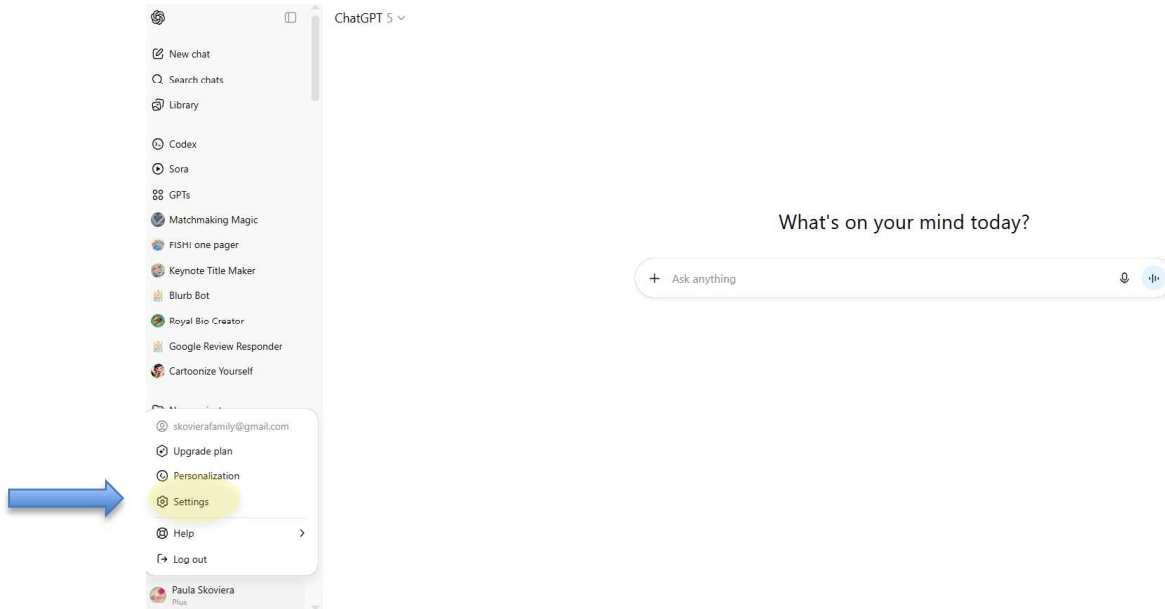


How to Personalize ChatGPT

STEP 1: Go to ChatGPT and Log In

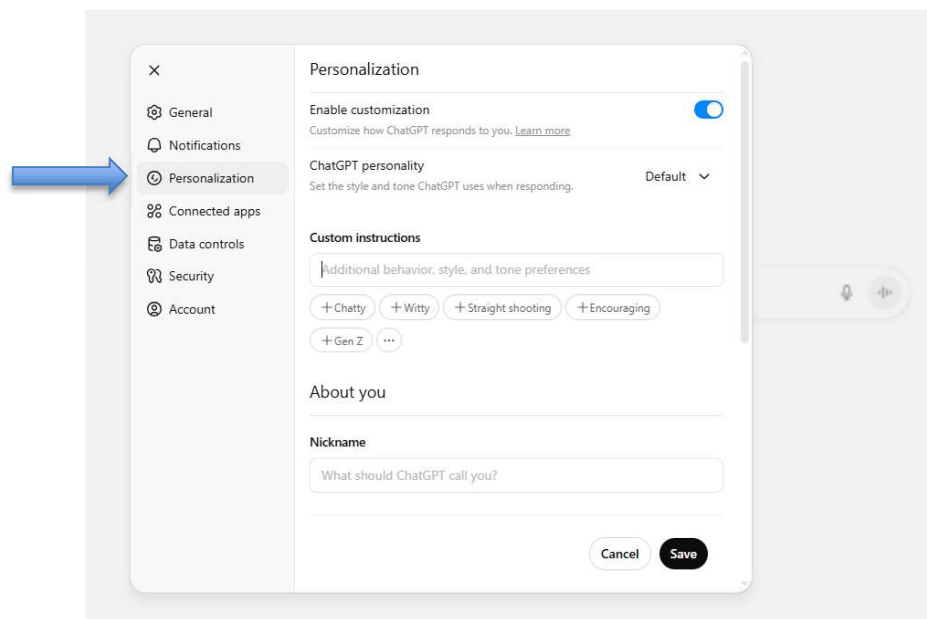
Visit <https://chatgpt.com/>

- Log in to your OpenAI account (or sign up if you don't have one).
- Click on your icon on the bottom left to get the drop down menu
- Click on Settings



