

M A V E R I C K A I

3 THINGS YOU NEED TO DO WHEN YOU START USING CLAUDE

YOUR CLAUDE SETUP CHECKLIST

Most people open Claude, type a question and never touch the settings. These three take about 10 minutes and make Claude way more useful from day one: connect the apps you already use, add skills so it does things your way, and protect your data. This guide shows you exactly where each one is, plus one prompt that walks you through all of it.

Connect the apps you use every day

Add skills that teach Claude how you like things done

Turn off model training on your chats

One prompt that walks you through all three

4 copyable prompts

October 2026

Start Here: The 3 Things

THE PLAN

1. Paste the setup prompt so Claude can guide you.
2. Connect the apps you use every day.
3. Add a few skills.
4. Turn off "Help improve our AI models."
5. Test it with one real task.

Before you start

Your account: Claude on any plan, on the web or the desktop app.

Your materials: 10 minutes and the logins for the apps you want to connect, like Gmail or Google Calendar.

Your first goal: Two apps connected, two skills added and model training turned off.

What	Where	Why it matters
1. Connectors	Customize > Connectors	Claude can work inside your apps instead of you copying and pasting
2. Skills	Customize > Skills	Claude does things the way you want, automatically
3. Privacy	Settings > Privacy	Your chats aren't used to train the AI

Customize is on the left side of Claude. **Settings** is in the menu under your name in the bottom left.

TIP

Do them in order. Connectors and skills are what make Claude feel like an assistant. Privacy takes 10 seconds, so don't skip it.

Copy This First: Let Claude Walk You Through It

Open a new chat and paste this. Claude will ask you a few questions and tell you exactly which apps and skills to set up for your life.

PROMPT 1 | COPY & PASTE

```
I just started using Claude and I want to set it up properly. Walk me through three things, one at a time: connecting my apps under Customize > Connectors, adding skills under Customize > Skills, and turning off "Help improve our AI models" under Settings > Privacy. Before you start, ask me what I do for work, which apps I use every day and what I want help with most. Then tell me exactly which connectors and skills to add first, and wait for me to say "done" before moving to the next step.
```

Step 1: Connect Your Apps

Connectors let Claude read and work inside the apps you already use, like your email, calendar, docs and browser. This is what turns Claude into something that actually does things for you.

1. On the left, click **Customize**, then the **Connectors** tab. 2. Click **Discover**, then browse or search for the apps you use, like **Gmail**, **Google Calendar**, **Google Drive** or **Google Chrome**. 3. Click the **+** next to the app and sign in to approve. A check mark means it's connected.

Start with two. You can always add more later.

Test it

PROMPT 2 | COPY & PASTE

Look at my calendar and email for this week. Tell me what's coming up, what I need to prepare for, and any emails I haven't answered that actually need a reply. Then draft the most important reply for me.

TIP

My Claude Connectors Guide on mavgpt.ai covers the best connectors and a prompt for each one.

Step 2: Add Skills

Skills are instructions that teach Claude exactly how you want things done, like writing, marketing or resumes. Add them once and Claude uses them automatically whenever they fit.

1. In the same **Customize** page, click the **Skills** tab. 2. Click **Discover** and browse or search for skills that match what you do. Click **Try** to test one first. 3. Click the **+** to add it. You don't need to turn skills on in each chat.

Skills need **Settings > Capabilities > Code execution and file creation** ("Run code in the cloud") turned on. It's on for most people, but check it if a skill won't run.

Not sure which ones to add?

PROMPT 3 | COPY & PASTE

```
Based on what you know about me and my work, which skills should I add in Customize > Skills? Pick the 3 that would save me the most time and tell me one thing I could ask you to do with each one this week.
```

Test it

PROMPT 4 | COPY & PASTE

```
Use the skills I've added to help me with this: [A REAL TASK, E.G. WRITE A LINKEDIN POST ABOUT MY NEW JOB, OR TURN THESE NOTES INTO A ONE-PAGE PLAN]. Tell me which skill you used.
```

Step 3: Protect Your Data

By default, Claude can use your chats to help train its AI models. Here's how to turn that off.

1. Click your name in the bottom left, then **Settings**. 2. Click **Privacy**. 3. Under **Preferences**, turn off **Help improve our AI models**.

That's it. From now on, your new chats and coding sessions won't be used for training. It works on the web, the desktop app and your phone.

HEADS UP

Turning it off covers your chats from now on. Anything already used for training before you switched it off stays there.

One more privacy habit

For anything really private, use an incognito chat. Start a new chat and click the **ghost icon** at the top. It won't show up in your history or use your memory.

Common Mistakes and Quick Fixes

If this happens	Try this
You can't find Customize	It's on the left side of Claude. Make sure the sidebar is open.
A connector won't connect	Sign in to that app in your browser first, then try Connect again.
Claude ignores your connected app	Name it in your prompt, like "check my Gmail."
Skills don't run	Turn on Run code in the cloud under Settings > Capabilities.
Too many skills and it gets confused	Keep the 3 to 5 you actually use and remove the rest.
You can't find the privacy toggle	Settings > Privacy > Preferences > Help improve our AI models. On Team or Enterprise, your company controls this.

Quick Reference: Your Claude Setup

Step	Where	Done looks like
Connectors	Customize > Connectors	2 apps connected and Claude can read them
Skills	Customize > Skills	2 or 3 skills added that match your work
Privacy	Settings > Privacy	Help improve our AI models is off

DO THIS TODAY

Turn off Help improve our AI models right now, it takes 10 seconds. Then paste the setup prompt and connect your first two apps. By tonight Claude will know your calendar, your inbox and how you like things done.

Want More AI Tips Like This?

I post daily AI content, tool breakdowns, and prompts that actually help you get more done. Follow me for the latest.

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Ten minutes of setup. A completely different Claude.