

WELCOME TO YOUR OFFICE

A good team starts with **you.**

Your office is a team of AI agents led by a **Chief**. You talk to the Chief; the Chief hands work to specialists and brings it back for your approval. This guide takes you from the welcome email to a working team in about an hour.

[Getting started · about an hour](#)[You talk to the Chief](#)[You approve the work](#)

YOUR PATH TO A WORKING TEAM

[00 Accounts](#) [01 Office](#) [02 Your brain](#) [03 Your team](#) [04 Apps](#) [05 Approvals](#) [06 First wins](#) [07 Help](#)

00 Sign up and share with us

A few accounts in your name, so the team can work and you keep control of the bills.

Open these accounts with your business email and your own payment card. Each one gives you a **key**: a long code that lets your office use the account. Send us the keys and we add them to your office.

OpenRouter Required

The AI models your agents think with, and their web search. You pay OpenRouter directly for what your team uses.

1. Sign up at openrouter.ai.
2. Add a card and buy credits: openrouter.ai/settings/credits. Turning on auto top-up keeps the team from stopping when credits run out.
3. Create a key named **ClawHQ**: openrouter.ai/settings/keys. You can give the key a spending limit.

Send us: the OpenRouter API key (it starts with sk-or-).

Composio Required

Signs your team in to the apps you use (Gmail, Calendar, Drive, Shopify, social accounts and hundreds more) with your permission.

1. Sign up at dashboard.composio.dev.
2. Start on the free **Hobby** plan (no card needed). When the team needs more, upgrade to **Pro** and add payment: composio.dev/pricing.
3. In the Composio dashboard, open **Settings** and copy your **API key**.

Send us: the Composio API key. You connect each app yourself later, with a normal sign-in link.

Only if you need them

- **Your own ChatGPT or Claude subscription:** connect it yourself in the portal under **Your own AI subscriptions**. Nothing to send us.
- **Slack** ClawHQ Full: send us your workspace name if you would like us to set it up (see step 04).
- **Instantly**, for cold email outreach: plans at instantly.ai/pricing. Send us its API key.

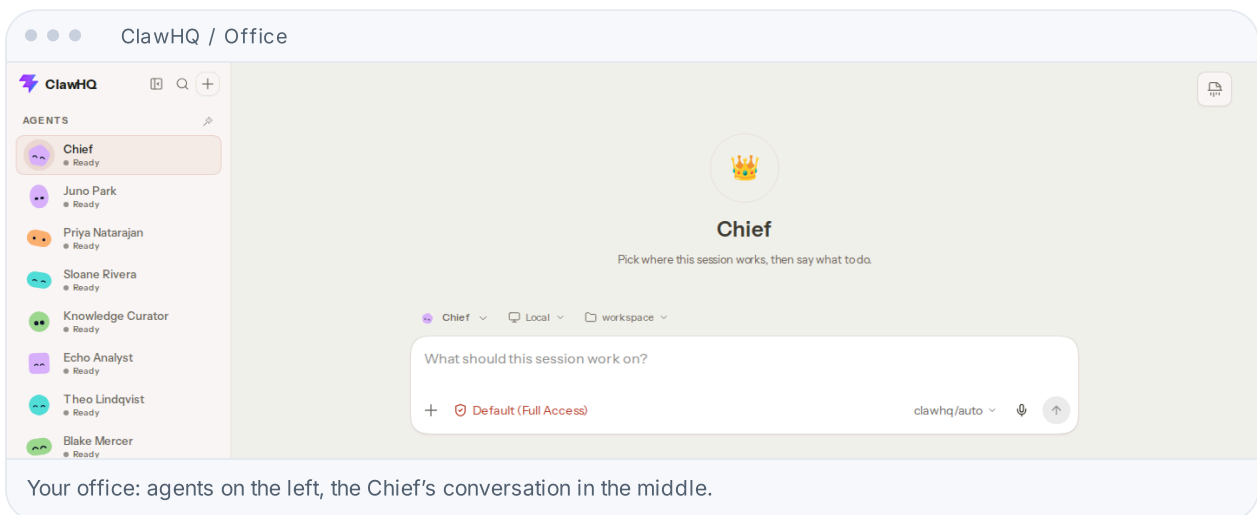
Send keys to admin@eclawmerce.com or eclawrequests@gmail.com, or reply to your welcome email. Never send passwords or card details, only the keys. You can delete a key and make a new one at any time; just send us the new one.

