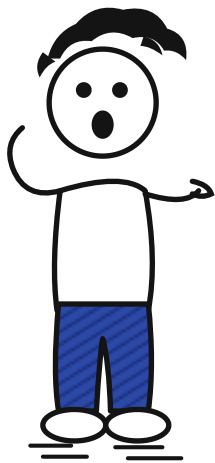
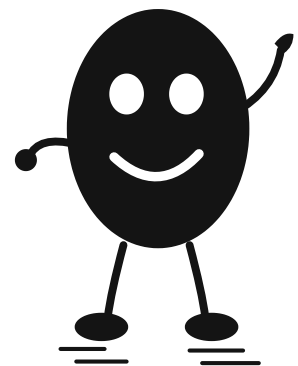


Claude is supposed to actually *work* now?
But I can't program.

And I have never once opened a terminal.



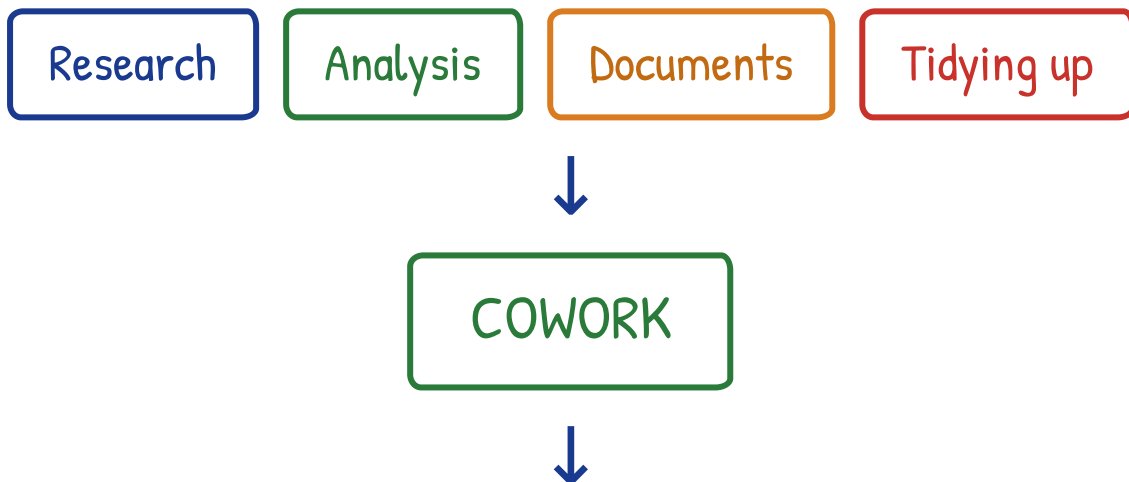
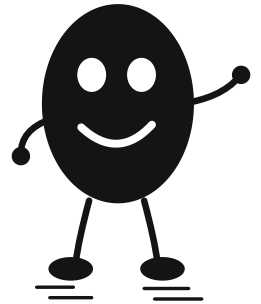
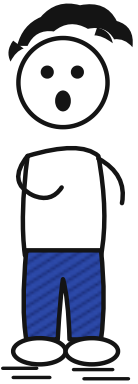
You don't need to.



So - what is Cowork,
actually?

The same machinery that sits behind
Claude Code - but you use it in the
ordinary Claude app. No terminal,
nothing to set up.

It is meant for office work: research,
analysis, producing documents.
Anything that takes several steps.

