

GUIDE

Move your chat history

Personal account to corporate Team — the parts that actually matter, step by step.

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Here's the honest version: Claude doesn't have a one-click "move my chats" button between accounts. **But the things actually worth keeping aren't the chat logs — they're your reusable assets: your custom instructions, your Projects, your skills, and your best prompts.** This is how to carry those across in under an hour.

What transfers, and what doesn't

- › **Raw chat history** — does NOT auto-transfer between accounts. You can export it as reference, but you won't "log in and see it" in the new account.
- › **Custom instructions / your profile** — easy to recreate in 5 minutes.
- › **Projects** — recreate the Project, re-upload its knowledge files. This is where your real leverage lives.
- › **Skills** — fully portable. Download them, drop them into the new account.
- › **Your best prompts** — copy the 10–20 that you actually reuse. That's 90% of the value.

Do this, in order

1 Export your personal data first (as a safety net)

In your personal account: **Settings → Privacy → Export data**. Anthropic emails you a file with your conversations. You may never need it, but now nothing is lost.

Menu wording shifts occasionally — if you don't see "Export data" under Privacy, check Account settings.

2 Audit — pick the 10–20 chats that earned their keep

Don't migrate everything. Open your personal account and find the handful of conversations you keep going back to — the prompt that nails your tone, the workflow that saved you an afternoon. Those are the assets.

3 Harvest the reusable parts into one doc

Open a blank doc. For each keeper, copy in just the **prompt** (the instruction you gave), not the whole back-and-forth. Label each one. You're building your personal prompt library.

4 Set up the corporate Team account properly

Log into the Team account. Redo your custom instructions (Settings → Profile). Then create your first **Project** — Projects are shared with teammates; individual chats stay private. Put shared work in Projects.

5 Seed the new account with your harvested context

Create a Project called something like "My playbook." Upload your prompt-library doc and your best reference files as Project knowledge. Now every chat inside that Project already knows your context — better than your old scattered history ever did.

6 Re-add your skills

Download any skills you use (including the ones on this hub) and add them to the Team account: just tell Claude "install this skill" and point it at the `.zip`. Done.

The reframe: migrating accounts isn't about copying old chats — it's a chance to throw away the noise and keep only what works. Most people come out the other side faster than they were before.