

Claude connectors: connect Google Drive, Gmail and Calendar, and control every tool

Connectors let Claude look things up in the apps you already use. Claude only reaches what your Google account can open, and only in chats where the connector is switched on. Bright Path Landscaping is made up.

Connect an app

1. In the sidebar, click **Customize**, then **Connectors**, then **Discover**.
2. Search **Google**, open **Google Drive**, and read what it can do. Click **Connect to Claude**.
3. Pick your work Google account, read what Claude is asking for, and click **Continue**.
4. Repeat for **Gmail** and **Google Calendar**. Team or Enterprise: an Owner turns connectors on first.

Use them in a chat

- In a new chat, the + menu has **Connectors**. Each one has its own switch, for this chat only.
- Ask plainly: "Find our 2026 price sheet in my Google Drive. What do we charge for a spring cleanup?"
- **Used Google Drive** above the answer shows each tool call: a search, then reading one file.

Approve each tool

Allow once

Lets this one tool call through. Good for anything new.

Always allow

Stops asking for that tool. Fine for low-risk reads like listing calendar events.

By default

Claude asks before it sends email, shares or moves files, or changes events.

Change it later

- **Customize > Connectors**, open a connector, then **Tool permissions: Always allow, Needs approval or Blocked** for each tool.
- **Disconnect** at the top signs Claude out of that Google account.
- Follow your company's rules on which accounts and data Claude may reach.

Remember: Connect only what the work needs, allow reads you trust, and keep anything that sends, shares or changes on Needs approval.

Practice it free: Connect Claude to Google Drive, Gmail and Google Calendar at learn.ynteractive.com/modules/claude-connectors. This sheet: learn.ynteractive.com/content/cheat-sheets/claude-connectors. Bright Path Landscaping is a made-up business from the lesson. By Robert Breen, October 20, 2026.