



Claude + Gmail, Calendar and Drive: the setup

The one-page setup for Gmail, Calendar and Drive, with the exact clicks and 5 first prompts. As of October 2026.

Hi, it's Ivo. Claude's help center says the Gmail, Google Calendar and Google Drive connectors work on every plan, Free included. Here is how I'd turn them on, and the one switch I'd change before I use them.

The exact clicks

Open Customize.

In [claude.ai](#) or the desktop app, click Customize in the left sidebar, then Connectors.

Connect Gmail.

Click Gmail, then Connect. Sign in with your Google account and allow access.

Do the same for Google Calendar and Google Drive.

Same page, same Connect button.

Switch them on in a chat.

In the message box, click +, then Connectors, and turn on the ones you want for that chat.

Approval before each send

Claude can send, reply to and forward email from Gmail. By default it asks for your approval before each of these actions. When it asks, you see Allow once and Always allow. Always allow stops the question for that action, so that's the button to leave alone.

The one switch

In a chat, click +, then Connectors, then Gmail, and switch off send, reply and forward. Claude's help center says individual users can disable specific tools from the chat. Claude still reads your email and writes drafts. You open Gmail and press Send yourself.

On Team and Enterprise plans, the account owners get extra controls for the whole company, like setting which actions are allowed, need approval or are blocked.

5 first prompts

One for Calendar, one for Drive, three for Gmail. The Gmail ones say "draft, don't send".

Copy this

Calendar: What's on my week, and where's a free hour?

Drive: Find the latest version of the contract and summarize it.

Gmail: Which emails this week still need a reply? Draft them. Don't send anything.

Gmail: Find the last email from [name] and draft a short reply that says [what you want to say]. Draft only, don't send.

Gmail: Look at my inbox from the last 7 days and list anyone I promised something to. Draft a short follow-up for each. Don't send.

The Free limit

On the Free plan you can add 1 custom connector (one you add by its link). Gmail, Calendar and Drive are built in, so they don't use that slot.

How to disconnect

In Claude:

Customize, then Connectors, then Gmail (or Calendar, or Drive), then Disconnect.

In Google:

open myaccount.google.com/connections, find Claude and remove its access. Do both to cut the link on both sides.

What this page can't do

Menus and plans change. Some older pages in Claude's docs still say Gmail and Calendar are paid only; the help center (updated 1 October 2026) says all plans. Don't see them on Free? The change may not have reached your account yet.

Your next step



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