

# Open AI

## Setting Up OpenAI Service

1. **Navigate to "Admin Console"**
2. **Accessing "Services"**
  - Within the admin console, from the left sidebar, find and click on the "Services" page.
3. **Selecting OpenAI**
  - Inside the Services page, find and click on "OpenAI." This option allows you to configure the OpenAI settings for your platform.
4. **API Key Configuration**
  - To use OpenAI services, you need an API Key. If you have one, insert it in the designated field. If not, generate a new one by visiting <https://platform.openai.com/account/api-keys>. Follow the instructions there to obtain your API key.
5. **Activation**
  - Look for a checkbox or toggle labeled "Active" and ensure it's checked or turned on.
6. **Saving Changes**

## Configuring AI Assist

1. **Navigate to "Admin Console"**

Go back to the Admin Console, but this time, navigate to the "Settings" section.
2. **Locating "AI" tab**

Within Settings, find and click on a tab named "AI". This section is dedicated to configuring AI-related features on your Mixpost instance.
3. **Selecting AI Provider**

In the AI settings area, you'll likely find an option to select your AI provider. Choose "OpenAI".
4. **Custom Instructions**

Here, you can write custom instructions or guidelines that you want the AI assistant to follow. This can include templates, use cases, or any specific directives relevant to your business.

## Conclusion

By following these steps, you can successfully set up OpenAI services and utilize the AI Assist feature on your Mixpost instance. To test the AI Assist feature, create a new post and while editing your new post, look for the AI Assist tool in the editor's toolbar.

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Revision #3

Created 1 April 2024 15:16:10 by Dima Botezatu

Updated 1 April 2024 17:09:11 by Dima Botezatu