

SETUP GUIDE

Build Your First AI Agent

The bare minimum setup in ChatGPT with
GPT-6 Astra

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Start Here

This is the exact agent from the video. One file, one skill, one connected app, one prompt and a schedule. Swap the parts in [brackets] for your own details.

WHAT YOU'LL GET

Every morning at 8, one email: the best topic to make content about (with angles and questions for your own opinion), every AI update that matters for your audience, and a list of what was skipped and why.

What you need

- ✓ A paid ChatGPT plan
- ✓ A Gmail account with 2 or 3 AI newsletters in it
- ✓ The free files: about-my-audience-TEMPLATE.md, content-brief.zip, and the bonus agent-finder.zip
- ✓ About 15 minutes

TIP

No code anywhere. If a menu looks different on your screen, ask ChatGPT directly, for example: "Where do I upload a skill?"

PART 1

The 5 Parts of Your Agent

What each part is and where it goes.

CHAT VS. AGENT

The only difference you need to know

A normal chat: : you ask a question, you get an answer, done. Tomorrow you ask again.

An agent: : you set it up once. Then it works without you.

Part	What it is	Where it goes
Knowledge	A 5-line file about you and your audience	Your ChatGPT project
Skill	The template for the email (content-brief)	The Skills page
Tools	Gmail: read newsletters, send the email	Connected apps
Instructions	The job, in one prompt	The chat
Schedule	Every morning at 8	One sentence in the chat

PART 2

Setup

About 10 minutes. You only do this once.

STEP 1 · FILL IN YOUR KNOWLEDGE FILE

2 minutes

Open about-my-audience-TEMPLATE.md in any text editor (Notepad, TextEdit or Google Docs). Replace the [brackets] with your own details and save it.

WHAT IT LOOKS LIKE — the template

Who I am: [what you do, one sentence]

Who my audience is: [who you make content for, one sentence]

What they care about: [3 things]

What to skip: [3 things, e.g. AI politics, funding news, developer-only tools]

How I talk: [e.g. plain and simple, no hype]

TIP

"What to skip" is the most important line. The agent only leaves out what you list there. Everything else stays in your email.

REAL EXAMPLE

Who my audience is: non-technical people who want to use AI to save time and make money online. What to skip: AI politics and regulation, funding news, research papers and developer-only tools.

STEP 2 · CREATE A PROJECT AND ADD THE FILE

So the agent can always read it

1. Create a new project in ChatGPT

Call it Content Brief Agent. A project keeps files and chats together.

2. Add your knowledge file to the project files

Upload the file you filled in.

No projects on your plan? Skip this. In Step 5 you attach the file directly in the chat.

STEP 3 · UPLOAD THE SKILL

Skills have their own page

1. Open the Skills page

In ChatGPT, go to Skills.

2. Create, then upload from your computer

Pick content-brief.zip. ChatGPT checks the file and turns the skill on.

3. Check that it worked

In a chat, type @ and look for content-brief in the list.

WATCH OUT

Don't put the skill into the project files. There, ChatGPT reads it as a normal document, not as a skill.

Upload fails or you only have this PDF? Try the unzipped folder. Or skip the upload and paste the skill text from the end of this guide into the chat together with the prompt.

STEP 4 · CONNECT GMAIL

The only tool it needs

1. Open the connected apps in ChatGPT

This is where ChatGPT lists the apps it can connect to.

2. Choose Gmail and connect it

Log in with your Google account and allow access.

Can't find it? Ask ChatGPT: "How do I connect Gmail so you can read my inbox and send me emails?"

STEP 5 · OPEN THE RIGHT CHAT

Inside the project, in Work mode

1. Open a new chat inside your Content Brief Agent project

So it can read your file.

2. Switch from Chat to Work

Work is for bigger jobs the AI works through on its own.

3. Choose GPT-6 Astra

Open the model picker and select it.

PART 3

Run It

Two prompts. That's it.

PROMPT 1 · INSTRUCTIONS

Paste, send, check your inbox

TIP

To find a newsletter's sender address: open one of its emails in Gmail and look at the address next to the sender name.

TRY THIS PROMPT

"Make me a content brief now and send it by email.