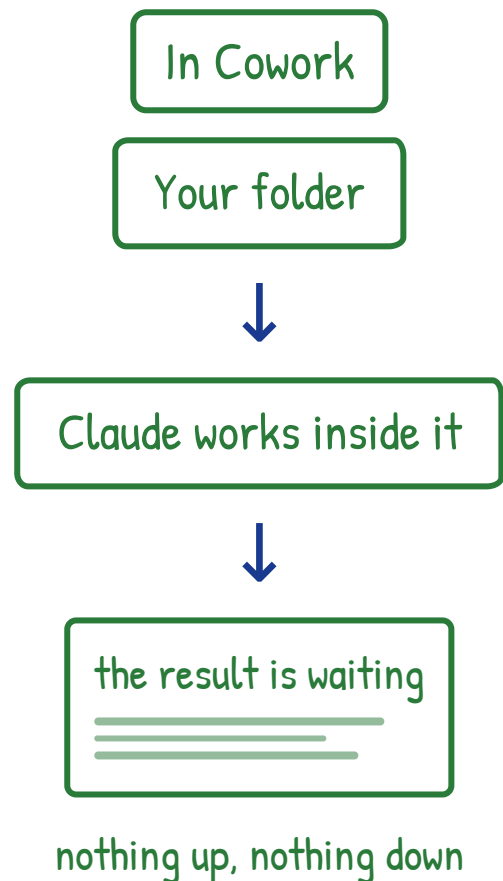
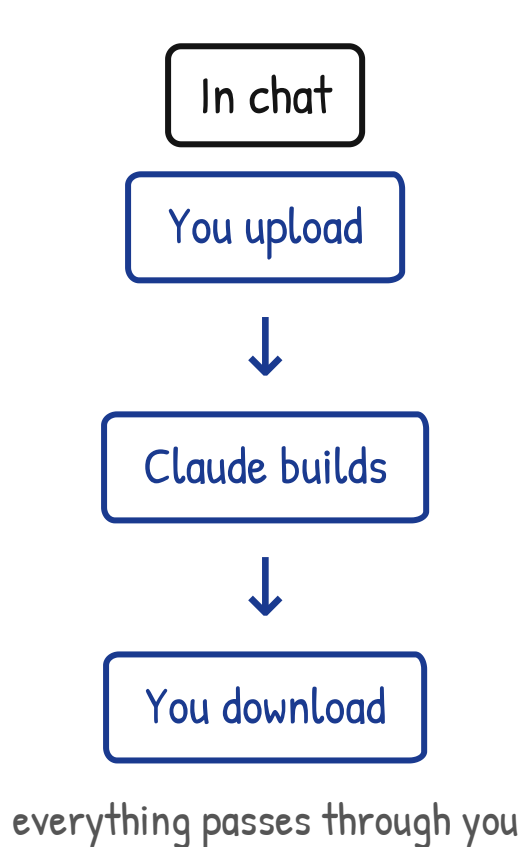


the same machinery as Claude Code - just without a terminal

But I can already
ask Claude questions?

Sure – and in chat you even get
finished files. But they are built in a
sealed-off area, and you download them
yourself.

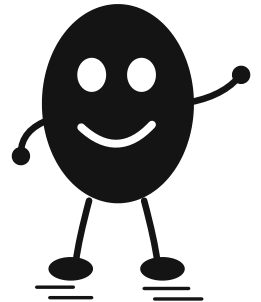
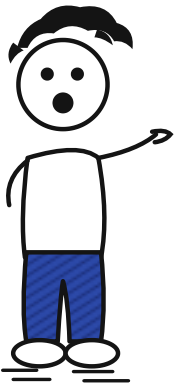
In Cowork, Claude works **directly in
your folders**: it reads what is there and
puts the result beside it. No uploading,
no downloading.



How do I get started?

Four steps. In the input box you switch from **Chat** to **Cowork** – and that is already the hardest part.

Then you describe what should come out. Claude shows you its plan. You look it over, and off it goes.



Chat

Cowork

1 · Switch

from Chat to Cowork

2 · Describe

"Sort out my downloads folder"

3 · Read the plan

Claude shows what it intends

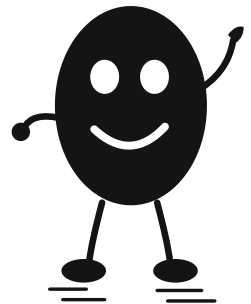
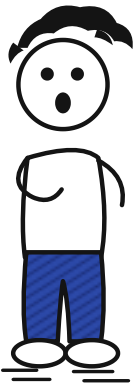
4 · Let it run

watch – or come back later

Does it just get going,
then?

No. Claude works out a plan first and
shows it to you – before anything
happens.

And while it works you see at every
step what it is doing. No black box.



