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Claude Can Now Send Your Emails

Hand your inbox to Claude: the morning briefing that writes and sends your replies before you sit down, the Friday follow-up for everyone who went quiet, and three more automations that give you your mornings back.

Picture opening your laptop at 8 in the morning and the inbox is already handled. The junk is gone. The messages that matter are sorted by how soon they need you. The replies are written in your voice and sent from your own Gmail, and the only thing left for you is to read what went out. That's what you're setting up here, and it takes one connection, two prompts, and one switch.

You'll also get three more automations built the same way: a catch-up report for when you've been away, a weekly Google Drive tidy-up, and a morning calendar brief that tells you who you're meeting and what they last said to you. Set each one up once. Claude runs it on schedule from then on, even with your laptop closed, and sends from your own Gmail. One switch decides whether it checks with you first, and Part 1 is that switch.

In a nutshell

The 8am briefing

Every weekday morning, Claude reads what came in, skips the noise, sorts the rest by urgency, writes your replies, and sends them.

The Friday chaser

Every Friday, Claude finds every email you sent this week that never got an answer and sends the follow-up.

The catch-up report

Back from a week away? One run and Claude tells you what happened, what's urgent, and what can wait.

The Drive tidy-up

Every Sunday, Claude files the week's loose documents into the right folders.

The calendar brief

Every morning, today's meetings with the last thing each person emailed you, so you walk in ready.

WHAT YOU NEED

A Claude account and a Gmail address. Reading, sorting, and drafting work on any Claude plan. Two pieces need a paid plan (Pro or up): letting Claude send the email itself, and putting a task on a schedule. If you're on the free plan, everything in this guide still works as a prompt you run each morning. You paste it, Claude does the reading and drafting, and you send. The schedule is the upgrade, not the idea.

PART 1 The Switch

Every scheduled task in Claude has one field called **Permissions**. It decides whether Claude waits for you or sends on its own. Three choices:

- **Manually approve.** Claude pauses so you can approve each action.
- **Automatically approve.** Claude runs on its own and pauses only if something looks unsafe. **This is the switch.** Pick it and your inbox answers itself.
- **Skip all approvals.** Claude never pauses, even for unsafe actions. Don't use this one for email.

You set it when you build the task in Part 3, and you can change it any time by opening the task under **Scheduled** and picking a different mode. Two clicks either direction. Everything below is written for Automatically approve. If you'd rather watch the drafts for a few days first, Part 3 shows the one line to change.

PART 2 Connect Gmail to Claude

This is a one-time step and it takes under a minute.

1. Open Claude and start a new chat.
2. Click the **plus sign** next to the message box.
3. Hover over **Connectors**, find **Gmail**, and switch it on.
4. A Google sign-in window opens. Pick the account you want Claude to read and click **Allow**.

That's the connection. Test it by typing: "What are the three most recent emails in my inbox?" Claude lists them with a link back to each one. If it does, you're connected.

WHAT CLAUDE CAN AND CAN'T SEE

Claude can search and read your email, draft, send, reply, forward, and manage labels. It can't open attachments, so a PDF someone sent you stays unread until you open it yourself. Anthropic doesn't train on your Gmail data, and the connection is yours to remove any time under **Customize**, then **Connectors**, then **Disconnect**.

PART 3 The 8am Briefing

This is the prompt that does the work. Run it once by hand in a normal chat first, so you see what it sorts and how the replies sound before you put it on a schedule. In a normal chat, Claude asks you before each send. On the scheduled task set to Automatically approve, it doesn't.

Paste this into Claude:

PROMPT

Read every email that arrived in my Gmail inbox since 5pm yesterday (if today is Monday, go back to Friday at 5pm). Then do the following.

