

# AI conversation-link audience exercise

IT security and employee enablement

[Read the complete guide on aona.ai](#)

Review the sharing feature, account, content and audience before initiating a share. On the documented local Codex snapshot feature in ChatGPT for macOS, opening Share begins uploading the snapshot; Copy link publishes it. Use only synthetic material for a rehearsal, and verify recipient access before sending the link. A private workspace or obscure URL does not make every sharing feature private.

Compare intended recipient access with actual sharing behaviour using only synthetic content.

Fictional conversation and intended audience. No link is created and all access tests are unperformed.

## Your review

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Organisation or team: \_\_\_\_\_

☐ **Name the actual sharing surface and account**

Do not apply one product's audience rule to every kind of link.

☐ **Review before opening the sharing dialog**

For the cited Codex/macOS feature, Share begins upload; Copy link publishes. A rehearsal must start with synthetic-only content.

☐ **Check the intended recipient and signed-out views**

Use synthetic content and record the actual account state.

☐ **Separate link removal from copied content**

Record the owner and the handling of any saved or exported copy.

Checked items record your review, not a compliance approval or an installed-product test result.

## Notes and next actions

Decision and scope: \_\_\_\_\_

Evidence to collect: \_\_\_\_\_

Owner and next review date: \_\_\_\_\_

## Review matrix

| Check                | Example intent                                                          | Observation                                                |
|----------------------|-------------------------------------------------------------------------|------------------------------------------------------------|
| Before opening Share | Review local content and permission to upload; synthetic-only rehearsal | Documented Codex/macOS upload trigger; no upload performed |

| Check           | Example intent                             | Observation  |
|-----------------|--------------------------------------------|--------------|
| Content         | Synthetic project-update conversation only | To inspect   |
| Audience        | Two fictional colleagues                   | To configure |
| Signed-out view | No access intended                         | Untested     |
| Removal         | Owner-controlled supported process         | Unverified   |

## Conversation-link audience exercise

No real link is created by this pack. `example.invalid` is a reserved invalid domain. The conversation and people are fictional. Do not paste confidential chat history here.

For the documented local Codex snapshot feature in ChatGPT for macOS, opening Share starts the snapshot upload. Copy link publishes it to the selected audience. Review the local content and permission to upload BEFORE opening Share. A rehearsal must use a separate synthetic-only thread; cancelling publication is not evidence that no upload occurred.

That snapshot may include visible messages, reasoning summaries, images, file paths and diffs, but excludes original tool calls, shell commands and tool input/output. Known-secret redaction is not a guarantee that all sensitive context is removed. Later thread messages do not update the existing snapshot.

If the organisation authorises a manual test, create a link only from the synthetic conversation through the actual approved sharing surface. Record the provider, feature and account type. Compare intended recipients, unrelated accounts and a signed-out view. The expected access in `audience-check.csv` reflects the fictional exercise's private intent, not a promised default for any provider.

## Audience check

| Viewer                | Intended access         | Actual feature and account | Observed access | Evidence |
|-----------------------|-------------------------|----------------------------|-----------------|----------|
| SYNTHETIC_COLLEAGUE_A | Allowed                 | TO_RECORD                  | UNTESTED        |          |
| SYNTHETIC_COLLEAGUE_B | Allowed                 | TO_RECORD                  | UNTESTED        |          |
| Signed-out visitor    | Denied for this example | TO_RECORD                  | UNTESTED        |          |
| Unrelated account     | Denied for this example | TO_RECORD                  | UNTESTED        |          |

## Sharing decision

Exact provider/app/sharing feature: \_\_\_\_\_

Account/workspace type: \_\_\_\_\_

Permission to upload and local content review BEFORE opening Share: \_\_\_\_\_

Upload trigger and separate publication trigger for this surface: \_\_\_\_\_

Content included in the shared copy: \_\_\_\_\_  
Intended audience and access evidence: \_\_\_\_\_  
Owner and supported removal process: \_\_\_\_\_  
Saved/exported copies to consider: \_\_\_\_\_  
Decision: NOT YET REVIEWED

## Practice files

The complete download pack includes these original working files. Keep their original formats when running or inspecting the examples.

- [Synthetic conversation \(synthetic-conversation.txt\)](#)

SYNTHETIC U05 CONVERSATION

User: Summarise our fictional training plan.

Assistant: The example team will review the sample and record a next step.

No real project, customer or employee information is included.

Link label only: [https://example.invalid/share/SYNTHETIC\\_U05](https://example.invalid/share/SYNTHETIC_U05)

## Sources and scope

Sources checked 2026-09-21. Review the current requirements and your actual agreement before using this workbook for a real decision. This does not establish control over provider sharing audiences or revocation of existing chat links.

[OpenAI: Using ChatGPT, thread sharing](#). Documents the distinct upload/publication triggers, supported snapshot content and audience rules for local Codex threads in ChatGPT for macOS, not every sharing surface.

[OpenAI: ChatGPT Work security](#). Distinguishes controls of saved conversations, projects, Library files and shared artifacts.