TLTR ChatGPT Team Workspace

About Team Workspaces

1. In a team workspace you still have an individual space where you can set custom instructions and turn on memory. You can also build your own GPTs. All of your stuff is private to you unless you choose to share it. (See [Why can't I see all the chats of my members within a Team workspace? | OpenAI Help Center](#)). No one--not even the admin--can see your chat history. They also can't even tell how much you are using it.
2. Pros of Team Workspaces
   a. Higher message limits than Plus for the latest OpenAI models
   b. Instructional Technology staff manage billing so no need to submit individual license receipts
   c. Option for sharing chat: [Shared Links FAQ (ChatGPT Team version) | OpenAI Help Center](#)
   d. Option for sharing gpts: [How to share GPTs within workspaces | OpenAI Help Center](#)
   e. Data not used for training by default
   f. Plan comparisons are here: https://openai.com/chatgpt/pricing/
3. Cons of Team Workspaces
   a. Ability to merge data in but no ability to transfer it out or export, as you can with an individual account.
   b. Can't transfer in custom instructions.

Decide whether to merge your data or not.

1. Read this article carefully. [Can I migrate or merge my ChatGPT Free or Plus workspace over to my ChatGPT Team workspace? | OpenAI Help Center](#)
2. If you don't merge, You will continue to have access to your chats in your Personal workspace, even after cancellation. I think you can cancel your plus subscription, and your account will revert to a personal, free subscription.
3. If you do merge your data, all of your existing chat history, memory, and GPTs from your Personal workspace will be moved to the Team workspace and it will delete your personal workspace after migration. Your Plus account will automatically be cancelled. You will not be able to export data from your team workspace as you can in a personal workspace or merge it into another team workspace.
   a. Memory will transfer. See https://help.openai.com/en/articles/9295112-memory-faq-team-version
   b. Custom Instructions will not transfer; instead you need to copy them somewhere to save them, and then add them back in your new team workspace.

Preparing to Merge–Backup your data just to be sure

1. Download archive as a backup: https://help.openai.com/en/articles/7260999-how-do-i-export-my-chatgpt-history-and-data
2. Here's what do with the archive, e.g., if you want to set up a personal account to keep your data. https://help.openai.com/en/articles/9106926-transferring-conversations-from-1-chatgpt-account-to-another-chatgpt-account
3. Copy and paste your custom instructions and save them elsewhere: Please note that custom instructions will not be migrated from your Personal workspace to your Team workspace. To ensure that you don't lose this after merging, please make sure to copy it somewhere before migrating!

Once you are added to your new workspace, merge your data (optional)

1. You can merge workspaces by clicking on your profile menu from within the Team workspace, going to "Settings," going to "Data Controls," and selecting "Merge data from your personal workspace." (details and screenshots)

Document your work in the Team Workspace (best practice)

1. Keep an external log of your GPT instructions along with why you made certain decisions. (copy and paste into another document)
2. Keep an external log of your custom instructions. (copy and paste into another document)

Team Workspace Documentation

1. Why can't I see all the chats of my members within a Team workspace? | OpenAI Help Center
2. Shared Links FAQ (ChatGPT Team version) | OpenAI Help Center
3. GPTs (ChatGPT Team version) | OpenAI Help Center
4. How to share GPTs within workspaces | OpenAI Help Center
5. What GPT settings can I control for my workspace? | OpenAI Help Center