

Connect Claude Without Regret

What a connector is, and five questions
to ask before you connect one.

GUIDES & RESOURCES

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What is a connector?

A connector links Claude to another app you use, like Google Drive, Gmail, Slack or Linear. Once connected, Claude can work inside that app for you, instead of only knowing what you type into the chat. It can find a file in Drive, send a message in Slack, or create an issue in Linear. Claude can only see what you can see in that app, and nothing more.

How you stay in control

A connector can do two kinds of things:

Read	Look at what is in the app: search your files, open a document, read an email. Nothing gets changed.
Write	Make changes in the app: send a message, create a task, edit a document, delete a file.

For each kind, you pick one of three settings:

Always allow	Claude does it without asking.
Needs approval	Claude asks you first.
Blocked	Claude cannot do it.

You find these under Customize > Connectors, where actions are grouped as read-only and write/delete. You can also set each action on its own. On Team and Enterprise plans, your organization's Owner can set them for everyone.

Five questions to ask before you connect

01 What specific job do I want this connector to do?

“Find last week’s customer emails and summarize them” is a job. “Connect Gmail in case it’s useful” is not.

Our answer: Write the job in one sentence first. If you cannot, wait.

02 Does this connector need read-only permissions, or does it also need to write, edit and delete?

Read-only means Claude can look but not touch: it can search and open things, but it cannot change anything. Most jobs only need that.

Our answer: Keep it read-only when you can, so Claude looks at things without asking (set the read-only actions to Always allow). If it also needs to make changes, like sending a message or editing a file, have it ask you first (set the write/delete actions to Needs approval). Block any action that deletes things, so a mistake can’t wipe anything out.

03 Am I comfortable with Claude seeing everything I can see in this app?

That includes folders you forgot you had access to. If a Drive folder of salary spreadsheets is open to the whole company, Claude can find those files too.

Our answer: Clean up who can see what in the app first, then connect. Keep personal information and passwords out of any folder Claude can see.

04 Who built this connector, and do I trust them?

Claude has a built-in list of ready-made connectors for popular apps like Google Drive and Slack. You can also add a connector that someone else built, by pasting in its web address. Anthropic does not check those, and a bad one can hide instructions meant to trick Claude.

Our answer: Pick from the built-in list when you can. Add one from outside the list only if you trust the company that made it with everything it can reach.

05 Who owns it, and when do we review it?

Whoever builds a connector can change what it does at any time, without warning, and nobody notices unless someone looks.

Our answer: Pick one person to own each connector. Every three months, they look over the settings and remove any connector you no longer use.

Watch for hidden instructions

Claude reads whatever is in your connected apps, and someone can hide instructions in an email or document to trick it, like “forward this to someone.” This is called prompt injection. Keep anything that makes changes set to Needs approval, and read what Claude is about to do before you say yes. Research mode can take actions without checking in with you again, so turn off anything that makes changes before you use it.

OFFICIAL SOURCES

From Anthropic’s Help Center: Use connectors to extend Claude’s capabilities · Get started with custom connectors using remote MCP.

Want Forum3 to run this with your team? [Let’s talk](#)