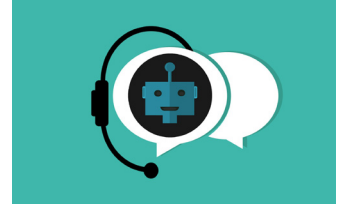




# Chatting with AI

## 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

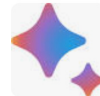
- Be specific and clear
- Give context and examples
- Set parameters
- Ask for sources
- Ask follow-up questions
- Know the platform's limitations

### Popular AI Tools

[ChatGPT](#)



[Google](#)



[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