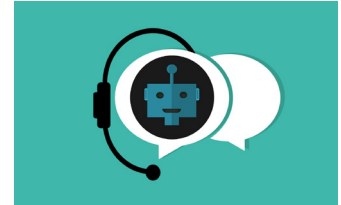# Chatting with AI

AI and Chatbot Basics

- Trained on tons of data to respond to prompts in natural, conversational language
- Many are free with account sign up
- Can answer multiple questions at a time and keep the conversation going
- Often faster than a basic web search

Use AI for:

- Help with composing emails & messages
- Brainstorming / creating first drafts
- Personalized recommendations
- Simple explanations

Best Practices for Chatting

- Be specific and clear
- Give context and examples
- Set parameters
- Ask for sources
- Ask follow-up questions
- Know the platform's limitations

Popular AI Tools

ChatGPT

Google Gemini

Microsoft Copilot

Meta AI

Privacy Considerations

- Do not give personal, financial, confidential, or copyrighted information in your prompts
- Check platform settings for options to delete chats