PRODUCTIVITY · 10 min read · October 19, 2026 · By Kelly Stratton

How to Set Up Your First Grok Bot: A Step-by-Step Setup Guide

Set up your first AI employee. Hand it the task you dread every week, and it signs in to your apps, does the work, and checks with you before anything important goes out.

Imagine handing off the task you dread every week, like your inbox, your research, or a Monday recap, and getting back a finished draft with a note that says “ready for your OK.” That’s what it feels like to set up your first AI employee. With Grok Bot, you write the job once, show it how you do it, set a few rules, and it keeps doing the work on a schedule while you get your time back. Below are the six steps, plus copy-paste job descriptions for your first three bots.

Jump to the copy-paste job descriptions →

> IN A NUTSHELL
>
> Grok Bot is Grok's app for AI teammates and employees. You give a bot a job, and it signs in to your apps on its own computer, uses them the way you would, and comes back with finished work, or with a question when it needs your OK.

THE BASICS

What Is Grok Bot, and How Is It Different From a Chatbot?

A chatbot answers your question, and then you do the work. A Grok Bot does the work. You message it like a coworker on your Mac or iPhone, it does the job on its own computer, and it comes back with the result. Bots remember how you like things done, get better at the job over time, and can work around the clock.

	Chatbot	Grok Bot
You give it	A question	A job
Who does the work	You, with its answer	The bot
Where it works	In the chat window	On its own computer, signed in to your apps
When it works	While you're chatting	On a schedule, even while you sleep
What you get back	An answer	Finished work, or a request for your OK

Grok's bots sign in to your tools just like you do, including websites that don't connect to anything else. That's the big change. If you can do a task by clicking around in a browser, a bot can learn it.

THE SETUP

How Do I Set Up a Grok Bot?

There are six steps. Do them in order for your first bot, and every bot after that gets easier.

STEP 1 Pick the Task You Dread Every Week

One bot, one job. That's what separates a bot that works from one that doesn't. A bot with one clear job gets good at it. A bot told to "help with my business" gets confused.

Here are the best ways to use Grok Bot, and what each one can do for you:

- **Inbox Manager:** sorts your email every morning and drafts your replies.
- **Expense Manager:** pulls receipts from your email and files your expense report.
- **Talent Scout:** finds people for a role and drafts intro messages in your voice.
- **Account Manager:** keeps track of your clients and follows up so nothing slips.
- **Sales Outbound:** researches prospects overnight and drafts outreach for you to approve.
- **Chief of Staff:** keeps an eye on your other bots and hands out the work.

> A GOOD FIRST JOB
>
> - **It gives you real time back.** Pick the job that eats the most of your week, not the one that takes five minutes.
> - **You can explain it in a few sentences.** If you could hand it to an assistant with short notes, a bot can learn it.
> - **It ends in something you can check.** A draft, a list, or a summary you read before anything goes out. Save jobs that send money or emails for later.

Three jobs that fit all of this: cleaning up your inbox every morning, a Monday summary of what your competitors posted last week, and a one-page brief before each of your meetings. Those are the three bots you can copy at the end of this guide.

STEP 2 Write Its Job Like You're Hiring Someone

Every bot gets three things: a **Name**, a **Title**, and a **Description**. You can set them by telling the bot in chat, or in Settings at the top right of the app. For example, Name: “Ivy.” Title: “Inbox Manager.”

The Description is where the bot learns the job, and it’s the part most people rush. Be specific, and describe the work exactly the way you’d do it yourself. A one-line description gets you a one-line effort.

> WHAT A GOOD DESCRIPTION COVERS
>
> - **The job:** what it does, and how often.
> - **Where to look:** which app, which folder, which websites.
> - **How you do it:** your steps, in order.
> - **What done looks like:** a list, a one-page summary, a draft.
> - **Where to send it:** a message to you, a doc in your Drive.
> - **When to stop and ask you.**

Here’s the difference. A weak description: “Handle my email.” A strong one: “Every weekday at 7am, sort what came in to my Gmail since yesterday into three groups, write draft replies for the ones that need me, save them as drafts, and send me a short list. Never send anything.” You’ll find three full ones, ready to copy, at the end of this guide.

