

Logging On to ChatGPT for the First Time

1. Visit <https://chat.openai.com/> (opens in a new tab) with your browser.
2. Click the "Sign up" button.
3. Create your account with an existing Google, or Microsoft account. If you prefer, you may sign up with your email address.
4. Provide the identifying information requested.
5. Verify your mobile number.

Exercise

Objective: Reflect on potential uses of ChatGPT as a virtual assistant in your work environment.

Take a moment to think about your daily tasks and responsibilities at work.

List three tasks that you believe ChatGPT could assist you with as a virtual assistant. These tasks might include drafting emails, generating content, brainstorming ideas, providing answers to questions, or any other tasks where natural language processing could be helpful.

1. _____

2. _____

3. _____

For each task, write a brief description of how ChatGPT could provide assistance. Consider the benefits of using ChatGPT for these tasks, such as time savings, increased productivity, or improved quality of work.

Share your list and descriptions with a partner or in a group discussion. Compare and discuss the potential applications of ChatGPT in your respective work environments.