

Connect Claude to your *calendar* or **inbox**

This one setting turns Claude from something you talk to into something that actually knows your life.

Right now Claude only knows what you type. The second you connect a calendar or inbox, that changes. It can check what's actually on your schedule, find a real email, pull up a real doc. No more copy pasting context every single time.

This guide gets you connected in under five minutes, promise.

Let's get you connected

1

Open your connectors

Go to claude.ai or open the Claude app. Tap **Settings**, then **Connectors**. You'll see Gmail, Google Calendar, and Google Drive sitting there under Google Workspace.



Connectors



Permissions



Voice



2

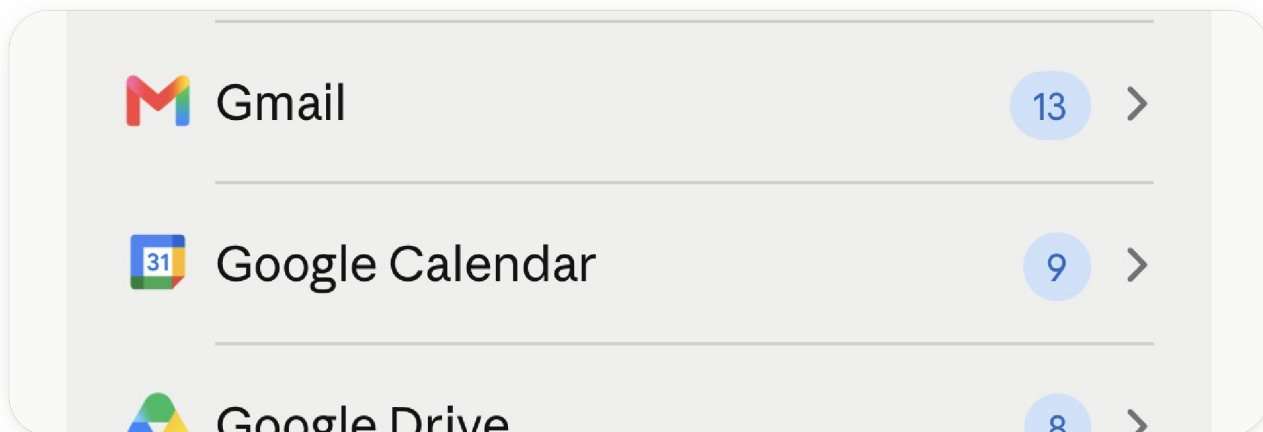
Pick just one

This is the part people mess up. Don't connect all three. Pick whichever one you actually check the most, your main inbox or your main calendar, the one your real life runs through. Right now Claude can only stay connected to one inbox and one calendar at a time. Got more than one email address? That's a future lesson, for now just pick your main one.

3

Connect it

Tap **Connect** next to the one you picked. Sign in with your Google account. Approve the permissions it asks for. That's really it, you're done.



4

Now go test it

Open a new chat and try: *"What's on my calendar tomorrow."* *"Find the email about the launch."* If it comes back with your actual info instead of asking you to explain, you're in.

GOOD TO KNOW

If you connect Gmail, Claude can draft emails for you, but it cannot send them. That's not a setting, it's just how the connector works. So try it even if the idea of AI touching your inbox makes you a little nervous. Nothing goes out without you hitting send.

My favourite connectors

- ✅ **Google Workspace** (Gmail, Calendar, Drive), start here, it's the foundation everything else builds on.
- ✅ **Notion** — if your whole life already lives in Notion, this one's a no-brainer.
- ✅ **Slack**, great if you run a team or a community, Claude can read and draft messages for you.
- ✅ **Canva**, good one if you make visual content and want Claude helping pull designs together.

Try these once you're connected

"Give me an overview of my day."

"Look at my calendar this week and tell me where I have zero breathing room."

"Draft a reply to the last email from [name] — keep it short and warm."

"Find every email that still needs a reply from me and rank them by urgency."

"Block time on my calendar tomorrow for the thing I keep pushing off."

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