Codex quick start

One small task. A clear result you can inspect.

01 / START WITH A PRACTICE FOLDER

Open

Choose an empty practice folder as a local project.

Understand

Ask Codex to explain the folder and confirm its path without editing.

Make

Use the starter prompt below to create one small file.

Inspect

Open the saved file. Request a focused revision if needed.

02 / SEND THIS STARTER PROMPT

```
Create practice-note.txt in this practice folder.
Add the title 'My first Codex task' and three short bullets.
Work only in this folder. Show me the saved file and its path.
Check the filename, title and bullet count before finishing.
```

03 / CHECK THE RESULT BEFORE USING IT

File
Open it; confirm the path and requested content.

Code
Inspect the diff and checks actually run.

Research
Open the sources supporting the claims.

04 / READ THE SYMBOL AND ITS LABEL TOGETHER



Unread
Activity you have not marked as read.



Needs input
An approval, answer or decision is needed.



Ready (pet)
Completed, with unread activity to inspect.



Blocked (pet)
The chat failed or hit a system error.



Open PR
The pull request is still open.



Merged PR
Integrated into its target branch; check deployment separately.

Blue, green and purple are this reference's illustration key. Actual appearance varies by client and release. Read the object, label and tooltip; unread activity, task status and Git status are different.

If something goes wrong

Check the folder and pending input before retrying. Use Troubleshooting below for errors, or Prompts for your next task.

Read the full illustrated guide on Kingy.ai

Sources: OpenAI Prompting Notifications Checked October 16, 2026

Companions: Quick start Advanced Troubleshooting Prompts Shortcuts