Your task



Claude shows you first:

"I'll look at the 34 receipts, sort them by date, pull out the
amounts and build a spreadsheet with a totals formula."



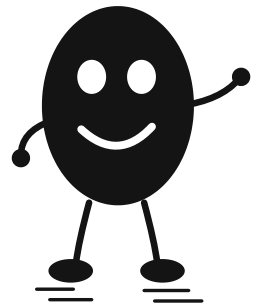
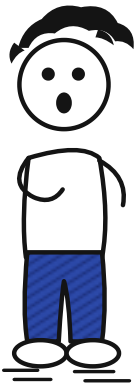
You approve

or you correct it

How does it know where my things are?

You share a folder with it. Claude then reads and writes directly inside it – you don't have to upload or download anything.

That works through the desktop app, only for the folders you picked, and only while the app is running.



This folder only
chosen by you

Everything else
stays shut



Receipt.pdf

Notes.txt

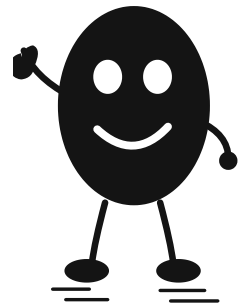
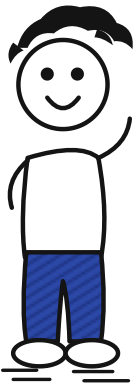
List.xlsx

no uploading, no downloading – Claude works right inside it

And what do I get at the end?

Real files, not a wall of text for you to retype.

Spreadsheets with **working formulas**, presentations, neatly formatted documents. Ready to open and pass on.



Spreadsheet



Presentation



Report



with real formulas

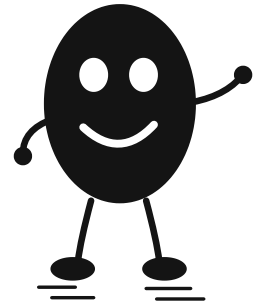
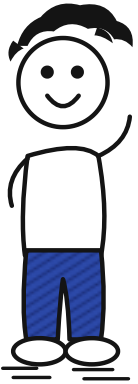
fully formatted

with its sources named

Give me some really concrete examples.

Sort the downloads folder by type and date. Turn a pile of receipt photos into a finished expense report.

Rename files to one scheme. Build a report out of notes. Pull together everything that matters before a meeting.



Sort the downloads folder

Receipts → expense report

Rename files
2026-08-13-invoice.pdf

Notes → report

Prepare for a meeting

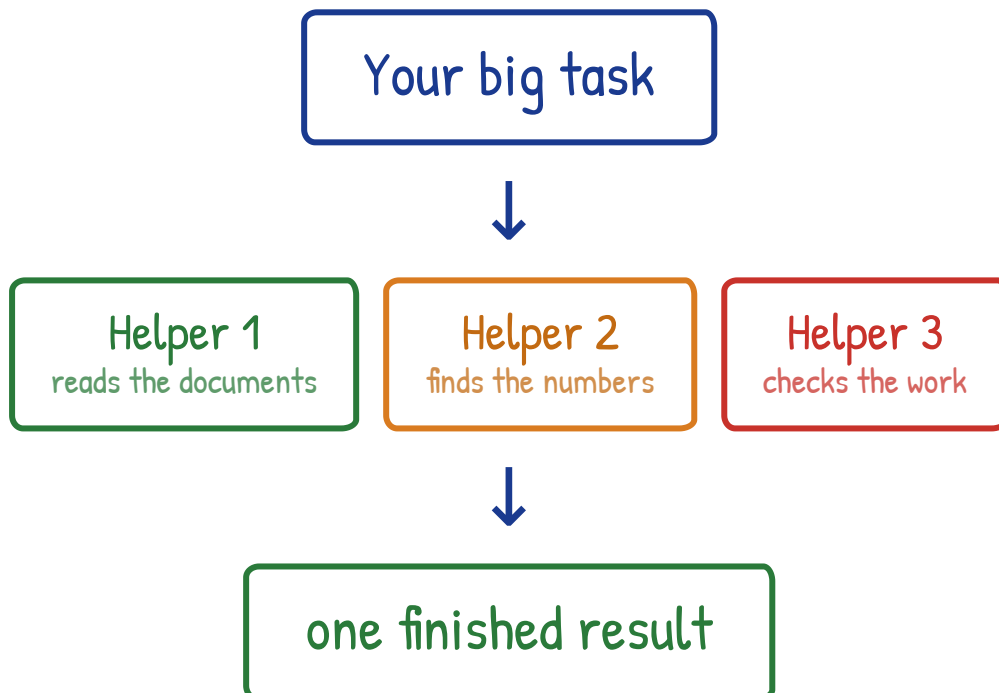
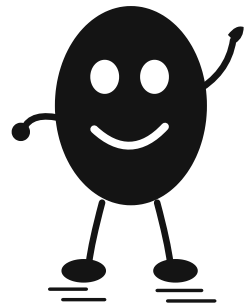
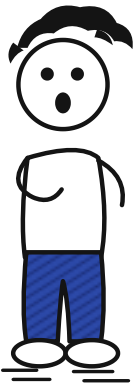
Summarise research

