AI IN BUSINESS · WEDNESDAY 11 NOVEMBER

Before Wednesday: four things

About fifteen minutes. Do them on the laptop you will bring.

WHEN	WHERE	PRICE
Wednesday 11 November 2026, 08:00 to 12:00	Sabre Business World, 146 A2 ED Mnangagwa Road, Harare	USD 200 a seat

1 Create your Claude account

Go to **claude.ai** and sign up with your **work email address**. Free or paid is your choice:

Free — US$0

Enough for everything you do by hand on the morning: your inbox summarised, replies drafted, your documents read.

Pro — US$20 a month

Adds **scheduled tasks**, such as a daily brief that arrives by itself each morning, and higher usage limits. You can upgrade any time, including on the day.

2 Download the Claude app and sign in

Get the desktop app for Mac or Windows at **claude.ai/download**, install it, and **sign in with the account from step 1**. On a company laptop that blocks new software, ask your IT person to install it before Wednesday 11 November.

3 Check you can sign in to your email

On Wednesday you connect your email to Claude, so you need your **email address, its password**, and your **phone for any sign-in code**. Test it now by signing in to your email in a web browser.

> **Outlook or Microsoft 365 at work?** Your IT administrator must approve the "Microsoft 365 connector for Claude" once for the company. Ask them well before the day. Personal @outlook.com and @hotmail.com addresses cannot connect; Gmail and Google Workspace need no approval.

4 Bring your laptop and charger

A laptop, charged, with its **charging cable**. A tablet or phone will not do. Your phone is useful too, as a hotspot if the wifi is slow.

07:30 **Optional setup help from 07:30.** Stuck on any of this? Come early and we will set you up at your seat. Everything else, including your first Claude Project, we build together from 08:00.

The night before

- [ ] I can sign in to Claude on this laptop
- [ ] I can sign in to my email
- [ ] Laptop charged, cable packed
- [ ] Phone with me for sign-in codes