STEP 3 Give It Access to Your Apps So It Can Work for You

Grok Bot has its own computer, and you sign it in to the tools it needs one time. After that it uses them the way you do: clicking, reading, typing. It works with apps like Gmail, Google Calendar, and Google Drive, and even with websites that have no special

connection. You can connect more than one account for the same app, like a work and a personal Gmail.

To sign it in, look in the bot's chat or in Settings for the place to connect an app. Or just ask the bot what it needs you to log in to for its job.

> HEADS UP: SHARED LOGINS
>
> All the bots on your account share one computer. If one bot logs in to a site, every other bot can reach that site too. So only sign in to what the job needs.

When a site asks for a password, a two-step verification code, or one of those "prove you're human" puzzles, the bot hands it back to you to finish. Keep your phone nearby the first time.

STEP 4 Show It Once. It Does It Forever.

You don't have to explain every click. Ask the bot to watch while you do the task once. It saves your steps so it can do the job on its own next time.

> TIPS FOR A GOOD DEMO
>
> - **Do a normal week's version** of the task, not a weird one.
> - **Go a little slower than usual** so every step is clear.
> - **Keep your written description too.** The demo shows the clicks. The description explains why.

Keep each recording short. It can run up to about 10 minutes, with no sound, so if your task is long, split it into two demos. The bot turns what it saw into a draft "skill," which is its how-to for that job. Test it on a real task first. In Step 6, you'll turn it into a routine so it runs on its own.

STEP 5 Tell It What It Can't Do Without You

This is the step that lets you relax. You write the rules in everyday words in **Settings > General > Agent**. Before the bot acts, a reviewer checks what it's about to do and allows it, blocks it, or brings it to you. You can also keep a simple list of what's allowed and what's not.

Paste this into Settings > General > Agent, then add anything specific to your business:

PROMPT

```
Rules for every bot on my account:
1. Never spend money on my behalf. No purchases, subscriptions, upgrades, or payments.
2. Never send an email, text, DM, or comment without my OK. Save it as a draft and tell me it's
ready.
3. Ask me before deleting, archiving, or moving anything out of where it lives now.
4. Never post anything publicly, on social media or on my website.
5. Never change a password, account setting, billing detail, or who has access to anything.
6. Never accept terms, agreements, or invitations for me.
7. Never share my files, client details, or personal information with anyone outside my
accounts.
8. If something looks unusual, or you're not sure, stop and ask me first.
```

Think of these rules as a safety net, not a guarantee, and keep checking the work. Two habits make them stronger: put your most important rules in each bot's Description too, and write them so they're safe for every bot on your account.

STEP 6 Set Your Grok Bot to Work While You Sleep

This is where Grok Bot pays off. Once your bot has done the job right while you watched, you turn it into a **routine**: the same job, run on its own, without you asking each time. Because the bot has its own computer in the cloud, it keeps working when your laptop is closed and you're asleep.

A routine can start two ways:

- **On a schedule.** Every weekday at 6am, every Monday at 8am, the first of every month.
- **When something happens.** A new email from a client, a new message in a Slack channel, a new file in a Drive folder.

To set one up, message the bot in its chat and give it four things: **when** to run, **what** to do, **what to hand you**, and **what not to do.** Here's a full example for an Inbox Manager:

PROMPT

```
Turn this into a routine.

When: every weekday at 7am Eastern.

What to do: go through everything that came into my Gmail since yesterday at 7am. Sort it into three groups: needs me today, can wait, and newsletters or promotions. For anything from a client, write a draft reply in my voice, short and friendly, and save it in Gmail drafts.

What to hand me: by 8am, send me one message with the "needs me today" list (who it's from, one line on what they want) and how many drafts are waiting.

What not to do: never send anything, never delete anything, never unsubscribe me from anything. If an email mentions money, a contract, or a complaint, flag it at the top and don't draft a reply.

Run it once now so I can check it, then start the schedule tomorrow.
```

Then read the first few results closely. If something's off, tell the bot what to change in the same chat, the way you'd coach a new hire, and ask it to update the routine. When a week of runs looks right, you can start skimming.

LEVEL UP Add a Second Bot, and Let Them Hand Off Work

When your first bot is running smoothly, hire a second one. Put several bots in one thread and they pass work between themselves. One researches, another writes the summary, and the finished piece lands with you.