A report every week

Big jobs must take forever, then?

Not necessarily. Claude splits big work into smaller pieces and runs several helpers at the same time.

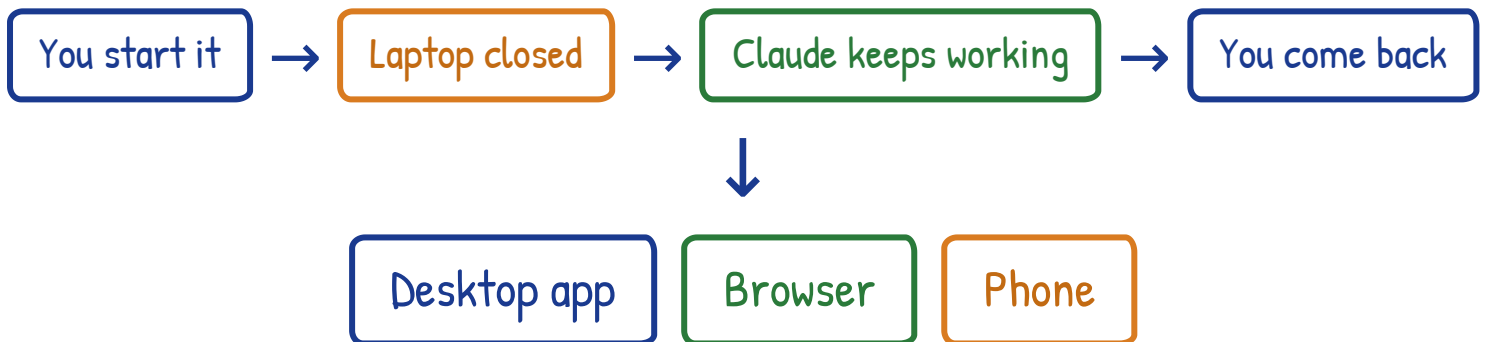
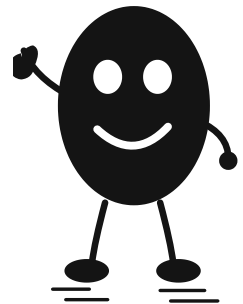
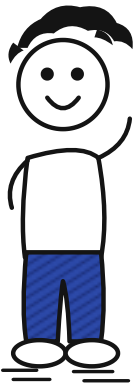
Each does its part, and at the end everything is brought together.



Do I have to sit and watch?

No. You can close the laptop - the job keeps running.

And you can reopen the same session somewhere else later: on your computer, in the browser or on your phone.

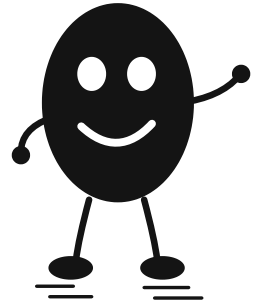
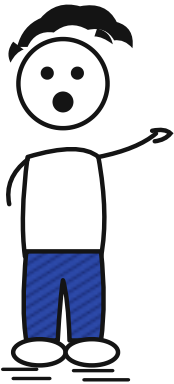


the same session, wherever you open it

You say phone – can I kick something off while I'm out?

