1. **On Mac**
2. **Open the terminal.**
3. **Set the environment variable temporarily** (only for the session):

$ export OPENAI\_API\_KEY="your-api-key-here"

1. **Apply the changes**:

$ source ~/.zshrc

1. **Check**

$ echo $OPENAI\_API\_KEY

1. **On Windows**

**Option 1: Using Command Prompt**

1. **Open Command Prompt** (search for "cmd" in the Start menu).
2. **Set the environment variable temporarily**:

set OPENAI\_API\_KEY="your-api-key-here"

1. **Set it permanently**:
   * Open **Control Panel** > **System and Security** > **System**.
   * Click **Advanced system settings** on the left.
   * In the System Properties window, click **Environment Variables**.
   * Under **User variables**, click **New**.
   * Set the **Variable name** to OPENAI\_API\_KEY and **Variable value** to your API key.
   * Click **OK** to save and apply the settings.