01 Open your office

Start with a hello to your Chief.

- 1 In your welcome email, press **Open your office**. The link signs you in; bookmark the page it lands on.
- 2 On another device, open the office address and paste the **login token** from the email when asked.
- 3 The left sidebar has your **agents** (the Chief is first), **Knowledge base**, **Automations**, **Plugins** and **Settings**. Click the Chief and say hello.

Everything in the email is also in your [ClawHQ portal](#): sign in with your checkout email, then **Show my credentials**.



02 Build your brain

Give your team the context to do good work.



Agents are only as good as what they know about your business. The knowledge base is the one place they all read from, and you can read and edit it too. Do this **before** building the team: the team is designed from it.

The fast way: let your own AI assistant gather it

ClawHQ Full

If you use Claude, Codex or another coding assistant on your computer, it can collect what describes your business from your own folders and send it to your brain. You stay in control: it shows you the list before anything leaves your machine.

- 1 Open your assistant on the computer where your business files live.
- 2 Copy the prompt below. The copy in your **welcome email** and in the portal (after **Show my credentials**) already has your address and password filled in — use that one.
- 3 Read the file list it shows you, remove anything you do not want shared, then reply **approved**.
- 4 Send your Chief the message the assistant gives you at the end. The Knowledge Curator turns the raw files into wiki pages and tells you what is missing.

Build your brain — the prompt

Use the prefilled copy from your welcome email or portal.

You are helping me build the knowledge base (the "brain") for my AI team on ClawHQ. Work on this computer. Do it in three stages and stop for my approval after stage 1.

STAGE 1 - GATHER. Create a folder named clawhq-brain in my home directory. Look through my Documents, Desktop, Downloads and any business folders I point you to, and COPY in (never move or delete anything) whatever describes my business: what we sell and our prices, who our customers are, brand voice and guidelines, website copy, FAQs and support answers, policies, processes and SOPs, past marketing (emails, posts, ads), competitors, team and contacts, goals and plans. Write each item as a Markdown file (.md). For PDFs, Word documents, slides and spreadsheets write a faithful Markdown version and keep the tables. Sort the files into these folders: company, products, customers, brand, marketing, operations, sales.

Start every file with the line `<!-- openclaw:wiki:raw-source -->` then a title, then a line "Source: <original file path>" and today's date.

Leave out passwords, API keys, bank or card details, identity documents, health or payroll data, and anything about private individuals the business does not need. If you are unsure about a file, leave it out and list it for me.

When you are done, show me the list of files with a one-line summary of each, and wait until I reply "approved".

STAGE 2 - UPLOAD (only after I approve). The brain is a git repository:

Address: <your knowledge-base git address, from your welcome email>

Username: <user>

Password: <password>

Clone it, copy the clawhq-brain folders into sources/business/ inside it, commit with the message "Add business sources", pull with rebase, then push. Do not change or delete any file that is already in the repository, and do not write the password into any file.

STAGE 3 - REPORT. Tell me how many files were pushed. Then remind me to send this message to my Chief in ClawHQ:

"New source files are in sources/business in the knowledge base. Ask the Knowledge Curator to read them all, build the wiki pages, and tell me what is still missing about the business."

Note: chat assistants without access to your files (ChatGPT, Grok or Meta AI in a browser) cannot run this. Use them to write up what you know instead, then paste the result into the knowledge base or give it to the Chief.

Read and edit it yourself

ClawHQ Full

- **In the browser:** open the **Knowledge base** address from your email with its user and password. It is Obsidian, running online: every page your team writes is there.
- **On your desktop:** install Obsidian, clone the **desktop sync** address from your email with git, open the folder as a vault and add the "Obsidian Git" community plugin. Your edits and the team's edits then sync both ways.