- 1. Find all AI news from the last 48 hours: new AI models, new AI tools, updates to tools people already use, and big announcements. News sites and tech blogs are fine.*
- 2. Read every AI newsletter in my Gmail inbox from the last 24 hours from these senders: [SENDER ADDRESS 1], [SENDER ADDRESS 2], [SENDER ADDRESS 3].*
- 3. Use the file about me and my audience. Keep every update that is relevant for my audience. Only skip what the file says to skip, and list the skipped ones with the reason. If the same update shows up in several sources, list it once and rank it higher.*
- 4. Write it with the @content-brief skill.*
- 5. Email it to [YOUR EMAIL ADDRESS].*

Leave out notes about what you checked. Never invent my opinion or my experience."

WHAT IT LOOKS LIKE — *what arrives in your inbox*

Part 1: the best topic, with 3 angles, 3 questions for your opinion, a hook line and when it was published.

Part 2: every relevant update, grouped, one line each plus why it matters and a link.

Part 3: what was skipped and why.

Something not right? Fix it with one sentence in the same chat, for example: "Look wider, use more news sites." or "Also skip crypto news."

PROMPT 2 · SCHEDULE

Every morning at 8

TRY THIS PROMPT

"Schedule exactly this to run every morning at 8 a.m. Put all the instructions from my first message into the task."

Open the scheduled task and check: daily, 8:00, your time zone. Tomorrow morning the first brief arrives on its own.

PART 4

Fix It and Stay Safe

The problems you're most likely to hit.

Problem	Fix
It finds only 1 or 2 updates	Add: "Look wider, use more news sites and tech blogs."
It ignores your file	Make sure the chat is inside the project. Or attach the file in the chat.
@content-brief doesn't show up	Check the Skills page: is it turned on? Or paste the skill text from the next page.
Links open Gmail instead of the article	Add: "Use the link to the real article, not the link to the email."
No email arrived	Check spam. Then ask: "Did you send the email? Send it again."
The 8:00 email is missing things	Edit the scheduled task and paste Prompt 1 into it.
Two emails every morning	You have two scheduled tasks. Delete one.

⚠️ WATCH OUT

Usage: GPT-6 Astra uses a lot of your limit. Set it up in one go when your limit is fresh.

Stay safe: this agent reads your inbox but only sends to you. Start with agents like that. Anything that sends messages to other people, deletes or changes things: check it yourself until you trust it.

BONUS · WHICH AGENT SHOULD YOU BUILD?

Free agent finder skill

A news agent might not be the right first agent for you. The agent finder skill asks you 7 short questions about your work and tells you which agent would save you the most time, how easy it is to build, which of the 5 parts it needs, and gives you the first prompt.

1. Upload agent-finder.zip

Same as Step 3: Skills page, Create, Upload from your computer.

2. Start it in a new chat

Paste the prompt below and answer the questions one by one.

📌 TRY THIS PROMPT

"Use the @agent-finder skill."

💡 TIP

It never recommends a hard agent as your first one: nothing that logs in to websites, controls your screen, or sends messages to other people.

THE SKILL TEXT

Only if you can't upload content-brief.zip

Paste this into the chat together with Prompt 1, and replace "Write it with the @content-brief skill" with "Write it with the template below".

 TRY THIS PROMPT

"Content Brief template. Go through ALL updates. Don't stop at a few.

SUBJECT: Content Brief, [today's date], [number] relevant AI updates

PART 1: BEST TOPIC TO MAKE CONTENT ABOUT

Topic: what happened, 2 sentences + source link

Why: 1 sentence, why my audience cares

Angles: 3 different ways I could make a post or video about it

Questions: 3 short questions about my own opinion or experience

Hook: 1 short opening line

Timing: when it was published

PART 2: ALL RELEVANT UPDATES FOR MY AUDIENCE

Every update that fits my audience. Don't leave any out.

Group them: New AI tools / Updates to tools they already use / Other useful news

For each: 1 sentence what happened, 1 sentence why it matters, link.

Same update from several sources: list it once, write "in X sources".

PART 3: SKIPPED

One line per skipped update: title and reason.

Rules: only skip what my file says to skip. When unsure, keep it. Never write the finished post. Never invent my opinion. Use the link to the real article. Plain English, no hype."

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