START HERE

Get your skill ready.

Choose your app. Follow its page. Try one small task.

Your skill → Your AI app → A result to review

Go straight to your app

ChatGPT →

Project instructions · p. 3

Claude →

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New to skills? Start with the file check on page 2.

Computer-based setup · Official sources checked October 1, 2026.
KYEE guidance, not a provider-issued manual.

BEFORE SETUP

Which file do you have?

A skill gives your AI a reusable method. The file format tells you where to start.

.md / .txt

Readable instructions

Open in a text editor.
Copy the complete text when your setup page asks for it.

.zip

Packaged skill

Keep the original ZIP.
Use it only with the app named in its setup instructions.

1 **Get the correct file**

Use the file supplied by KYEE. Missing it? Email a@kyee.ai with the skill name.

2 **Check the app and requirements**

Confirm the supported app, required files and tools. Sign in to your business-approved account.

Before you grant access

Ask why any script or connection is needed. Never paste passwords or secret keys into chat.

A filename alone does not prove compatibility. More file and access questions: page 13.

CHATGPT / DESKTOP

Keep the method in a project.

For an instruction-only skill. Reuse it inside the same project.

NEED: ChatGPT Projects + complete skill text

NAVIGATION GUIDE

Projects → Your project → New chat

1 **Create a task project**

In ChatGPT, create a ChatGPT project. Give it a clear name, such as “Proposal checks.”

2 **Add the complete method**

Put the skill text in project instructions. If it does not fit, upload the instruction file to Sources.

3 **Start inside that project**

For an uploaded file, tell ChatGPT to follow it by its exact filename. Add your task details in a project chat.

You’re ready when...

The instructions or file are saved in the project. Check access on page 9, then test the result.

This is not native skill installation. Native packages need their matching setup guide. Removal: page 12.

CLAUDE / WEB

Upload your skill ZIP.

For a Claude-compatible package. Keep the ZIP compressed.

NEED: Skills access + code execution enabled

NAVIGATION GUIDE

Customize → Skills → Upload a skill

1 Open the skill uploader

Go to Customize, then Skills. Select +, then + Create skill, then Upload a skill.

2 Choose the ZIP

Select the compatible package from your computer. Do not rename an ordinary text file as a ZIP.

3 Turn it on

Enable the skill in the list. In a new chat, ask Claude to use it by its exact name.

You're ready when...

The skill appears with its switch on. Confirm use and run a small test on pages 9–10.

No Skills? Check Settings > Capabilities for code execution, or ask your administrator. Removal: page 12.

GEMINI / WEB

Install through Skills.

Use this route only if your account shows Skills.

NEED: Eligible personal account + Skills + Keep Activity on

NAVIGATION GUIDE

Settings → Skills → Upload

1 Choose the package

In Skills, select Upload. Choose a compatible SKILL.md file, folder or ZIP containing it.

2 Review and create

Check the imported instructions, then select Create. Keep required reference files with the package.

3 Ask for it by name

Start a chat and ask Gemini to use the exact skill name. Check access on page 9.

You're ready when...

The skill is listed and available. If Skills is missing, see the instruction-only Gem route on page 6.

Personal-account rollout; age 18+. Review activity settings. Mode restrictions and removal: page 12.

GEMINI / WEB

Save instructions in a Gem.

For a text-only skill when your account offers Gems.

NEED: Gem creation + complete skill text

NAVIGATION GUIDE

Gems → New Gem → Save

1 Name your Gem

On gemini.google.com, open Gems and select New Gem. Give it a recognizable name.

2 Add the method

Paste the full skill text into its instructions. Add required local reference files under Knowledge.

3 Save, then open

Select Save. Reopen it under My Gems and enter your task. A preview alone does not save it.

You're ready when...

The saved Gem contains the method and files. Use pages 9-10 to check the result.

A Gem saves guidance; it does not install packaged scripts. If text does not fit, contact KYEE. Removal: page 12.

MICROSOFT 365 COPILOT / WEB

Use the method in a chat.

For instruction-only use in Microsoft 365 Copilot Chat.

NEED: Your Microsoft 365 account + complete skill text

NAVIGATION GUIDE

New chat → Skill text → Task details

1 Start a fresh chat

Open Microsoft 365 Copilot Chat with your business-approved account.

2 Paste the full instructions

Start with: “Use the following instructions as the method for this task.” Then paste the skill text.

3 Add the task

Add the details the skill needs and send the message. Check the output against the method.

You’re ready when...

The complete method is in this chat. Provide it again in each new chat; it is not a native installation.

This is not GitHub Copilot. If the text is too long, ask KYEE for a supported route. Optional preferences: page 12.

GROK / WEB

Add your skill to the chat.

For an instruction-only .md or .txt file.

