

Claude App: First-Week Checklist

A short, do-it-in-order checklist for your first week with the Claude app. Check the boxes as you go. Every step matches Anthropic's own setup docs (linked at the bottom).

Day 1: Install and sign in

- Download the app from claude.com/download (desktop for Mac or Windows; mobile for iPhone or Android).
- Install it. Desktop needs macOS 11+ or Windows 10+.
- Open it (Applications on a Mac, Start menu on Windows) and sign in with your Claude account.
- Notice the three tabs in the desktop app: Chat, Cowork, Code.

Day 1: Ask a question

- Bring something from your work: an email to sharpen, a document to summarize, a decision to think through.
- Start simple, then get more specific. Ask a follow-up to refine the answer.

Day 2: Connect one tool

- Open the Connectors directory (from chat or settings).
- Connect one service you already use, like Google Drive or Slack.
- Ask Claude to do something with a document from that tool.

Day 3: Hand off one task

- Paid plan: open the Cowork "Tasks" tab, describe a small multi-step job, then review and steer Claude as it works.
- Free plan: in Chat, give Claude a task with a few steps and let it work through them.
- Watch what it produces. Note where it needed more detail from you.

Prompts to try this week

Paste these into Chat and fill in the brackets.

Get oriented

I just installed the Claude app and I'm new to it. My role is [your job], and a normal week includes [2-3 tasks]. Ask me up to five questions about how I work. Then suggest three specific ways I could use Claude this week, ordered from easiest to most useful, and tell me which would benefit from connecting a tool like Google Drive.

Turn a rough draft into a clean one

Here is a draft I wrote: [paste]. Tighten it for [audience]. Keep my voice, cut filler, and flag anything that is unclear or unsupported. Then give me one sharper version.

Plan a multi-step task

I need to [goal] by [date]. Break it into clear steps, tell me which steps you can do for me, and ask for anything you need from me before you start.

Decide on a plan when you are ready

- Free: try Chat across web, phone, and desktop.
- Pro (about \$17-20/month): adds the agentic features, Cowork and Claude Code.
- Max / Team / Enterprise: more usage, seats, and admin controls for heavier use or groups.

Sources (Anthropic docs)

Download Claude: <https://claude.com/download>

Install Claude desktop: <https://support.claude.com/en/articles/10065433-install-claude-desktop>

Get started with Claude: <https://support.claude.com/en/articles/8114491-get-started-with-claude>

Use connectors: <https://support.claude.com/en/articles/11176164-use-connectors-to-extend-claude-s-capabilities>

Get started with Claude Cowork: <https://support.claude.com/en/articles/13345190-get-started-with-claude-cowork>

Claude pricing: <https://claude.com/pricing>

Where do you stand with AI?

The free 7 Levels of AI Proficiency assessment takes about ten minutes: assess.launchready.ai