

The Grok Bot cheat sheet

one Bot, ✨
one job

Words in **bold** are labels on your screen. Words on a white slip are for you to type.

Getting in

Grok Bot has no plan of its own. You always sign in with a Cursor account.

A Cursor plan includes it, a month:

Cursor Pro	\$20
Cursor Pro+	\$60
Cursor Ultra	\$200
Cursor Teams, Standard seat	\$40 per user
Cursor Teams, Premium seat	\$120 per user
Cursor Enterprise	Custom

Or link one of these to a Cursor account (a free one is enough):

SuperGrok	\$30
SuperGrok Plus	\$100
SuperGrok Heavy	\$300
X Premium+	Billed by X

To link: on **Get Started with Grok Bot**, click **Link Grok Account** or **Link X Account**. Not included: Cursor Hobby (the free plan), free Grok, SuperGrok Lite.

Plans do not stack. Pay for two and Grok Bot uses whichever gives more. Both keep billing.

A link is permanent. It cannot be undone or moved to another Cursor account, by you or by support. Read **Signed in as** before you click **Link Accounts**.

Usage

See it. Click your picture at the bottom left, then **Weekly usage**: a percent of your week and a **Resets in** countdown. The size of the allowance is not published. Also in **Settings > Usage & Billing**. A banner warns you at 75% and at 90%.

What spends it. Every Bot reply: an answer to you, each Bot's reply in a group chat, each message between Bots, each routine run. A reply costs more in a long chat, because the Bot reads all of it again.

Running low? In this order:

- 1 Start a fresh chat for each task: **New chat**, type the Bot's name, pick its row tagged **New chat**.
- 2 Switch off routines whose results you do not read. Slow the rest.
- 3 Move a recurring routine to a Bot that does nothing else.

Your first Bot in four steps

- 1 Click **New chat**, the + at the top of the sidebar.
- 2 Type a name that says the Bot's job, then click **Create "name" Bot**.
- 3 Send its standing job as one message. The Bot saves it and reads it back.
- 4 Hand it a first task that needs no plugin: public web pages, or + then **Attach files**.

The standing-job message *no description box: send it, keep a copy*

Set your description to this:

You prepare me for meetings with companies I haven't met before.

Use each company's public website and public news only.

Give me one page of notes as a file, with a link for every fact.

Never contact anyone. Ask me before you sign in to any site.

Then show me the description exactly as saved.

← *saves what follows*

← *the job*

← *where it looks*

← *what comes back*

← *when to ask first*

← *reads it back*

Routines

Ask in chat. There is no form. Once the Bot has done the job the way you want, send:

Set up a routine: every weekday at 8:00 AM, send the same thing in this chat. If nothing is new, say so in one line.

Check it. Click the chip after **Created routine**. Read **Instruction** and **When to run**: the Bot wrote both.

Find and pause. Click the Bot's name at the top of its chat, then **Details**. Each routine has a switch: off reads **Paused** and spends nothing.

Pace. Each run spends usage. Start at once a day or less. An hourly schedule can use a week of usage in a day.

Approvals

The rules. **Settings > General**, section **Bot**, under **Custom Rules**. Type the action under **When Grok Bot wants to:**, set **It should:**, click **Add Rule**.

Ask first: the Bot stops and shows a card every time. **Allow automatically:** no card. If both match, **Ask first** wins.

First rules. Put **Ask first** on sending, posting, paying and deleting.

send an email or post a message anywhere

On a card, Allow once covers that one action and **Always allow** writes a permanent rule. A card from a routine expires after about 10 minutes.

The shared computer *one per account, in the cloud*

Every Bot shares the files, website logins and installed programs. A second Bot walls nothing off.

Each Bot keeps its own conversation, memory and routines.

Take over. When a site wants a password or a code, the Bot posts a **Computer** card. Click **Take over**, sign in on the site's own page, then click **I'm done, continue**.

Update or reset. Desktop app, **Settings > Updates**, under **Grok Bot's Computer**. Both keep your Bots, files and logins.

An update saves your work first. One kind removes installed programs: the line under **Update Grok Bot's Computer** says which.

A reset comes last. It removes installed programs and can lose very recent changes.

When something breaks *the first move*

→ A red banner: **Bot failed to respond**

Check the **Grok Bot** row on status.cursor.com. Incident open: wait, and reset nothing. No incident: send the message again, then quit Grok Bot fully and reopen it.

→ The app cannot reach the computer

Check the same status row, wait a few minutes, then click **Retry**. Still stuck? In this order: quit and reopen, **Update**, **Recover**. **Reset** comes last, and once.

→ "Weekly usage limit reached"

With on-demand off, your Bots stop until the countdown ends. To keep going, set **On-demand monthly limit** to **Fixed** with a cap, or move up a tier. A second plan adds nothing.

First-week safety. A login you give one Bot is a login you give all of them. Keep bank logins, and accounts that are not only yours, off the Bot's computer. Never put a password or a code in the chat: type it yourself on the site's own page.