

Fionn Tobin

Give your team one shared AI, inside Slack

How to set up Claude in Slack so your whole team shares one AI that does real work in the channel: the setup steps, the best first asks, and how to keep it scoped and capped.

who it's for

complete beginner

time needed

15 minutes

cost

free

a free guide

You watched the video, so here's the full breakdown in one place: what Claude tag is, exactly how to switch it on, and the best ways to put it to work. This is the one that takes AI out of a private tab and drops it into the room where your team already works.

Why your team needs this

Right now everyone on your team has their own AI chat in their own tab. The context lives in one person's head, nobody else can see what was asked, and every handover starts with "re-explain the whole thing". It's AI, but it's lonely.

Claude tag fixes that. You add Claude into Slack as a teammate, @ it in any channel, and it does the actual work, then posts the result back in the thread where everyone can see it and pick up where it left off. One AI, the whole team, in the room you already live in.

How to switch it on

Quick heads up before you start: Claude tag runs on the Team and Enterprise plans, and a workspace admin is the one who turns it on (it only takes a few minutes). If that's you, here's the whole setup:

1. In your Claude admin settings, pair Claude tag with your Slack workspace. (If your team already uses the older "Claude in Slack" app, this replaces it, and you get a 30-day window to switch over.)
2. Give Claude access to the tools and data you want it to use, and choose which channels it can work in. You decide exactly what it can touch.
3. Set a monthly spend limit for your organisation (and per channel if you like), so the cost is capped and there are no surprises.
4. Test it in a private channel first. @ Claude with a small task, confirm it works the way you want, then roll it out to the team.

That's the whole thing. As of mid-2026, Claude tag is in beta and runs on the latest Claude model.

What it looks like when it runs

Say a customer question lands in your support channel. Instead of someone digging through the help docs, anyone on the team types: "@claude draft the reply to this using our docs."

Claude reads your connected docs, writes the reply right there in the thread, and the whole team can see it, tweak a line, and send it. The next person who opens that channel sees exactly what happened. No catch-up call, no re-explaining.

Good first asks

@claude draft the reply to this customer using our help docs, and post it in this thread for me to check.

@claude research these 10 companies and post a short summary of each one here.

@claude summarise this thread and tell me what was actually decided.

The one rule for teams

Set it up scoped, and keep a human on the send button. You (or your admin) choose exactly which tools, data and channels Claude can touch, you set a monthly spend cap, and every single thing Claude does is logged with who asked for it. It doesn't read private channels it hasn't been added to.

Start in a private test channel, and for anything that goes to a customer or outside the company, let Claude draft it in the thread and have a person send it. You stay in control, your team just gets a lot faster.

This guide lives at <https://fionntobin.com/guides/claude-in-slack> and gets updated when the tools change. More free guides: <https://fionntobin.com/guides>