

HOW TO CONNECT YOUR FILES TO CLAUDE

A 3-Step Setup Guide

So Claude has permanent access to your files — no re-uploading. Ever.

Most people upload files to Claude one at a time — every single conversation. This guide shows you how to set it up once so Claude always has access to everything, permanently.

Step 1 — Upload Your Folder to a Cloud Drive

Before Claude can stay connected to your files, they need to live somewhere in the cloud — not just on your computer. This is called cloud storage, and it's basically a folder that lives on the internet so any app (including Claude) can access it from anywhere.

If you don't have one already, here are your options:

- Google Drive — free, works on Mac and Windows, easiest to connect to Claude
- iCloud Drive — already built into every Mac and iPhone
- Dropbox — great if you already use it for work
- OneDrive — best option if you're on Windows or in a Microsoft environment

Pick whichever one you already have. If you have no preference, use Google Drive — it connects to Claude in one click.

Once you've picked your cloud service, drag your organized folder into it. That's it for Step 1.

[Insert screenshot: dragging folder into Google Drive]

Step 2 — Enable Your MCP Connector in Claude

MCP stands for Model Context Protocol. It's the system that lets Claude talk directly to other apps — including your cloud storage. Once it's connected, Claude can see your files in real time without you uploading anything.

Here's how to set it up:

Open Claude Settings

Inside the Claude desktop app, click your profile icon in the top right corner and go to Settings.

[Insert screenshot: Settings menu open]

Go to Connectors

Inside Settings, find the Connectors or Integrations tab. You'll see a list of available apps you can connect.

[Insert screenshot: Connectors tab with app list]

Connect Your Cloud Drive

Find the cloud service where you uploaded your folder in Step 1 — Google Drive, Dropbox, iCloud, or OneDrive. Click Connect and follow the sign-in steps. It usually takes under 60 seconds.

[Insert screenshot: Google Drive connector being enabled]

That's the two-click setup. You only do this once — Claude stays connected until you manually disconnect it.

Step 3 — Tell Claude to Access Your Folder

Now that Claude is connected to your cloud drive, all you have to do is tell it where to look. Open a new chat and type something like:

"Go into my Google Drive, open the folder called [your folder name], and tell me what's inside."

Claude will pull up your files directly — no uploading, no copy-pasting, no starting over. From this point forward, any time you open Claude, your files are already there.

You can now ask Claude to:

- Find a specific file by name or topic
- Organize, rename, or sort files inside the folder
- Read the contents of a document and summarize it
- Compare files, pull data, or create new documents based on what's already there

[Insert screenshot: Claude pulling files directly from connected Google Drive]

This is the difference between using Claude as a chatbot and using Claude as an operating layer for your files. One connection. Permanent access. No more re-uploading.

Questions? DM me @the.agi.guide on Instagram.