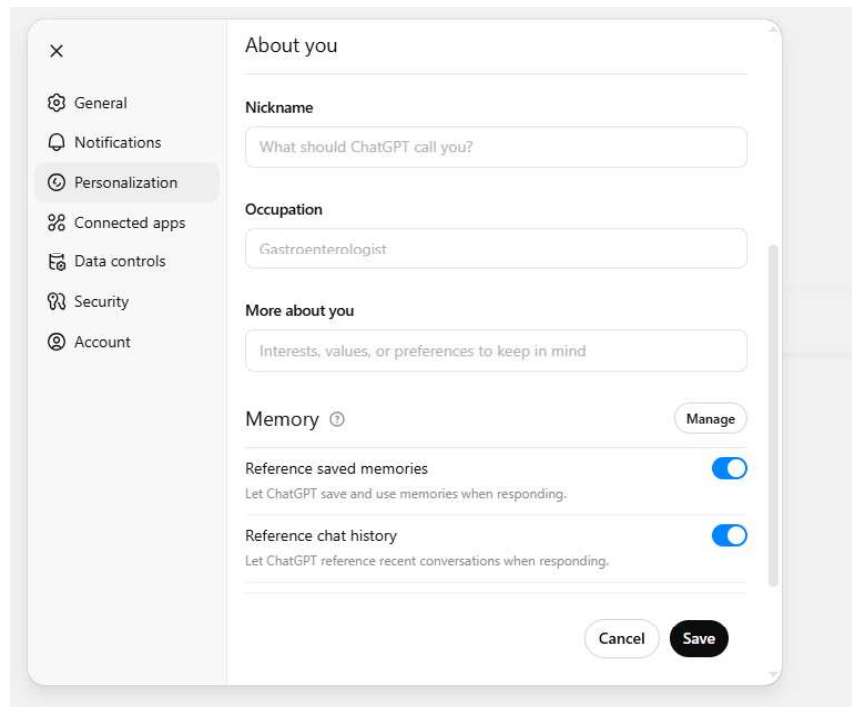
STEP 2: Click "Personalization"

On the left side of the screen, click the button that says Personalization



👑 STEP 3: Enter Your Information

Go ahead and enter everything about you, your job, your business or organization. Personalize as much as possible. Be specific about how you want to be addressed, tone, your industry.

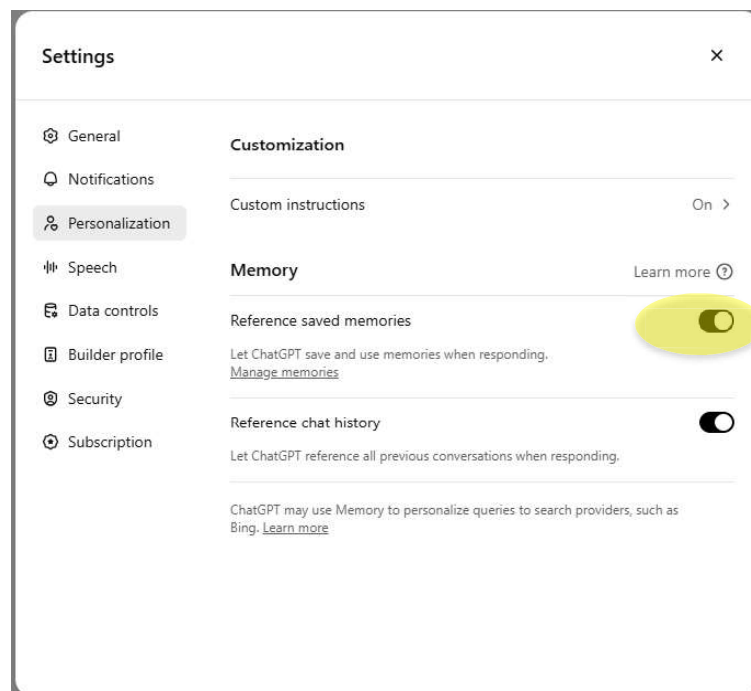


The screenshot shows the 'About you' settings page in ChatGPT. On the left is a sidebar with navigation options: General, Notifications, Personalization (highlighted), Connected apps, Data controls, Security, and Account. The main content area is titled 'About you' and contains several sections: 'Nickname' with a text input field containing 'What should ChatGPT call you?'; 'Occupation' with a text input field containing 'Gastroenterologist'; 'More about you' with a text input field containing 'Interests, values, or preferences to keep in mind'; and a 'Memory' section with a 'Manage' button. Under 'Memory', there are two toggle switches: 'Reference saved memories' (turned on) and 'Reference chat history' (turned on). At the bottom right are 'Cancel' and 'Save' buttons.

👑 STEP 4: Clearing the Memory

If you wish you can clear the memory so no history remains.

Click on PERSONALIZATION. Untoggled the buttons beside Reference saved memories



The screenshot shows the 'Settings' page in ChatGPT. On the left is a sidebar with navigation options: General, Notifications, Personalization (highlighted), Speech, Data controls, Builder profile, Security, and Subscription. The main content area is titled 'Settings' and contains two sections: 'Customization' with a 'Custom instructions' option set to 'On' and a 'Learn more' link; and 'Memory' with a 'Reference saved memories' toggle switch (highlighted with a yellow circle) and a 'Reference chat history' toggle switch. Below these is a note: 'ChatGPT may use Memory to personalize queries to search providers, such as Bing. [Learn more](#)'.