Without the knowledge-base add-ons

ClawHQ Starter

Give the material to the Chief directly: attach files in the chat or paste text, and say: *"Save this to the knowledge base and tell me what else you need to know about the business."* Open **Knowledge base** in the sidebar to see what has been stored.

03 Build your team

One Chief. Specialists with clear jobs.



- 1 In the sidebar, next to **Agents**, press the **wand** icon: **Build a swarm**.
- 2 Describe the business in one go: what it does, who it serves, what has to happen every day and every week, and what success looks like. Three or four honest paragraphs beat a long wish list.
- 3 Review the proposed team. Each specialist has one job; remove any you do not need. Skills are ticked for you; leave plugins unticked unless you know you want them.
- 4 Press build. The Chief gets a daily standup and recurring jobs, and sends you a kickoff message.

You can rebuild later; the new team replaces the old one. Specialists only work when the Chief gives them a task or you talk to them directly.

 Build a swarm

Describe the company, business, or organization in one go — what it does, who it serves, what needs to happen every day and week, and what success looks like. Your main agent becomes the chief: it designs the team, and after you confirm, ClawHQ creates every specialist with its own identity and job description, schedules the chief's daily standup and recurring jobs, and installs the skills you tick. Specialists only work when the chief hands them a task or you talk to them.

About the company

e.g. We are Northwind Coffee, a specialty roaster in Lisbon with an online shop and two cafés. We sell to consumers and wholesale to 40 restaurants. We need weekly social content, daily order and inventory checks, a monthly newsletter, wholesale lead follow-ups, and customer support replies within a day...

Schedules use your timezone (UTC)

Cancel

 Design the team

Build a swarm: describe your business and review the proposed team.

04 Connect your apps

Bring your everyday tools into the office.



An app is connected in two parts: the office gets a **plugin** or **skill** that knows how to use the app, and you **sign in** to the app once so the team may act for you. There are two ways to do it, and you can mix them.

The easy way: ask your Chief

Tell the Chief what you want in plain words. It finds the right plugin or skill, installs it, and walks you through the sign-in.

- "Connect my Gmail so you can read my inbox and draft replies."
- "Connect our Google Calendar and Google Drive."
- "Connect Slack so I can message you from our workspace."
- "Connect our Shopify store."

The Chief tells you what it is about to install and sends you the sign-in step (usually a normal "Sign in with..." link, sometimes a key to copy from the app). When it is done, ask: "Which connected apps can you use now?"

Do it yourself: the Plugins screen

- 1 In the sidebar, open **Plugins**.
- 2 Search for the app (Gmail, Slack, Shopify...) or pick a category such as **Inbox & collaboration**, **Sales & marketing** or **Scheduling**.
- 3 Check the publisher under the name (**@openclaw** plugins are the official ones), then press **Install**.

- 4 Look at the **Skills** tab too. Skills are lighter add-ons: the Google Workspace skill, for example, covers Gmail, Calendar, Drive, Sheets and Docs in one.
- 5 Tell the Chief: "I installed the Gmail plugin. Finish setting it up with me." Installing adds the ability; the sign-in is what gives access to your account.

Slack

ClawHQ Full

Slack works the same way: install the **Slack** plugin from **Plugins**, or ask the Chief to connect it. Slack needs a small app created in your workspace, and the Chief walks you through it. If you would rather we do it, reply to your welcome email with the workspace name.

Other ways to connect

- **Many apps through one account:** a connector service such as Composio or ClawLink signs in to hundreds of apps for you. Install its plugin from **Plugins**, or add its address under **Settings** → **Integrations** → **Open MCP servers**.
- **A tool with its own MCP server:** add its address on the same **Open MCP servers** screen.
- **API keys:** **Settings** → **API keys** stores keys your agents may use (for example an analytics key). Tell the Chief the key is there and what it is for.
- **Your own AI subscription:** in the portal, **Your own AI subscriptions** lets the office run on your Codex or Claude subscription instead of the included budget.

Safety note: whatever you connect, agents **draft** and you **approve**: sending email, posting and publishing wait for your yes.