Then add a **Chief of Staff** bot: make it the one bot you talk to, and have it hand pieces of the work to the others in the same thread. Add bots one at a time, each with its own clear job, so you always know who did what.

If you work with a team, look at Team Bots on Grok's Teams and Enterprise plans: shared bots your coworkers can use, each with its own Slack handle.

STAY SAFE Is Grok Bot Safe to Use?

Grok Bot is still new, so set it up the way you'd onboard a brand new employee: small access, clear rules, and you check the work. Write your rules in Settings > General > Agent. A reviewer checks actions against them but can't promise to catch everything, so start every bot on drafts you approve before anything goes out.

FOUR SAFETY HABITS

- **Shared logins.** If one bot signs in to a site, every bot on your account can use that login. Sign in only to what the job needs.
- **Purchases.** A bot signed in to a shopping site can buy what you can buy. Write "never buy anything" as a rule, and keep saved cards off sites a bot doesn't need.
- **Drafts first.** Emails, posts, and messages start as drafts held for your OK.
- **Separate clients, separate accounts.** Bots on one account share logins, so two bots can't keep two clients' work apart. If you work for more than one client, give each client its own Grok account.

WHERE IT WORKS

Text It From Anywhere. It Keeps Working.

Where Does Grok Bot Work?

You message your bots from the Grok Bot app on your Mac or your iPhone, and they remember where the job left off. The work itself happens on the bot’s own computer, which lives in the cloud, so your bots can keep going around the clock while you’re away.

WHAT YOU NEED

- **The app.** Go to x.ai/bot to pick a plan and download the Mac app, and get the iPhone app from the App Store to message your bots on the go.
- **A plan.** Premium is $30 a month, and it covers everything in this guide. Super ($100) and Ultra ($200) just give you more use, about 3.5 and 12 times as much. If you already pay for Grok or Cursor, your plan may already include it, so check before you buy. Each plan comes with a weekly amount of bot use, separate from your regular Grok chats, and every run uses some of it. So start with one bot on a daily or weekly schedule, and see how much it uses before you add more.

COPY AND PASTE

Job Descriptions for Your First 3 Bots

Here are three bots that save time for almost anyone, whether you run a business, create content, or have a side hustle. Each one has a job description to copy into the Name, Title, and Description, and a set of rules to paste into Settings > General > Agent. Change anything in [brackets] to fit you.

Bot 1: Inbox Manager

For: anyone who opens their email and sighs.

JOB DESCRIPTION

PROMPT

```
Name: Ivy
Title: Inbox Manager

Description:
You manage my Gmail inbox. Every weekday at 7am, go through every email that came in since
yesterday at 7am.
```

```
Sort them into three groups:
1. Needs my reply today
2. Can wait until later this week
3. Newsletters, receipts, and promotions

For every email in group 1, write a reply in my voice: friendly, short, and clear. Save each
reply as a draft in Gmail. Do not send anything.

When you're done, message me one short list. For each email in group 1, tell me who wrote, what
they want in one sentence, and that the draft is ready. Then give me a count of groups 2 and 3.

If you can't tell what someone wants, or an email looks urgent, put it at the top of the list
and ask me.
```

RULES

PROMPT

```
Never send an email without my OK.
Never delete or archive an email without asking me first.
Never unsubscribe me from anything.
Never buy anything.
Never share my email address or anyone's information on a website.
```

Bot 2: Weekly Competitor Recap

For: business owners and creators who want to know what others in their space are doing, without the scrolling.

JOB DESCRIPTION

PROMPT

```
Name: Radar
Title: Weekly Competitor Recap

Description:
Every Monday at 8am, check what these businesses posted and changed in the last 7 days:
- [Business 1]: [website], [Instagram or other social link]
- [Business 2]: [website], [Instagram or other social link]
```

```
- [Business 3]: [website], [Instagram or other social link]

On each one, look at their website, their newest social posts, any sales or new products, and any price changes you can see.

Write me a one-page recap:
- One short section per business: what they posted, what they changed, and which post got the most comments.
- Then the top 3 ideas I could use for my own [business or account] this week.

Only report what you actually saw, and include a link to each thing. If a page won't load or needs a login you don't have, tell me which one instead of guessing.

Message me the recap when it's done.
```

RULES

PROMPT

```
Only look. Never like, follow, comment on, share, or message anything on any account.
Never sign up for anything or enter my email on a website.
Never buy anything.
Never change any settings on my accounts.
```

Bot 3: Meeting Prep

For: anyone with calls, client meetings, or interviews who wants to walk in ready.