That is what **Dispatch** is for. Your phone becomes the remote control for the Claude sitting on your computer at home.

In the phone app go to Cowork, tap **Dispatch** in the sidebar, write down the task. You get a notification when it is done – or when Claude needs something from you.



On the go



Type the task



Computer works



Notified back

Typed on the go, for example:

"Pull the numbers out of the quarterly spreadsheet and put a summary on my desktop."

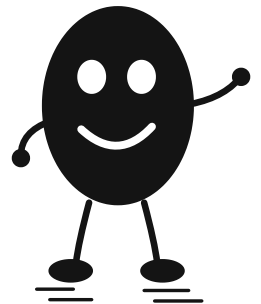
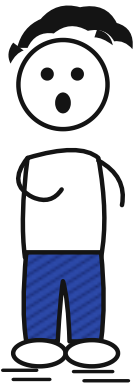
Computer must be awake
and the Claude app open

One conversation
phone and computer, no break

Can I bring some order to this?

Yes, with projects. Every project is its own workspace with its own files and its own instructions.

Inside one, Claude also remembers what it learned last time – you don't start from scratch every time.



Taxes 2026

its own files

its own instructions

its own memory

Club

its own files

its own instructions

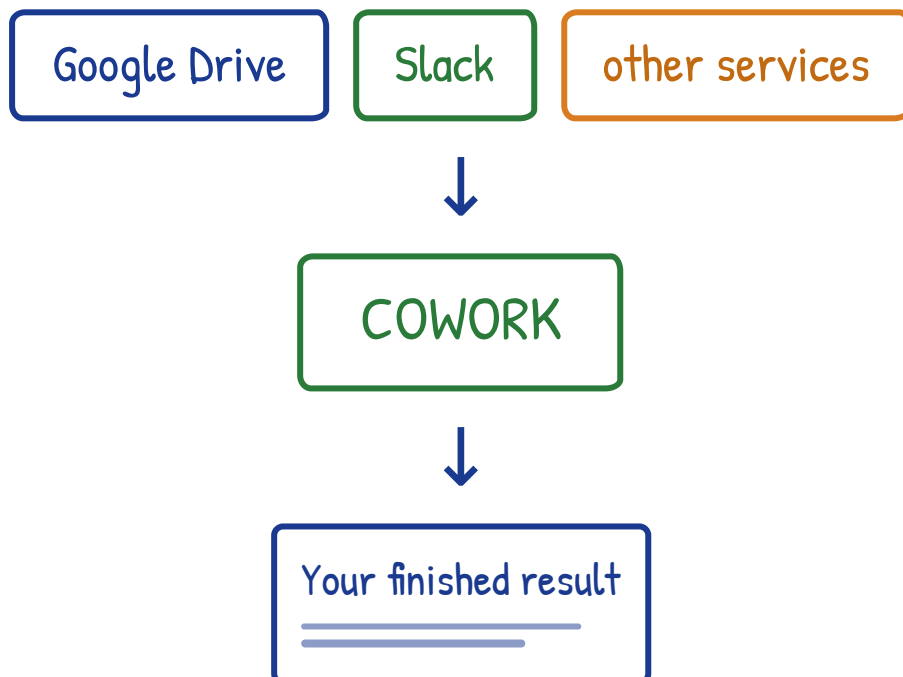
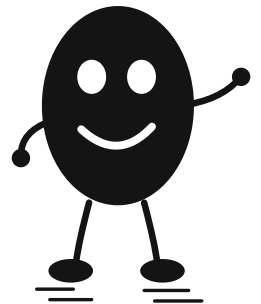
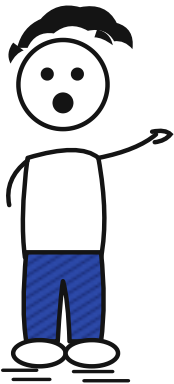
its own memory

separate workspaces – nothing gets mixed up

Can it reach my other programs too?