ClawHQ / Plugins

ClawHQ

AGENTS

Chief

Ready

Juno Park

Ready

Priya Natarajan

Ready

Sloane Rivera

Ready

Knowledge Curator

Ready

Echo Analyst

Ready

Theo Lindqvist

Ready

Blake Mercer

Ready

Remy Osei

Ready

Knowledge base

Automations

3D Office

Plugins

Settings

Owner

Plugins

Skills

Skillworkshop

Plugins

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Memory

Context

Voice

Web

Computer use

Media

Security

Integrations

Developer tools

Infrastructure

Documents & files

Inbox & collaboration

Productivity

Scheduling

Finance & payments

Sales & marketing

Data & analytics

Agent orchestration

Research

Other

Featured

View all

Shopify AI To...

@shopify

Shopify AI Toolkit — agent skills to search Shopify docs, generate and validate...

Install

Lossless Con...

@martian-engineering

Lossless Context Management plugin for OpenClaw — DAG-based conversation...

Install

Diagnostics ...

@opendaw

OpenClaw diagnostics OpenTelemetry exporter for metrics, traces, and logs.

Install

Expedia Trav...

@expediagroup

OpenClaw plugin for live hotel and flight search via Expedia Travel Adapter

Install

OpenClaw D...

@opendaw

OpenClaw DuckDuckGo plugin.

Install

OpenClaw P...

@opendaw

OpenClaw Parallel web search plugin.

Install

Tavily Open...

@opendaw

OpenClaw Tavily plugin

Install

Zoom meeti...

@opendaw

OpenClaw Zoom browser meeting participant plugin.

Install

Trending

View all

OpenClaw D...

@opendaw

OpenClaw DuckDuckGo plugin.

Install

Brave

@opendaw

OpenClaw Brave Search provider plugin for web search.

Install

OpenClaw P...

@opendaw

OpenClaw Parallel web search plugin.

Install

OpenClaw Fl...

@opendaw

OpenClaw Firecrawl plugin.

Install

Memory Lan...

@opendaw

OpenClaw LanceDB-backed long-term memory plugin with auto-recall, auto...

Install

Tavily Open...

@opendaw

OpenClaw Tavily plugin

Install

Lobster

@opendaw

Lobster workflow tool plugin for typed pipelines and resumable approvals.

Install

tokenjuice

@opendaw

OpenClaw tokenjuice exec output compaction plugin

Install

Plugins: search for an app and press Install, or ask your Chief to do it for you.

05 Approve work at the approval desk

Your team drafts. You decide. **ClawHQ Full**



Open the **Approval desk** address from your email. Every draft the team produces (posts, emails, pages, images, videos) appears there with three choices: approve, ask for changes, or reject. Your note goes straight back to the agent who made it, and what you decide is remembered for next time.

The screenshot displays the ClawHQ / Desk interface. On the left is a sidebar with navigation options: INBOX, SOCIAL (listing X, Facebook, Instagram, TikTok, Pinterest, LinkedIn, and YouTube), WEB SITE (with a 'Blog' entry), and REPORTS. The main area shows a draft article titled 'Your Agent Can Spend Money Now. Set the Limit Before It Does.' by eclawmerce. The article is in a 'Draft' state, indicated by a 'To review: 5' button. The article content discusses AI agents and their capabilities. At the bottom of the article, there are buttons for 'Approve' and 'Request changes'. The interface is clean and modern, with a dark blue header and a light gray background.

The approval desk: review a draft and send your decision back to its agent.

06 What to ask for first

Start with work you already need done.



Say these to the Chief, in your own words:

"Every weekday at 8am send me a morning brief: what the team did yesterday, what needs my approval, and the three things that matter today."

"Read our knowledge base and draft this week's social posts for my approval."

"Find out what customers are saying about us and our competitors, and give me the five things we should act on."

"Draft replies to the customer emails waiting in my inbox. Do not send anything; put the drafts on the approval desk."

"Build a one-page site for our spring offer and publish it as spring."

Published sites appear at the address shown in your portal under **Published sites**.

07 Help

A little help, whenever you need it.

Reply to any ClawHQ email or write to admin@eclawmerce.com or eclawrequests@gmail.com.
If something looks wrong in the office, tell the Chief first:
"Something is not working: ..." is a perfectly good message.

