

Grok, set up *safely* and used well

A one-page starter for first-time users of the Grok app and grok.com. Nine setup steps, a map of the screen on desktop and phone, a simple way to ask better questions, and what is different when you use Grok inside X.

Level	Time	Works on	Last checked
Entry	about 9 min	Web • iPhone • Android • inside X	12 Oct 2026

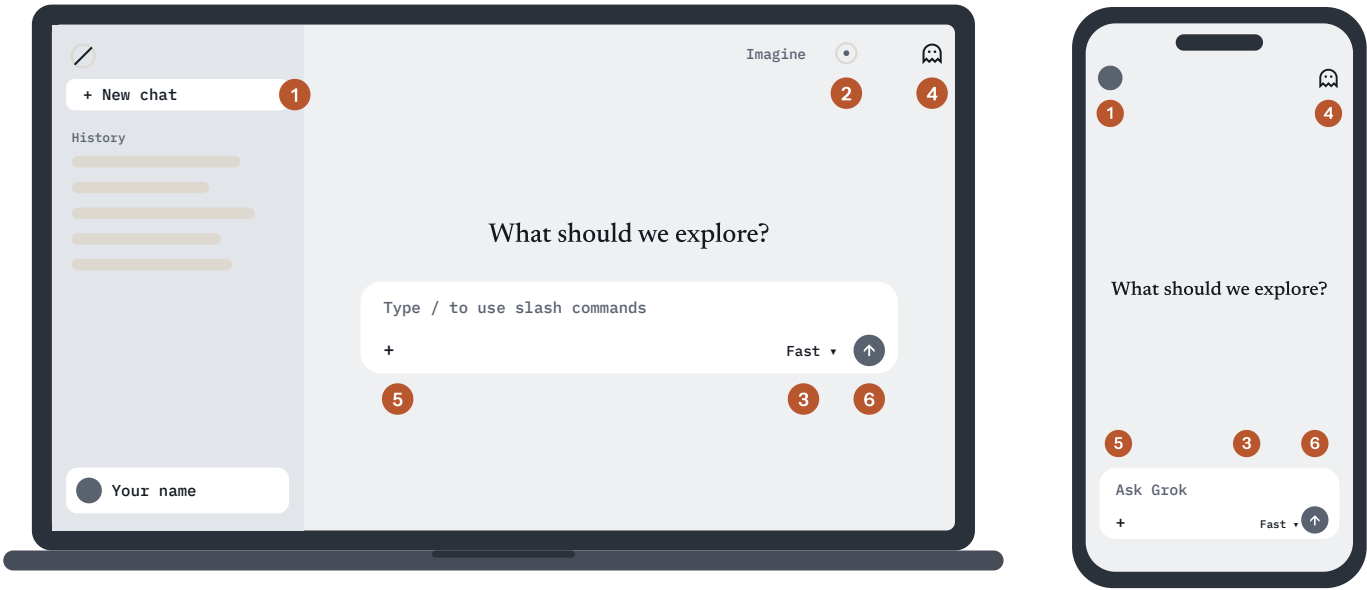
— WHERE THINGS ARE

The screen, mapped

Drawn from the real screens as they looked on 12 October 2026, so positions and labels match what you will see. Buttons move between app updates, so if something has shifted, look for it by name.

DESKTOP AND WEB BROWSER

GROK.COM PHONE APP



- 1

1 Sidebar. New chat and your history. On a phone, tap your profile picture at top left to see history.
- 2

2 Settings. The gear at the top right on grok.com. In the app, open your profile picture, then Settings.
- 3

3 Model picker. Inside the message box at the right, shown as Fast. Leave it on the default while you learn.
- 4

4 Private Chat. The ghost icon at the top right. Not shown in your history and deleted within 30 days.
- 5

5 Plus button. Add a photo or file.
- 6

6 Send. Type / in the box to see slash commands.

— SETUP CHECKLIST

Nine steps before your *first real* question

- ☐

01 Get the real app

DESKTOP Go to `grok.com` .

PHONE App Store or Google Play. Check the developer is **xAI** (shown as X.AI or SpaceXAI on some stores).

Grok is also built into the X app, where it appears as a Grok button in the navigation bar. The standalone app and grok.com give you the full settings described below.
- ☐

02 Create your account

BOTH Sign in with your X account, Google or Apple, or with an email address. You will be asked for your date of birth.

You must be 13 or older, and a parent must agree to the terms for anyone aged 13 to 17. Grok's output is not always suitable for all ages, so it is not a tool for younger children.

