CHECKLIST · AI AT WORK

Meta's Muse AI agent is now available in Australia

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digitaladvisors.com.au/journal/meta-muse-australia-launch/

- [ ] **Start with one small task.** Ask Muse to book one dinner or plan one outing before you connect Gmail.
- [ ] **Choose read-only email first.** When you connect Gmail, let Muse read your mail rather than send it, until you're comfortable with what it does.
- [ ] **Decide on AI training.** Meta says you can opt out of your Muse interactions being used to train its AI models. Make that choice before you share anything sensitive.
- [ ] **Read each purchase request before you approve it.** Muse checks with you before buying, so look closely, especially for Christmas gifts and tickets.
- [ ] **Check the audit trail weekly.** Muse lists what it has done and plans to do; look for anything you didn't ask for.
- [ ] **Disconnect what you don't use.** If you connected Google Calendar or Instagram just to try it, remove the connection when you're done.

NOTES

General information only, not legal, tax or financial advice. Check the full story and its sources before acting.