How to Create a Custom GPT

1. **Access the GPT Builder**
   Navigate to chat.openai.com/gpts and click on **"+ Create"** in the top-right corner. This feature is available to ChatGPT Plus, Team, and Enterprise users.

2. **Use the GPT Builder (Optional)**
   In the **"Create"** tab, you can interact with the GPT Builder by describing what you want your custom GPT to do. For example, you might say, *"Create a GPT that assists with drafting marketing emails."*

3. **Configure Your GPT**
   Switch to the **"Configure"** tab to customize your GPT's settings:

   - **Name and Description**: Assign a name and provide a brief description of your GPT's purpose.

   - **Instructions**: Define how your GPT should behave, including its tone, style, and any specific guidelines.

   - **Prompt Starters**: Add example prompts to guide users on how to interact with your GPT.

   - **Knowledge**: Upload files (e.g., PDFs, documents) that your GPT can reference to provide informed responses.

   - **Capabilities**: Enable features like web browsing, image generation, or code interpretation as needed.

   - **Custom Actions**: Integrate third-party APIs by specifying endpoints and parameters, allowing your GPT to perform specific actions.

4. **Publish and Share**
   Once configured, click **"Publish"** to make your GPT available. You can choose to keep it private, share it via a link, or publish it to the GPT Store for broader access.

Tips for Effective Custom GPTs

- **Clarity in Instructions**: Use clear and concise language in your instructions to guide your GPT's behavior effectively.

- **Test Interactions**: Engage with your GPT using various prompts to ensure it responds as intended.

- **Regular Updates**: Periodically review and update your GPT's knowledge base and instructions to maintain accuracy and relevance.help.openai.com