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Before the Wikilook AI Workshop — the 30-minute minimum

Three accounts and one app. That is all you must arrive with. Everything else we do together, and the long version of this is the full installation guide.

ONE THING TO DO FIRST, IF YOU DO NOTHING ELSE

- Back up your machine to an external drive. A full disk image, not a copy of Documents. Hasleo Backup Suite Free on Windows, Time Machine on a Mac. Most people have been meaning to for two years; this is the nudge.

01

10 MIN

A separate Windows account

Settings → Accounts → Other users → Add account → “I don't have this person's sign-in information” → “Add a user without a Microsoft account”. No Microsoft account needed. Then Change account type → Administrator, so the installs do not stall.

Everything the AI touches lives in this account, so a mistake can only reach practice files. Demote or delete it after the day.

02

5 MIN

A new Google account

accounts.google.com/signup, something like yourname.ai@gmail.com. Turn on 2-Step Verification straight away.

We connect Gmail and Drive to it. Use a NEW one and put only practice material in it — share real files in from your main Drive when you need them.

03

5 MIN

Claude, on a paid plan

claude.ai → sign up with that Google account → Settings → Plans → Pro. Add the card now, not in the room.

The free plan has the chat window and none of the tools. Cancel after the workshop and the unused part comes back.

04

5 MIN

The Claude desktop app

claude.ai/download, install, sign in with the same account.

This is what holds the Gmail and Drive connectors.

IF YOU HAVE ANOTHER TEN MINUTES

- Open PowerShell and run winget install Anthropic.ClaudeCode — that is Claude Code installed, and it is what does the real work. It needs nothing else, not even Node.js. If winget is missing, leave it; we do it together.

Bring: A personal laptop, not a locked work machine. A phone with Expo Go if you are coming to STANDARD or FULL.

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