JOB DESCRIPTION

PROMPT

```
Name: Prep
Title: Meeting Prep and Research

Description:
Every weekday at 6am, look at today's meetings on my Google Calendar.

For each meeting with someone outside my [business or team], research the person and their company. Use their website, their public LinkedIn page, and news from the last 3 months.
```

```
Write a short brief for each meeting:
- Who they are and what they do, in 2 sentences
- What their company does, in 2 sentences
- Anything new for them in the last few months
- 3 good questions I could ask

Message me all the briefs in one message by 7am.

If a meeting has no name or company on it, skip it and tell me which ones you skipped. If you aren't sure you found the right person, say so.
```

RULES

PROMPT

```
Never accept, decline, move, or delete a calendar invite.
Never email or message anyone.
Never buy anything.
Ask me before you sign up for a site or open a paid report to see more.
```

> AFTER YOU PASTE
>
> Show the bot the job once if you can (Step 4), then ask it to run the job a single time while you watch. Read what it sends you. When it looks right, tell it the schedule (Step 6). Start with one of these three, get it working, then add the next.

Pick the one job you'd most love to stop doing, set up that one bot this week, and give it a few runs to learn. You're going to love getting that time back. I'm rooting for you.

THE FINE PRINT

This guide isn't sponsored, and there are no affiliate links. Grok launched Grok Bot as a beta in August 2026 and hasn't announced that it's out of beta, so screens, plans, and prices can change. Prices and features come from Grok's own pages as of October 18, 2026. Two details, the recording limit and the password handoff, come from DataCamp's August 2026 explainer, not Grok's site, so check them in the app. A bot acts with your logins, so you're responsible for what it does. Start small and check its work.

FAQ Questions People Search About Setting Up a Grok Bot

Straight answers

What is Grok Bot and how does it work?
Grok Bot is Grok's app for AI teammates and employees. You give a bot a job, and it works on its own computer, signs in to your apps and websites, and uses them the way you would. It can run on a schedule and comes back with finished work, or with a question when it needs your OK.

How much does Grok Bot cost per month?
Grok's pricing page lists three plans. Premium is $30 a month and includes the bot's own computer, signing in to your tools, scheduled routines, the Mac and iPhone apps, and a weekly amount of use. Super is $100 with 3.5 times the use, and Ultra is $200 with 12 times the use.

Is Grok Bot free?
There's no free plan on Grok's pricing page. The lowest plan is Premium at $30 a month. If you already pay for Grok or Cursor, your plan may already include it, so check x.ai/bot to see whether your plan includes it before you buy anything new.

Does Grok Bot work on Mac and iPhone?
Yes. Download the Mac app from x.ai/bot, and get the iPhone app from the App Store, so you can message your bots from your desk or your phone.

Is Grok Bot safe?
It's still new, so set it up carefully. Write rules in Settings > General > Agent, like never send email without my OK and never buy anything. A reviewer checks actions against those rules, but it isn't a hard guarantee. Start with drafts you approve, and keep each client on a separate account.

Do I need to know how to code to set up a Grok Bot?
No. You set up a bot by writing its job in everyday words, the way you'd explain it to a new hire. You can also show it the task once while it watches. Bots use your apps and websites like a person does, so most jobs need no special setup.

How do I set up a Grok Bot?
Pick one task you dread every week. Give the bot a name, a title, and a description written like a job post. Sign it in to the apps it needs, show it the task once, write its rules, and ask it to run the job on a schedule. Read the first few results before you trust it.

SOURCES Where These Facts Come From

- Grok Bot, x.ai: features, plans, and prices (read October 18, 2026)
- Grok Bot 101, x.ai: Name, Title, Description, connecting apps, schedules, and permissions
- Introducing Grok Bot, x.ai, August 11, 2026
- Team Bots, x.ai, September 28, 2026
- DataCamp's Grok Bot explainer, August 12, 2026: recording limit, skills, and password handoff

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