



Claude Dispatch Quick-Start Checklist (5–10 Minutes Setup)

Use this checklist to get your first Claude Dispatch workflow running quickly.

Step 1 — Install Claude Desktop

- ☐ Download the latest Claude Desktop version from Anthropic.
 - ☐ Make sure the version includes **Cowork** support.
 - ☐ After installation, open the app once to confirm everything runs correctly.
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Step 2 — Install Claude Mobile App

- ☐ Download the Claude mobile app on iOS or Android.
 - ☐ Make sure you are logged into the same account as your desktop version.
 - ☐ Dispatch requires both apps connected to the same account.
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Step 3 — Confirm Your Subscription

Dispatch currently requires:

- ☐ Claude Pro or Claude Max plan
 - ☐ Check your plan inside the Claude app settings.
 - ☐ If Dispatch does not appear yet, the feature may still be rolling out.
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Step 4 — Open the Cowork Tab on Desktop

- ☐ Launch Claude Desktop.

Navigate to:

- ☐ Cowork tab
- ☐ Look for the Dispatch option in the sidebar.

If Dispatch is not visible:

- ☐ restart the app
 - ☐ check for updates
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Step 5 — Pair Your Phone With Desktop

- ☐ Open Claude mobile app.

Navigate to:

- ☐ Dispatch
 - ☐ Scan the QR code shown in Claude Desktop.
 - ☐ Once paired, your phone becomes a remote control for your desktop agent.
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Step 6 — Grant Required Permissions

Claude will ask for access to:

- ☐ local files
- ☐ browser access
- ☐ connectors (Google Docs, Notion, etc.)

Only approve what you actually need.

- ☐ Start minimal. You can add more permissions later.

Step 7 — Keep Your Computer Awake

- ☐ Dispatch requires Claude Desktop to stay running.
 - ☐ Disable sleep mode or extend sleep timer.
 - ☐ If your computer sleeps, tasks will pause.
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Step 8 — Test Your First Task

- ☐ Send a simple command from your phone:

Example:

- Summarize my last 20 emails.

or

- Create a task list from my latest meeting notes.
 - ☐ Wait a few minutes and confirm results appear.
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Step 9 — Try a Multi-Step Workflow

- ☐ Test something slightly more complex:

Examples:

- organize files in a folder
- generate summary from multiple documents
- draft replies based on previous messages

This helps you understand the agentic loop.

Step 10 — Save Your First Useful Workflow

When you find a workflow that works well:

- ☐ save the prompt
- ☐ turn it into a skill
- ☐ reuse it later

Consistency creates the biggest productivity gains.