☐

03

Lock the front door

X

x.com > Settings and privacy > Security and account access > Security > Two-factor authentication

ACCOUNT

GOOGLE

Turn on two-step verification on whichever account you used to sign in.

OR

APPLE

Grok has no separate password. Whoever controls the account you signed in with can get into Grok, so secure that account first.

☐

04

Decide whether your chats help train the model

GROK

Settings > Data Controls > Improve the model , switch off

APP

INSIDE

Settings > Privacy & Safety > Data sharing and personalization > Grok & Third-party Collaborators , untick the option beginning "Allow your public data as well as your interactions"

X

Once off, new conversations are not used for training. Feedback you send with the thumbs buttons may still be used. Inside X, protecting your posts (Audience and tagging > Protect your posts) also keeps them out of Grok training.

☐

05

Tell it about you, once

BOTH

There is no instructions box documented by SpaceXSI, so put your context in the first line of a chat. Example: "I run a small landscaping business in Adelaide. Use Australian English and keep answers short."

Grok on X can personalise answers from your X activity. To stop that, untick **Allow X to personalize your experience with Grok** under the same Grok & Third-party Collaborators screen.

☐

06

Know how to delete your history

GROK

Press and hold a conversation name under your profile picture, then **Delete Conversation**. For everything: Settings > Data Controls > Delete All Conversations .

APP

INSIDE

Settings > Privacy & Safety > Data sharing and personalization > Grok > Delete Conversation History

X

Deleted conversations are removed from SpaceXSI or X systems within 30 days, unless they must be kept for security or legal reasons.

☐

07

Know how to start a Private Chat

BOTH

Click the **ghost icon** at the top right before you type.

Private Chat conversations do not appear in your history, are not used for model training where that is available, and are deleted from SpaceXSI systems within 30 days.

☐

08

Set your own "never paste" rule

BOTH

See the list at the end of this sheet. Remove names and numbers before you paste, or describe the situation instead.

Treat anything you type as something that could be stored. Privacy settings reduce risk; they do not remove it.

☐

09

Pick a plan only when free runs out

BOTH

SpaceXSI says limited free access and paid plans are available depending on your location. Compare current plans and prices at grok.com or in the app. Inside X, Grok access follows your X subscription.

Free access is enough to learn on. Upgrade when you often hit the limits, not before, and check the price shown for Australia before you pay.

— ASKING BETTER

The three-part question

Most weak answers come from short questions. Give it these three things and the answer improves straight away.

PART 1 Who it's for Your role, the reader, the situation.	PART 2 What you need The task, plus the facts it needs to do it well.	PART 3 How you want it Length, format, tone, Australian English.
--	--	---

— TIPS AND TRICKS

Nine habits that make it *far* more useful

? Let it ask you first For anything important, end with this line.	↩ Reply, don't restart Keep shaping the same answer in the same chat.	☰ Ask for options Choosing between drafts is faster than fixing one.
---	--	---



Ask what is happening now

Grok draws on live X posts, so it is useful for what people are saying today. Treat posts as opinion, not fact.

"What are people on X saying about the WA rail strike today?"



Show it, don't describe it

Use the plus button to add a photo or screenshot and ask about it.

"What does this letter want me to do?"



Check the facts

It can sound sure and still be wrong. Verify names, numbers, laws and dates.

"Which parts of this should I double-check?"



One topic per chat

Long mixed chats get muddled. Start fresh for a new job.

New chat



Try a slash command

Type / in the message box to see shortcuts for common jobs.

Type / and pick from the list



Make it teach you

Use it to learn, not only to produce.

"Explain it simply, then quiz me."

QUICK REFERENCE

Shortcuts and safety

These common keys work in the Grok web app. SpaceXSI does not publish a separate shortcut list; typing / in the message box shows the slash commands.

DO THIS	WINDOWS	MAC
Send your message	Enter	Return
New line without sending	Shift Enter	Shift Return
Show slash commands	/	/
Paste a screenshot into the chat	Ctrl V	Cmd V

Never paste

- Passwords, PINs or sign-in codes
- Tax file number, Medicare, licence or passport numbers
- Bank or card details
- Other people's health, legal or personal records
- Confidential work material your employer has not cleared

Good first uses

- Sum up what people on X are saying about a topic today
- Draft short social posts in your own tone
- Explain a bill, policy or form in plain English
- Turn a photo of notes into text
- Practise for a job interview

YOUR NEXT MOVE

Set up? Now see where you stand.

Take the free ApplyAI check to see how ready you are to use AI in your job, then pick a free course matched to your result.