

Set up a ChatGPT dot — and lock down what it can do

OpenAI launched always-on ChatGPT agents on 29 September. Here is how to create one, and — the part most guides skip — how to decide what it may do without asking you.

WHAT THIS ADDS

Most coverage treats the permissions screen as an afterthought. It is the whole product. A dot with every app connected and every action allowed is a liability; a dot with three apps and ask-before-acting is a junior assistant. Start at the second one.

What a dot actually is

A dot is an always-on agent inside ChatGPT. It runs on GPT-6 Astra, it has its own cloud computer and browser, and it keeps working between conversations instead of waiting for your next message.

Your first one is included at no extra cost on **ChatGPT Pro** (outside the EEA, Switzerland and the UK) and on **Business Premium** in all supported regions. Enterprise, Edu and Healthcare can try the beta once a workspace admin turns it on; it is off by default. Rollout is gradual, so access can take a few days to reach an account.

Step 1. Create it on desktop

Create your dot in the ChatGPT desktop app or in ChatGPT on desktop web, and follow the onboarding prompts. The desktop app is on Windows too.

You **cannot** create a dot on mobile, and dots are not supported on mobile web at all. You can talk to one on the mobile app once it exists. Messaging channels like Slack are also set up from desktop.

Step 2. Name it

You can name your dot during setup. The default handle is `@yourname-dot` ; once you name it, the handle becomes `@yourname-agentname` . To change the name or avatar later, select the name or avatar to open the profile, then the pencil icon.

Step 3. Connect only the apps it needs

Open your dot's profile, then **Customize** → **Plugins**. Pick an app and read its permissions before connecting it. Over four thousand apps are reachable.

Connect fewer than you think. A connected app is not only something your dot can act on when asked — OpenAI states a dot can review that information proactively and form memories from it, even when you have not asked a question about it. Disconnecting an app later does not delete what it has already learned; only deleting the dot does that.

Step 4. Set the Custom rules — the step people skip

Open **Customize** → **Custom rules**. Describe the action a rule covers, then choose one of four behaviors:

- **Take action without asking** — fine for drafting, summarizing, internal notes
- **Take action if pre-approved** — only when you explicitly requested that action in your prompt
- **Ask before taking action** — it pauses and checks with you
- **Hand off to you** — it stops and you do it

Save with the checkmark, then review it under Custom rules. Built-in safety requirements always apply and cannot be overridden by a rule you write.

Step 5. Learn the two buttons that stop it

Pause lives in the  menu on your dot's profile; to start it again, select *Paused · Tap to resume*.

Reset deletes the dot, including its conversations, saved memories and scheduled tasks. Review the deletion notice before confirming. There is no partial reset — this is also the only way to delete memories it formed from a connected app.

What to switch on first, and what to leave alone

A sensible first week: connect your calendar and one document store, leave email off, and set every action that writes, sends, buys or shares to *Ask before taking action*. Give it one standing job — a morning review of your calendar and what is coming up — and read what it produces for a few days before you widen anything.

Leave local computer access off. It starts off, it is optional, and turning it on lets your dot work on files on that machine from any of its messaging channels.

DO THIS

Create it on desktop, connect two or three apps at most, and set every action that writes, sends, buys or shares to ask before acting. Widen it after a week of reading what it actually does.

What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped
- A calendar clients can book straight into

- Quotes, contracts and invoices, with deposits taken up front
- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT key** — no markup on it. No SMS or phone calls yet. \$49/month per business, \$149 Agency, and we move your contacts over for you.

If you point an agent at your inbox, the work it creates still has to land somewhere — Fynl.io keeps the lead, the quote and the follow-up in one place, so a dot's output becomes a job you can actually track rather than another thread you lose.

Sources

- OpenAI — Getting started with your dot — <https://help.openai.com/en/articles/20001530-getting-started-with-your-dot>
- OpenAI — Introducing dots — <https://openai.com/index/introducing-dots/>
- SiliconANGLE — OpenAI launches dots — <https://siliconangle.com/2026/09/29/openai-launches-dots-always-on-ai-agents-in-chatgpt-with-their-own-cloud-computers/>