

The Complete Grok Bot Guide

Create an AI teammate that researches, works across your apps and handles repeat jobs. Full setup, everyday examples and 12 copyable prompts.

By Maverick Maltin · Updated September 30, 2026

Give Grok Bot one job you keep putting off. It could compare everything you need for a trip, turn a messy folder into a useful tracker, or prepare tomorrow's briefing. The point is to finish something you can use, then teach it how you want that job handled next time.

Grok Bot gives named AI teammates a persistent cloud computer, so they can work with files, a browser and connected apps while your laptop is closed. This guide takes you from your first Bot to a repeatable workflow, with complete prompts you can adapt to your own life.

THE PLAN · START WITH ONE USEFUL JOB

- 1 Check access and create your first Bot.
- 2 Give it a clear job and a small first task.
- 3 Connect only the apps that task needs.
- 4 Check the result and save a reusable process.
- 5 Add a routine or a second Bot when it helps.

ACCOUNT

Grok Bot uses a Cursor account with eligible paid access, including supported linked SuperGrok subscriptions.

FIRST TASK

Bring one document, a few public links or a small project you actually want finished.

BOUNDARIES

Decide what it can research or draft and which actions need your approval.

1 Get into the right product

Ordinary Grok chat and Grok Bot serve different jobs. Start with the [complete Grok guide](#) if you want everyday questions, research or media creation. Use Grok Bot when you want a continuing teammate with a job, working files and repeat tasks.

Open the official [Grok Bot download page](#). Desktop versions cover macOS, Windows and Linux. Choose your computer's version, install it and complete Sign in with Cursor. Eligible linked SuperGrok access is offered through the account flow. Check the displayed plan and usage allowance before starting a large task.

The setup suggests teammates, or you can choose **Create your own**. Give yours a name, one main job and a short description. Let its computer finish setting up before assigning work. Grok Bot requires cloud storage, so an account using Legacy Privacy Mode must review its Cursor data setting before continuing.

Mobile can also start and manage Bots. Use the same account on iPhone or Android. Keep desktop available for advanced routine editing and testing.

2 Give your Bot a job it can finish

Avoid beginning with your entire life. Pick a result you could review in five minutes: a comparison table, a cleaned spreadsheet, a shortlist or a draft. Replace the brackets in this setup prompt before sending it.

Prompt 1: Set up your first useful Bot

PROMPT 1 · COPY & PASTE

Help me set up one useful Grok Bot around a job I actually need done.

My job for you: [describe the repeated task or unfinished project].

My context: [who the work is for and why it matters].

My available material: [files, public links or apps I can connect].

My preferred result: [document, spreadsheet, shortlist, dashboard or draft].

Ask up to five questions that would materially change the result. Then suggest a focused name, a one-paragraph role and one small first task. Tell me what you can do with the access already available. Request another connection only if it is needed for that first task.

Complete useful research and preparation within that scope. Create new working files without overwriting my originals. Show me the proposed recipient, content and target before any message, publication, purchase, booking, deletion or permission change, and wait for my approval.

Save the agreed job and preferences in a readable project note. Keep facts I supplied separate from your assumptions. Finish the first task with the actual deliverable, source links, what you checked and any remaining question. Do not activate a recurring routine yet.

Give specific feedback on the result: too long, missing a column, wrong city, stale prices. Those corrections are more useful than asking it to make everything better.

Prompt 2: Turn a document into your next actions

PROMPT 2 · COPY & PASTE

Read the attached [document name]. Turn it into a practical action sheet for me.

Include a five-sentence summary, every explicit deadline, the decisions I need to make and a checklist ordered by what needs attention first. Add a page or section reference beside each item. If a date or owner is missing, mark it as missing rather than guessing.

Return an editable document plus a short summary here. Keep the original untouched. Do not contact anyone or schedule anything. Finish with the three questions I should ask before acting on this document.

Review: Open two source references. Confirm the dates and wording match. A polished action sheet is only helpful if it points to the right obligations.

3 Connect your tools and understand the computer

Open **Marketplace** from the sidebar, choose a supported plugin, select **Add** and complete its sign-in. Type @ in a task to reference a connector. If there is no suitable connector, the Bot can try the service in its cloud browser.

When a website needs your login, open **Agent Computer**, take control and sign in yourself. Complete any verification, then return control. Keep passwords and one-time codes out of chat.

All Bots on your account share the same cloud computer, files and browser logins. A different Bot name does not create a separate private area. Your local laptop is a different computer, with separate access permissions. Start in the cloud workspace unless a task specifically requires local files.

Save durable work in clear folders under `/workspace`. Ask for the finished file in the conversation too, so you can find it without hunting through the computer.