If you connect it, yes. You attach Google Drive, Slack and other services under **Customize** in the sidebar.

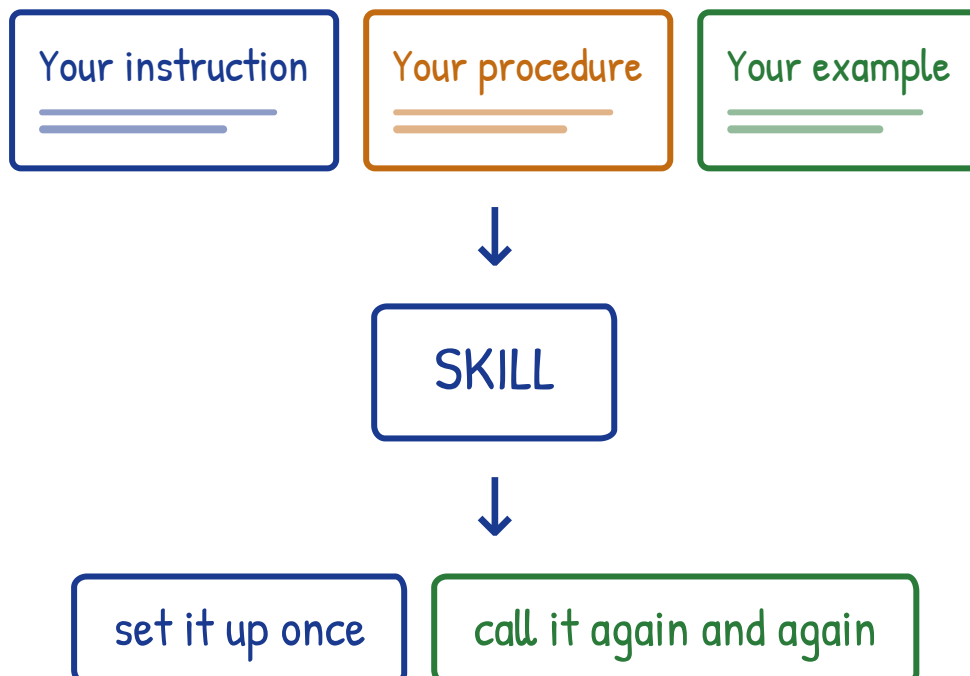
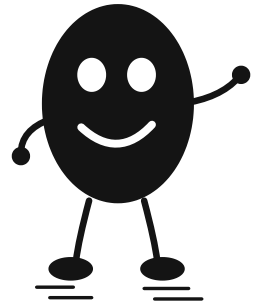
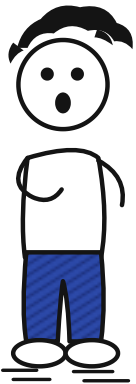
After that Claude fetches things itself - no more copying back and forth.



I've heard about "skills".
Do I need them?

Not to begin with. A skill is a saved procedure for something you need the same way over and over.

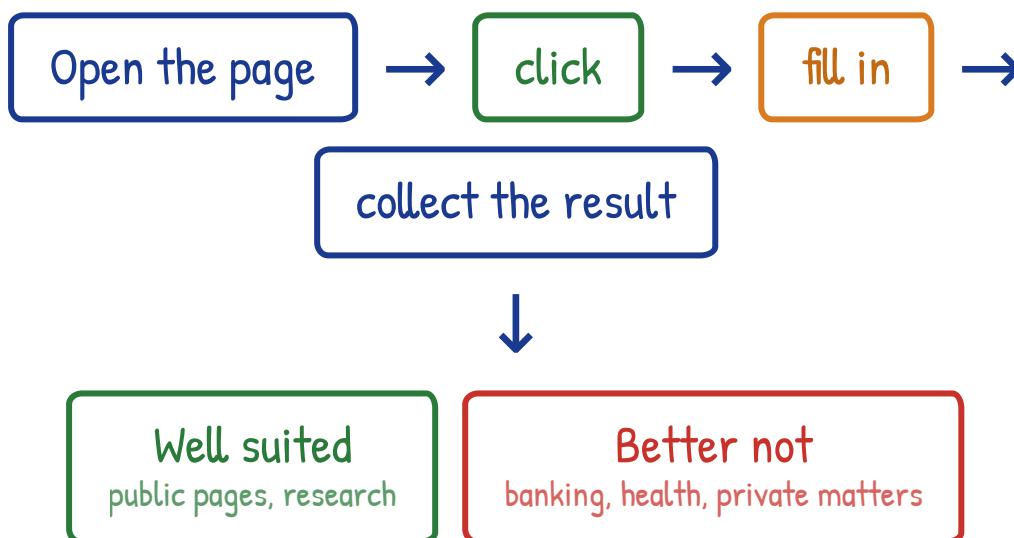
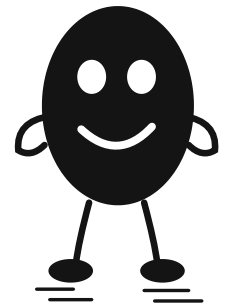
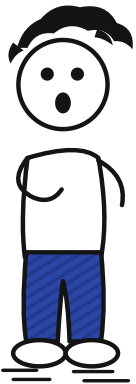
There are ready-made bundles for whole professions. You switch those on under **Customize** as well.



