

# CLAUDE COWORK

## A Beginner's 90-Minute Workshop

From Zero to Automated — No Coding Required

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### COURSE DELIVERY

This workshop is available **in-person** and **virtually**. Will Roberts is a professional live streamer and can deliver this course directly into your workplace via Zoom, Teams, or any video conferencing platform — no travel required. Ideal for corporate teams, department trainings, onboarding sessions, and company-wide rollouts.

<b>In-Person</b>	Will comes to your location — keynote, workshop, or full training day
<b>Virtual / Zoom</b>	Live, interactive session streamed directly into your meeting room
<b>Hybrid</b>	Will presents virtually while a local facilitator supports the room
<b>Group Size</b>	Works for 5 to 500+ — format adapts to your team's size and needs

### WHAT IS CLAUDE COWORK?

Claude Cowork is Anthropic's AI desktop agent — a program you install on your Mac or Windows computer that can **read, organize, edit, and create files for you**, connect to your apps, and handle repetitive tasks while you focus on what actually matters.

*Think of it as a digital coworker who never sleeps, never complains, and already knows how to use Excel, Word, Google Drive, Outlook, Slack, and more.*

<b>Available On</b>	Mac & Windows (as of April 9, 2026)
<b>Cost</b>	Pro Plan \$20/mo · Max Plan \$100/mo (recommended for daily use)
<b>Requires Coding?</b>	No. You describe what you want in plain English.
<b>Connects To</b>	Google Drive, Gmail, Outlook, Slack, OneDrive, SharePoint, Teams + more
<b>Model Inside</b>	Powered by Claude — one of the world's most capable AI models

### SESSION OUTLINE — 90 MINUTES

0:00 – 0:10

**WELCOME & THE BIG PICTURE (10 min)**

- What is an AI desktop agent — and why does it matter to you right now?
- The difference between chatting with AI and having AI do work for you
- Who Cowork is for: office workers, small business owners, creatives, home users
- One promise: by the end of this session, you'll give it a real task.

**0:10 – 0:20**

### **SETUP — GETTING COWORK ON YOUR COMPUTER (10 min)**

- Downloading Claude Desktop (free at [claude.ai/download](https://claude.ai/download))
- Choosing your plan: Pro (\$20/mo) vs Max (\$100/mo) — which is right for you?
- The 5-minute Mac install · The 5-minute Windows install
- Granting folder access: what it means and how to stay safe
- Creating your first 'Cowork Playground' folder — your safe zone

**0:20 – 0:35**

### **YOUR FIRST TASK — FILE ORGANIZATION (15 min)**

- Live demo: a messy Downloads folder → organized in minutes
- How to give Cowork a clear instruction (plain English, be specific)
- What Cowork shows you as it works — and how to pause or correct it
- Audience challenge: describe one messy folder on your own computer

**0:35 – 0:55**

### **REAL WORK USE CASES (20 min)**

- Use Case 1 — Document Creation: 'Take my meeting notes and turn them into a formatted summary'
- Use Case 2 — Expense Tracking: 'Read these receipt photos and make a spreadsheet'
- Use Case 3 — Email Drafts: 'Write a follow-up email based on this conversation'
- Use Case 4 — Research: 'Search the web and give me a one-page brief on [topic]'
- Q&A; on your specific job — what could Cowork handle for you?

**0:55 – 1:10**

### **CONNECTING YOUR APPS — PLUGINS & INTEGRATIONS (15 min)**

- What MCP (Model Context Protocol) means — it's how Cowork talks to your other apps
- Connecting Google Drive, Gmail, Outlook, Slack, OneDrive
- The 11 official Anthropic plugins: Sales, Legal, Finance, Marketing, and more
- Computer Use: how Cowork can actually see your screen and click buttons
- Dispatch: controlling Cowork from your phone while away from your desk

**1:10 – 1:20**

### **STAYING SAFE — WHAT YOU NEED TO KNOW (10 min)**

- Only give access to folders you actually need
- Review what Cowork plans to do before it does it
- What the sandbox is: Cowork runs in a protected zone, not your whole system
- The one story every new user should hear before clicking 'Add Folder'
- When NOT to use Cowork — compliance, sensitive data, and shared systems

1:20 – 1:30

**YOUR ACTION PLAN + Q&A; (10 min)**

- The three tasks to try in your first week
  - Where to learn more: docs.claude.ai · support.claude.ai
  - How to book Will for your team — in-person or virtual
  - Open Q&A; — bring your real situation, get a real answer
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## YOUR THREE TAKEAWAYS

- 1 Cowork does the work — you describe it in plain English, it handles the steps.
  - 2 Start with one folder, one task. Build trust before you expand access.
  - 3 The apps you already use — Drive, Outlook, Slack — can all connect. You don't start over.
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*"Lead by example. Live by example."*