MAVERICK'S TIP

Before connecting more apps, get one useful result from one source. Extra access does not fix an unclear task.

4 Try a job worth handing off

These examples are starting points, not claims that every website or account is supported. Each asks for a finished result and names what to check. You can supply exports when a connection is unavailable.

Prompt 3: Find the better version of a purchase

PROMPT 3 · COPY & PASTE

I am considering buying [item or link] for [intended use]. My budget is [amount and currency], I am in [country], and I need it by [date].

Compare this item with three credible alternatives. Use current seller and manufacturer pages. Include the exact model, total delivered price where visible, stock status, warranty or return terms, and the tradeoff that matters for my use. Separate verified details from anything the seller does not state.

Return a compact comparison with direct links and the time you checked prices. Recommend one option and explain the main reason I might choose another. Do not order anything or contact sellers. If a site blocks access, list it and use accessible evidence instead.

Prompt 4: Build a trip shortlist you can decide from

PROMPT 4 · COPY & PASTE

Research a trip from [origin] to [destination] for [dates or flexibility], for [travelers], with a total budget of [amount and currency]. My priorities are [three priorities].

Ask only for missing details that change the shortlist. Compare three realistic combinations of travel and accommodation. Include total costs visible now, baggage or major fees, travel times, neighborhood tradeoffs and cancellation terms with direct links. Label estimates and check dates clearly.

Make a one-page decision sheet and a simple itinerary for the strongest option. List what still needs live confirmation. Stop before booking, contacting anyone or submitting traveler details.

Prompt 5: Make a messy spreadsheet usable

PROMPT 5 · COPY & PASTE

Clean the attached spreadsheet for [purpose]. First inspect its sheets, headers and row count. Tell me which changes are safe formatting fixes and which require judgment.

Create a new cleaned copy with consistent headers, date formats and units. Keep a sheet containing the original rows and a change log. Flag possible duplicates, missing values and unusual entries instead of deleting or inventing them. Preserve formulas unless you explain a necessary repair.

Add a short summary of the most useful patterns, with the exact columns and calculations behind them. Check totals and a sample of rows against the original. Return the edited workbook and a list of decisions still needed from me.

Prompt 6: Find content ideas in your own results

PROMPT 6 · COPY & PASTE

Use my attached [content performance export] and [examples of my content] to find the next five ideas worth making for [audience].

Compare posts on the same platform and similar age. Explain which metrics exist, what is missing and how that limits the comparison. Identify three concrete patterns in hooks, subjects or formats. Reference the posts behind each pattern.

Propose five original concepts with an opening line, useful payoff and outline. Match the supplied examples without copying another creator or inventing personal experience. Label hypotheses as hypotheses. Return an editable planning document and one experiment to try next. Do not publish or schedule posts.

Prompt 7: Rescue the project hiding in your notes

PROMPT 7 · COPY & PASTE

Use these notes and files to turn [project] into a plan I can execute. My deadline is [date], and I can spend [time] each week.

Identify the finished deliverable, what already exists, what is missing and the decisions blocking progress. Build a short task list with dependencies and a realistic first work session. Separate things you can prepare from things I must decide or do myself.

Create a project folder with a brief, task list and decision log. Link each important fact to its source file. Draft the first useful deliverable now if there is enough information. Do not change the original files or share the project externally.

Review: Pick the prompt closest to work you already understand. You will spot a weak answer faster and give better corrections.

5 Turn good work into a skill

A **skill** stores the method for doing a job. A **routine** decides when to run it. Finish one good manual example before saving either. Otherwise you risk repeating the same mistake on a schedule.

Ask the Bot to save the process as a skill, then reference saved skills with / in the desktop composer. Skills are shared across your Bots, although each task still needs the right access.

Prompt 8: Save the method that just worked

PROMPT 8 · COPY & PASTE

Turn the workflow we just completed into a reusable skill called [name]. Use the version I approved, including my corrections.

Include when to use it, required inputs, source locations, the exact steps, decision rules, output format and a final verification checklist. Explain what to do when a source is unavailable or a value is ambiguous. Keep all external sends, purchases and destructive changes behind approval.

Save the skill and show me where it is available. Do not activate a routine. Suggest one small, harmless input we can use to check that the skill produces the same kind of result next time.

If **Teach a task** appears in a Bot's computer view, you can demonstrate a workflow and review the resulting skill. Availability varies. Written instructions and a completed example remain useful when that control is absent.

6 Give recurring work a clear schedule

Use a routine for a proven job such as a weekly comparison or a morning research brief. Confirm the owning Bot, time zone, input sources and next run. Run a small **Test run** before relying on it. Testing can perform real actions, so keep the example limited.

