

GET STARTED WITH CHATGPT

5 MUST DO'S

Five steps, one sitting. Do these and it stops handing you generic answers that could have been written for anyone.

WHY THIS ORDER

Memory is the master switch. Steps 2 and 3 don't stick until it's on.

1 TURN ON MEMORY

Settings, then **Personalization**, switch Memory on. Turn on saved memories *and* reference chat history. Every plan, and on by default for Free, Plus, Pro, and Team. 30 seconds.

2 TELL IT ABOUT YOU

Now feed it. What you do, what you're working on this year, what you ask for help with over and over. **You're not filling out a form, you're just talking.**

3 SET HOW IT TALKS TO YOU

Same Personalization panel. Short and direct or detailed and step by step, friendly or skeptical, bullets or sentences. **5,000 characters on Plus and up** since July 2026.

4 CONNECT YOUR APPS

Settings, then Apps. Your email, calendar, cloud storage. **Paid only:** Plus, Pro, Business, Enterprise, Edu. Free and Go don't get connectors at all.

5 START YOUR FIRST PROJECT

Sidebar, Projects, New project. Its instructions only apply inside it, so your client voice stays put. **Free since 2025:** 5 files on Free, 25 on Plus, 40 on Pro and up.

IF YOU ONLY DO ONE THING

The memory toggle. Without it you're introducing yourself again tomorrow.

*turn it on
before you type
another word*