

Your new Claude Team access

Hi,

You will soon receive an invitation to Claude through our EIPa's Team workspace (Anthropic's Claude for Science program).

This is not a generic mail. Please read it in full. With joining the EIPa Team, you agree to follow the rules.

It is only possible to sign up in this team with your Fysikum mail address.

Team accounts are entirely excluded from model training by design — unlike a personal account. But training and confidentiality are different aspects. Even without training, your data passes through Anthropic's servers where it is then accessible. When in doubt, don't paste it, describe the problem instead.

1. Collaboration confidentiality

ATLAS / IceCube / HiBEAM rules on unpublished data, internal notes and preliminary results don't care which tool you're using: pasting them into Claude counts as sharing outside the collaboration, same as emailing a non-member would.

2. Personal data

Don't paste names plus health, HR, performance, or referee details into Claude. (See also SU's own guidance <https://medarbetare.su.se/en/our-su/communicate-su/communication-support/guidelines-on-using-ai-powered-chatbots-in-education-and-research>)

3. Scope of useage

The number of tokens are limited to 1.25x the amount of a Claude Pro account with a reset every 5 hours. With intensive work, you might easily hit this limit. This team account is funded by Anthropic's Claude for Science program plus our local project accounts. You can use it to familiarize yourself with agentic AI. However, you must not use this account for freelance work or any other way of earning money outside SU.

This team's Claude has instructions to give a warning if it suspects a violation of above rules. Please give me feedback if this is useful for training correct AI usage.

Below you find a Quick-start guide for beginners and advanced questions. I recommend to read up on agentic AI in case you haven't used it before.

Tip for best practise to track AI contributions to your own work:

You can use a local git version control for your code and thesis (this is anyhow recommended). Request your AI to mention its contribution in the commit messages and track your own contributions in the same way. This practise ensures that you are able to track AI contributions transparantly in case of any controversies later.

Questions are highly welcome.

Anna

Prompt for the organization rules in Claude:

Before answering, check for:

- (a) personal data about a third party (name + health/HR/performance/financial/contact details)
- (b) apparently unpublished/internal collaboration data (results, notes, plots not yet public)
- (c) freelance/consulting/other paid work outside the university (ordinary personal, non-commercial use is fine)

If any apply: pause and warn once — "⚠️ This may contain [personal data / internal collaboration data / outside paid work] — sending it here means it reaches Anthropic's servers, outside SU/your collaboration. Reply 'continue' to proceed anyway, or resend without it." Only continue after explicit confirmation.

Use judgment — don't flag ordinary names, public info, or personal non-commercial use.

Claude Team — Quick-Start Guide

1. Already use Claude personally? Move your account over.

Official steps: [Move your personal Claude account to a Team or Enterprise organization](https://support.claude.com/en/articles/9267400-move-your-personal-claude-account-to-a-team-or-enterprise-organization)

Short version: your conversations, projects and files move with you automatically. Custom skills, connected apps and public share links do ****not**** transfer — export anything you want to keep from those first, before you migrate.

2. Already have a Claude Team/Enterprise seat elsewhere ?

It is possible to use 2 Claude accounts with the same insitutional address. In the app you can simply switch in that case.

You can belong to more than one Claude organization at once and switch between them from the account menu — no need to leave a previous one to join this one: [Find and join a Team or Enterprise organization](https://support.claude.com/en/articles/13566435-find-and-join-a-team-or-enterprise-organization). There's no automatic way to carry conversations or projects between two organizations, though — only a personal account moving into an org is supported (see #1). If you want to keep something specific from the other org, save/export it manually first.

3. New to Claude, or coming from ChatGPT/another AI

[How to switch from ChatGPT to Claude without losing information](https://www.engadget.com/2222018/how-to-switch-from-chatgpt-to-claude-without-losing-information/) (Engadget, 2026) — a practical, ~5-minute read on carrying your memory/context over using Claude's built-in import feature.

4. Learning Claude properly — whatever your starting point

[Claude tutorials (Claude Academy)](https://claude.com/resources/tutorials) — short written guides and videos, from "what a chatbot is actually doing" to real workflows (writing, coding, research tasks). Filterable by topic; no need to go through it linearly, and it works equally for complete beginners and experienced users looking for specific workflows.

5. Claude Code / Cowork: you're working with an agent, not just a chatbot

Part of what's in this workspace (Claude Code, Claude Cowork) isn't a chatbot you ask a question and get an answer from — it's an ***agent***: given a task, it takes multiple actions on its own (reading and editing files, running code, browsing, calling tools) and reports back, rather than just replying in one turn. Practically that means:

- Give it a clear task and enough context up front, not just a one-line question.
- Review what it actually did — a diff, a file, an output — before trusting it, especially anything that writes, deletes, or sends something.
- Expect it to occasionally head down a wrong path across several steps rather than fail immediately on a bad one — course-correct early rather than letting it run long on a bad assumption.