Prompt 9: Prepare a useful weekly routine

PROMPT 9 · COPY & PASTE

Prepare a routine for [Bot name] using the [skill name] workflow. I want it on [days] at [time] in [time zone], using [current sources].

Each result should contain what changed since the last successful run, the three items worth my attention, direct source links and any blocked step. If there is no meaningful change, keep the result brief. Never pretend old data is a fresh check. Do not send messages to other people or change source systems.

First show me the schedule, input access, expected usage if known and an example output. Do not enable it until I confirm. If this interface cannot prepare it without activating it, give me the instructions first. After I approve, show the next run and help me review one small test.

On desktop, open the Bot's **View conversation details**, then **Routines**, to inspect runs or pause the job. Mobile can review routines and pause or resume them. Schedule editing and test runs currently need desktop.

7 Add a second Bot only when the roles differ

One Bot can keep researching while another works on a separate task. Their files and logins are shared, so use distinct folders and clear ownership to avoid two Bots editing the same result.

Prompt 10: Hand research to a second teammate

PROMPT 10 · COPY & PASTE

Prepare a handoff for another Bot to review the research in [project folder].

Save a brief containing the original question, my requirements, the best source links, the draft result and unresolved points. The second Bot's job is to check the five most important claims and suggest improvements, not repeat all the research.

Have the reviewer save comments in a separate file. Keep one named owner of the final document. Before sharing the handoff, confirm which Bot will receive it and that the folder contains only material relevant to this job. Return one combined answer with disagreements still visible.

The handoff can also be a document you give to a teammate yourself. A second Bot is useful when it adds a distinct review or specialization, not just another opinion.

8 Check work before relying on it

Request the actual file, a source link or an action record. A sentence saying a task is finished is not the same as a working download or a confirmed change.

Prompt 11: Audit the result you just gave me

PROMPT 11 · COPY & PASTE

Check the result you just produced against my original request. Open the final artifact and verify that it exists, contains the promised sections and can be read.

Recheck the five facts or calculations that would matter most if they were wrong. Use the underlying sources rather than your earlier summary. Identify broken links, missing inputs, unsupported assumptions and anything you described as done without evidence.

Fix reversible issues inside the working copy. Return the corrected artifact, a short list of checks performed and any remaining decision. Keep proposed external actions separate from actions actually completed.

Prompt 12: Recover a task that went off track

PROMPT 12 · COPY & PASTE

Pause the current approach to [task]. Summarize the original goal, what you have completed and exactly where you are blocked.

Do not repeat the same failing action. Preserve the files already created. Give me the smallest next step that would unblock the job, then offer a manual alternative if the website, connector or permission remains unavailable.

Use fresh evidence to distinguish a login problem, missing access, unavailable data and a reasoning mistake. Continue useful work that does not depend on the blocked step. Do not reset the computer, delete files or buy more usage without asking me.

Common mistakes and fixes

What happens	What to do
Sign-in finishes in the browser but the app is waiting	Return to Grok Bot and confirm the Cursor account is correct. Check access before repeating setup.
The Bot seems stuck	Check its conversation and computer view for a login, question or approval. Redirect the task if the approach is wrong.
A website keeps asking for verification	Take over and complete the human step. Return control after the signed-in page loads.
The output looks good but has no evidence	Ask for the source links, calculations and actual file. Review a few important details yourself.
A routine keeps using yesterday's data	Add a freshness check and require a blocked result when current inputs are unavailable.
You want to reset the computer	Try reconnecting and the documented recovery options first. Reset can lose recent work.

For account or computer problems, use the official [Grok Bot troubleshooting guide](#). For action rules, desktop **Settings > General > Auto-review** supports **Ask first** rules when available. Review the real controls as well as the instructions you put in chat.

Quick Reference

You want to...	Start here
Create your first useful teammate	Prompt 1: job, context, access and finish line
Understand a document	Prompt 2: actions with source references
Compare purchases or trips	Prompts 3 and 4: current options, costs and tradeoffs
Clean data or plan content	Prompts 5 and 6: preserve inputs and show evidence
Finish an abandoned project	Prompt 7: brief, decisions and first deliverable
Reuse good work	Prompt 8: save a skill after a successful example
Repeat it automatically	Prompt 9: schedule, time zone, test and next run
Work with a second Bot	Prompt 10: separate review, one final owner
Check or recover a task	Prompts 11 and 12: proof, corrections and next step

Do this today

Create one Bot. Give it one document or three public links. Run the setup prompt, review the result and make one correction. Save a skill only after the second result is useful. You can add more jobs once that first one earns its place.

Find more practical workflows in the [free resource library](#).

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