And what if something only works on a website?

Then Claude can use the browser too: clicking, typing, filling in forms.

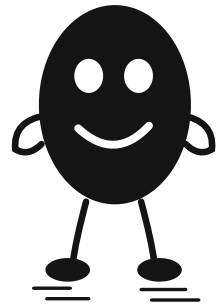
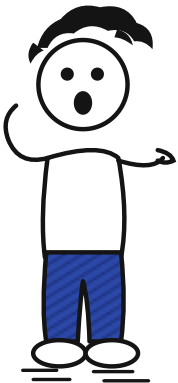
That is handy – but that is exactly where I would be careful. Better not for banking, health and anything personal.



So may it simply do anything?

You decide how long the leash is. There are three levels, and Cowork starts on the most careful one: **Manual** is the default.

You switch levels in the chat box. The bottom level switches *all* the checks off – I would only use that one if you know exactly why.



Manual

asks before every step, the default

Automatic

works straight through, checking itself for safety

No questions

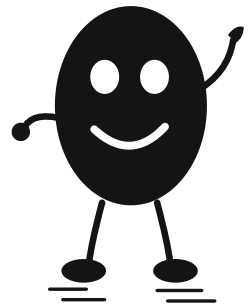
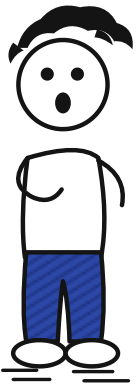
never asks, nothing checks along – only with good reason

Claude may never delete for good without your explicit yes – at every level

Can it run regularly on its own, too?

Yes. Under **Scheduled** in the sidebar you set up recurring jobs – the report every Monday, the summary every morning.

Start with something harmless. And look in now and then to see what comes out.



Every Monday: weekly report from the project folder



runs by itself



the result is waiting



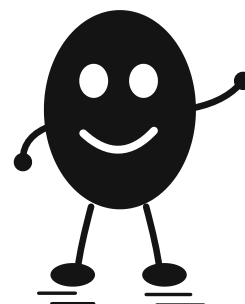
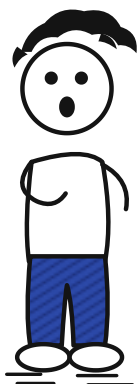
you look it over

start with small, harmless jobs

Does all of this run on my computer?

No – the actual work happens sealed off on Anthropic's servers. It cannot reach your home network.

But careful with that line of thought: it protects your computer. It does **not** limit what Claude can do with whatever you shared with it.



Protected

Your computer

Your home network

it cannot reach these

Open all the same

shared folders

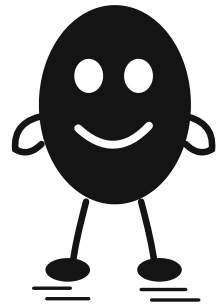
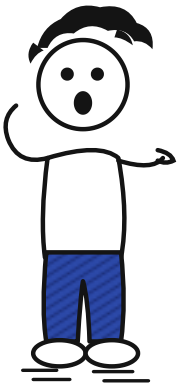
connected services

what you share is shared

Is there anything that
can really go wrong?

