

Connect Google Workspace & Run a Skill

Cheat sheet: link your Google account to Claude, then use a skill to update a document straight from your email and calendar.

1. Turn On Code Execution & File Creation

- Go to **Settings > Capabilities** (Free, Pro, and Max plans) or **Organization settings > Skills** (Team/Enterprise).
- Toggle **Code execution and file creation** to ON.

Note: Skills and file-saving to Drive both require this. If it's off, nothing else on this sheet will work.

2. Connect Your Google Account

- In any chat, click the **+** icon, then hover over **Connectors**.
- Select **Google Workspace** (covers Gmail, Calendar, and Drive) and sign in with your Google account.
- Approve the permissions Google asks for. This authenticates all three services at once.
- Back under Connectors, toggle Gmail, Calendar, and Drive on or off individually anytime.

Note: Claude only sees what your Google login already has access to. It can't see anything beyond your own permissions.

3. Add the Skill

- Go to **Customize > Skills**.
- Click **Upload skill** and select the .zip file (must contain a SKILL.md file), or click **Create new skill** to write one from scratch.
- Toggle the skill ON once it appears in your list.

Note: Skills are tied to your individual account. On Team/Enterprise, an Owner can also provision a skill for the whole org from Organization settings so nobody has to upload it themselves.

4. Use It: Update a Document from Email & Calendar

- Start a chat and either name the skill directly ("Use my IRR pipeline skill to...") or just describe the task — Claude will detect and load the right skill.
- Claude searches Gmail and/or Calendar for the relevant activity.
- The first time it needs to read or act on that data, it will ask your approval — confirm to continue.
- Claude updates the target document (a Google Sheet or Doc in Drive) with what it found.
- Check the citations in Claude's reply — they show exactly which emails or events it pulled from.

5. Good to Know

- By default, Claude asks before sending emails or moving/sharing/trashing Drive files (Team/Enterprise owners can allow trusted actions to skip that step).
- Data retrieved through connectors is stored with that chat, delete the chat and the data goes with it. Gmail attachment content isn't accessible, only metadata.