NEED: A Grok account + the complete instruction file

NAVIGATION GUIDE

grok.com → + Add file → Task details

1 Open a new chat

Sign in at grok.com. Start a new chat for your task.

2 Attach your file

Select + beside the message field. Choose the skill file and wait for the upload to finish.

3 Tell Grok to follow it

Write: “Use the attached file as the method for this task. Tell me if you cannot read all of it.” Add your task.

You’re ready when...

The file is attached. Confirm access on page 9; an upload alone does not prove that the method was followed.

For text-only skills, paste the complete instructions if upload fails. Provide them again in a new chat.

CHECK THE SETUP

Three checks before real work.

“The skill is installed” is not enough. Look for evidence.

CHECK YOUR SETUP

1 · Available → 2 · Accessible → 3 · Followed

1 Find the saved method

Native skill: listed and enabled. Project or Gem: instructions saved. Chat-only: complete text or file in this chat.

2 Check one distinctive rule

Ask about a specific rule in your skill, such as its scoring scale. Compare the answer with the original file.

3 Check the actual output

Look for the skill’s required format and checks. If the app shows a skill-use event, check that it names the right skill.

A good answer alone does not prove native invocation. If no use record is shown, check the output carefully. Try the sample on page 10.

FIRST-USE TEST

Can it catch these three gaps?

Use with a proposal-review or document cross-check skill. All details below are fictional.

SAMPLE INPUT

Approved offer

$2,400 total
October 15, 2026
Two revision rounds

Draft proposal

$2,000 total
October 12, 2026
Unlimited revisions

Copy this request

"Use my review skill to compare this draft with the approved offer. Follow its checks. List each mismatch and suggest a correction. Do not send or edit anything outside this chat."

Expected: three mismatches

Price: $2,000 → $2,400
Date: October 12 → October 15
Revisions: unlimited → two rounds

Also check the skill's required format. This tests comparison, not every skill. A research skill needs a different, source-based test.

TROUBLESHOOTING

Find the problem. Try one fix.

Use a small, non-sensitive example while you troubleshoot.

I cannot see Skills.

Check the account, app and required settings. Ask your administrator about access.

The upload failed.

Check the file type and error. Ask KYEE for a compatible package; do not strip out checks.

The answer ignores the method.

Return to the right project or Gem. Enable the skill and request it by its exact name.

It cannot use a file or tool.

Confirm the required file is present and the tool is available. A skill cannot grant access by itself.

Still stuck? Email a@kyee.ai →

Include the skill version, app, exact error and a redacted example. No passwords or client data.

REFERENCE / REUSE AND REMOVE

Keep control of your setup.

Save the original skill. Test again after changing the method, files or app.

ChatGPT project

Reuse inside the project. To stop, start outside it. Remove only the skill's project instructions and files using the project controls.

Claude skill

Customize > Skills: open the skill and turn it off. To delete it, select … > Delete, then confirm.

Gemini skill or Gem

Skills: use More > Deactivate, or More > Delete. Gems: find it in My Gems, then Options > Delete.

Copilot or Grok chat

Provide the skill in each new chat. To stop using it, start a new chat without it. No native package was installed by this route.

Removing a setup does not necessarily delete chats, downloads, generated files or connected accounts. Manage those separately.

Gemini native Skills currently exclude Deep Research, Canvas, Guided Learning, video and music modes. KYEE Deep Research is not Google's mode.

QUESTIONS / SUPPORT

A few useful answers.

For help with a KYEE skill, email a@kyee.ai.

Do I need to code?

Not for text-only use. Scripts or service connections need the skill's own setup instructions.

Do I need a paid plan?

It depends on the required feature. Your KYEE skill does not include an AI subscription.

Will this run automatically?

Not by default. A skill describes a method; schedules and connected agents are separate setups.

Can I use it in another app?

Only with a supported route. Text may transfer; packages, scripts and tools may not.

What does SKILL.md mean?

It is the main file in a native skill format. A file called example.skill.md is not automatically an installable package.

Email KYEE: a@kyee.ai →

Use made-up data for setup. Check your business data rules and sharing permissions before adding client information.

OFFICIAL REFERENCES

When your screen looks different.

These links lead to the providers' current instructions. Checked October 1, 2026.

ChatGPT: Projects and chats →

ChatGPT: Build skills →

Claude: Use and manage skills →

Claude: Create custom skills →

Gemini: Create and manage skills →

Gemini: Create, use and delete Gems →

Gemini: Transition from Gems to skills →

Copilot: Saved custom instructions →

Grok: Files, accounts and help →

Optional Copilot preferences

Microsoft 365: … Settings and more > Chat settings > Personalization > Custom instructions. Edit and save general preferences, or turn them off. These affect future chats; keep task-specific methods out of them by default.

This is a general guide, not a compatibility certificate. Exact package requirements and available features depend on your skill, account and app.