The one that matters most: a web
page, an e-mail or a document
contains hidden instructions – and
Claude reads them along the way while
doing your job.

So: only pull in sources you trust. And
with anything from outside, better use
the **Manual** level.



someone else's web page



hidden instruction



Claude reads it too



Check your sources
only what you know

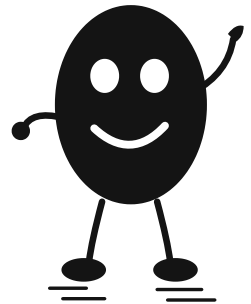
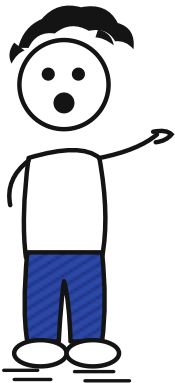
Switch to manual
for anything from outside

Look at the result
don't trust it blindly

What should I remember so nothing goes wrong?

Set up a working folder of its own instead of sharing everything. Keep backups. And leave financial papers, credentials and personal matters out of it.

You don't have to check every step - but do look at whether the whole thing seems plausible.



A folder of its own

share only what the job needs

Backups

of anything that hurts if it is gone

Start small

harmless jobs first, then the important ones

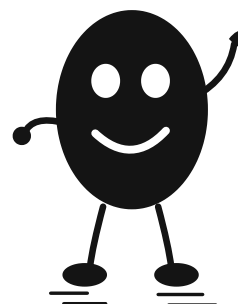
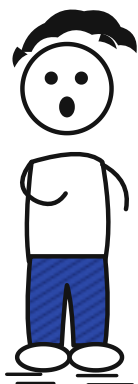
Leave out

finances, credentials, health, private matters

And when do I use the other one - Claude Code?

It depends on how far you let Claude at your things. Cowork is the middle stage: your folders, nothing else.

Claude Code is allowed onto the whole machine. In return you can teach it tools of your own - and it keeps running when you are not there.



1 · In the conversation nothing to set up - you upload, you download

2 · Cowork you are here: Claude works in your folders

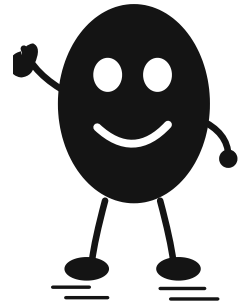
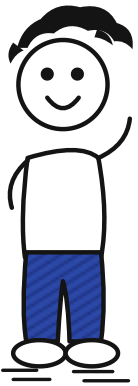
3 · Claude Code terminal: the whole machine, your own tools, runs without you

stages 1 and 3 each have a booklet of their own

And where do I find it?

In the Claude app – as a switch right next to the chat. On the computer for Windows and Mac, plus in the browser and on your phone.

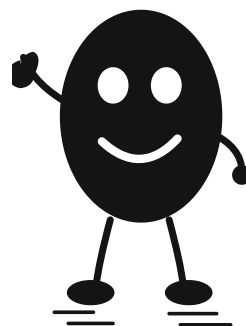
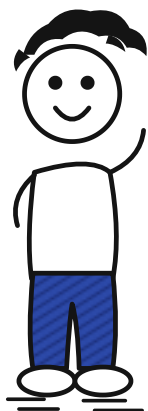
It is part of the paid plans. If you already have one, it is simply there.



included in the paid plans – as of August 2026

That sounds doable. I'll give it a try.

Just right. Start with the downloads folder.



Switch - from Chat to Cowork in the input box

Describe - say what should come out, not how

Read the plan - Claude shows its intent first

Share a folder - only the one it is about

Result - finished spreadsheets, slides, documents

Dispatch - start it from your phone, computer must be awake

Projects - separate workspaces with a memory

Connections - Drive, Slack and more under "Customize"

Permissions - three levels, you decide

On a schedule - recurring jobs under "Scheduled"

Careful - outside content, finances, credentials

The three stages - how far Claude may go into your things