give it a name, and let it introduce itself. After that you can message it from the ChatGPT phone app, Slack or Teams.
3. **Connect only what your week runs on.** Start with two or three apps: email, calendar, your docs. When you are not talking to it, your dot looks for ways to help using those apps read-only, so it can notice work without sending anything.
4. **Set your approval rules first.** In Custom Rules, require approval for anything that sends a message, spends money or changes a customer record. Follow what it does in Activity View.
5. **Give it one real job.** Tell it your goals for the month and one recurring task, for example: "Each morning, check my inbox for unpaid invoices and draft the follow-up for me to approve."

ONE EXAMPLE

OpenAI's own example: an early tester's dot noticed he had forgotten to invoice a client, prepared the invoice, and sent it after he approved it. That is the shape to copy: it notices, it drafts, it waits for your yes.

WHY DOTS

Why I'd start here: the more you work with your dot, the more it learns your preferences and what good looks like to you. If you already live in ChatGPT, that gives you a higher starting point than starting over somewhere new.

WHAT TO WATCH

Dots can still make mistakes, and OpenAI says to always review consequential work. Some actions, like changing a password, always stay with you. Plans and markets are as OpenAI announced them on 29 September 2026. Source: OpenAI, "Introducing dots" (openai.com).

NEXT STEP

Want this set up for your business? Request the free AI visibility audit at samethod.ai/audit.