Install a custom Claude skill: upload the .zip, check it's on, let Claude use it

A custom skill is a folder with a **SKILL.md** file inside, zipped up. It teaches Claude your way of doing one task. Maple Row Landscaping is a made-up company.

Upload it

1. First check **Settings**, **Capabilities**: **Code execution and file creation** must be on.
2. Click **Customize** in the sidebar, then **Yours**.
3. Click **+ Add**, then **Upload skill**.
4. Drag your file onto the box, or click it and pick the zip. A .zip or .skill file must include a **SKILL.md**. A single .md file works if the name and description are at the top.
5. Check the **Preview** (name and description), then click **Upload**. A **Security scan** runs.

What's inside a SKILL.md

name
Between the --- lines at the top. Here: quote-writer.

description
When to use the skill. Claude reads it to decide. Keep it under 200 characters.

Instructions
Your layout, terms and rules, like "Never guess a price."

Other files
Listed on the **Contents** tab, like a prices.md file.

Ask in plain words

```
Write a quote for [CUSTOMER] at [ADDRESS]:
[SERVICES].
```

Don't name the skill. Open the line above the reply and look for **Loaded skill quote-writer**.

Check it

- The switch at the top right of the skill's page is **on**, so Claude can use it by itself.
- Click **</>** to read the raw SKILL.md you uploaded.
- Add up the quote: $240 + $760 + $1,170 = **$2,170**, all from the price list.
- Switch a skill off from its page without deleting it. Colleagues can't see it unless you share it (Team and Enterprise plans).

Remember: Claude picks a skill by its description, so read the description before you upload, and only upload skills you trust.

Practice it free: How to Install a Custom Skill in Claude (Upload a Skill .zip) at learn.ynteractive.com/modules/claude-skills-install. This sheet: learn.ynteractive.com/content/cheat-sheets/claude-skills-install. Maple Row Landscaping is a made-up business from the lesson. By Robert Breen, October 20, 2026.