

Cowork Day One

The two-minute guide: get safely started with Claude Cowork, then read this once and you know exactly what to type.

Cowork Day One takes you from just installed to a safe, working setup and one real result, one approved step at a time. It uses Claude's own guided setup to connect your tools and adds the safety habits it does not cover: manual approvals, draft-not-send, and one single folder it is allowed to work in.

It does not do your work for you, and nothing flashy happens on day one. It gets you safe and confident, walks one real task as a draft, then points you to Cowork OS, where the longer-term workspace system lives.

Before you start

Cowork is part of Claude and runs on the paid Claude plans. For a folder on your own computer you use the Claude desktop app (Mac or Windows). Brand new? Install Claude and sign in (start at claude.com), then open Cowork: Claude's own guided setup walks you in. Then come back to this page.

Add Day One (about a minute)

The zip file your friend sent you is the plugin you are adding. Once Cowork is open:

1. Save the zip anywhere on your computer. **Keep it as a .zip: do not unzip or rename it.**
2. In Cowork, click **Customize** (left menu), then **Add plugin > Create plugin > Upload plugin**, and choose the zip. (Yes, click *Create plugin* even though you already have one: that is the right path.)

Start here: the four steps

Each step is something you type into the main chat box in Cowork, the place where you type your messages. No menus, no settings. Do them in order the first time.

1. **Set up safely.** Type **"help me set up Cowork safely"**. It checks what you already have, then connects your tools, sets up one tidy folder, and turns on safe habits. It asks before every change and never resets anything.
2. **Do one real task.** Type **"do my first Cowork task"**. It takes something you do again and again and does it as a draft you review. Nothing is sent or posted.
3. **Check your setup.** Type **"check my Cowork setup"**. A quick safety check you can run any time. It tells you plainly what is safe and what to tighten.
4. **Move up to Cowork OS.** Type **"am I ready for Cowork OS"**. Once your setup passes and your first task is logged, it points you to Cowork OS (see the last section).

The safety promise

Day One never sends, posts, publishes, or deletes anything, and it never changes a file without showing you first. Everything it writes stays inside the folder you choose, and every change waits for your yes.

Where it leads: Cowork OS

When Day One is done, Cowork OS is the next step: it works quietly in the background to keep your workspace tidy, remember the right things in the right place, and set up projects properly. Everything from Day One carries over, and Cowork OS builds on it and never resets it.

1. Say **"am I ready for Cowork OS"** to check you are ready.
2. Download Cowork OS at karimmneimneh.com/claude/cowork-os.
3. Add it exactly the way you added Day One.
4. Open a new chat and type **"what does the Cowork OS plugin do"**, then **"optimise my workspace"**.

If nothing happens

Open a new chat and type the exact phrase from this page. If it still does not run, click Customize in Cowork's left menu (the same place you added it) and check that Cowork Day One shows as installed.

If you get stuck at any point, message me and I will help you sort it.

Karim Mneimneh · karimmneimneh@gmail.com · linkedin.com/in/karimmneimneh