1. Skip anything that is a newsletter, a promotion, a receipt, a notification from an app, or an automated message. Don't summarize those. Tell me how many you skipped in one line at the end.
 2. Sort everything else into three groups: REPLY TODAY (a real person is waiting on me and it's time-sensitive), THIS WEEK (needs a reply but not today), and WAITING ON THEM (I've already answered and the ball is in their court, or it's information only). Under each group, list the sender, the subject, and one plain sentence on what they want.
 3. For every email in REPLY TODAY, write the reply. Write it the way I write: short sentences, friendly, direct, no corporate phrases, no "I hope this email finds you well." Sign off with just my first name. If you need a fact from me to finish a reply (a date, a price, a yes or no), don't send that one. Leave it as a draft with a blank in square brackets like [DATE] and tell me.
 4. Send each finished REPLY TODAY reply from my Gmail. Then show me what you sent, what you filed under THIS WEEK, and anything you held back.
- Keep the whole briefing under 400 words. If there's nothing in REPLY TODAY, say so in one line and I'll get on with my day.

Read every email that arrived in my Gmail inbox since 5pm yesterday...

✱ **SENT (1)**

Dana Ruiz, "Thursday session." She asked to move Thursday to next week and whether the new rate applies. Sent: "Hi Dana, no problem moving it. I have Tuesday at 10 or Thursday at 2 next week. Which works? And yes, the new rate applies to bookings from this month on. Happy to walk you through it. Kelly"

HELD BACK (1)

Mark Feld, "Quote for the deck." He's ready to go ahead and asks when you can start. Draft is ready, it needs a start date from you: "I can start the week of [DATE]."

THIS WEEK (3)

Priya N., "Testimonial," sent the review you asked for and wants to know where it'll be used.

Tom at Brightline Print, "Reorder?", checking whether you want the same quantity as last time.

Lisa Chen, "Podcast invite," asking if you'd be a guest in October.

WAITING ON THEM (2)

City permits office, "Application received," confirmation only.

Jordan Bell, "Re: Invoice 118," says he'll pay Friday.

Skipped 14 newsletters, promotions, and notifications.

What comes back. A short report: what went out, what's waiting on a fact from you, and what can wait. Dana's reply was sent from your Gmail at 8, in your voice, and you read it with your coffee. Mark's is one blank away, so you fill in the date and say send.

Make it sound like you. The first run, the replies will be close but not quite you. Fix that in one move: open three emails you've sent that sound the most like you, paste them into the chat, and say "Learn how I write from these and use that voice for every reply." Then add one line to the prompt above: "Match the voice in the three sample emails I gave you." After that, the replies read like yours.

Now put it on a schedule. This is what turns it into an 8am habit that runs without you.

1. Open **Cowork** in the Claude desktop app (paid plans). It's also on claude.ai for Pro, Max, and Team.
2. Click **Scheduled** in the left sidebar, then **New task**. (Or type **/schedule** in any Cowork task.)
3. Choose **Set up manually**. Name it "8am inbox briefing." Paste the prompt above into the task instructions.
4. Set the frequency to **weekdays** and the time to **8:00am**.
5. Set **Permissions** to **Automatically approve**. That's the switch from Part 1.
6. Make sure Gmail is turned on as a connector for the task, then save.

The task runs in the cloud, so your laptop can be closed and asleep. Every weekday at 8 the replies go out, and when you open Claude the report is sitting in your Scheduled tasks. You can pause it, edit the wording, change the time, or run it on demand any day from the same screen.

WANT TO WATCH IT FOR A FEW DAYS FIRST?

Set Permissions to **Manually approve** instead, and change step 4 of the prompt to: "Do not send anything. Show me each reply under the email it answers and wait for me to say which ones to send." Claude pauses with the drafts ready, you say yes, and it sends. When the replies sound like you, open the task, switch it to Automatically approve, and put the original step 4 back. Two clicks and one line.

PART 4 The Friday Chaser

The emails that quietly cost you the most are the ones you sent and never heard back on. The quote, the invoice, the "can we set up a call." This one finds all of them every Friday and sends the nudge.

Paste this into Claude:

PROMPT

Look through every email I sent from my Gmail in the last 7 days. For each one, check whether the person replied. Ignore anything I sent to myself, anything that was a reply where no answer was expected (a "thanks" or a "sounds good"), and anything that got an answer.

Give me a list of everyone who has NOT replied, oldest first: their name, what I asked them for, and how many days it's been.

Then, for each one, write a short follow-up in the same thread. Friendly, two to four sentences, no guilt, no apology for following up. Restate what I need in one line and make it easy to answer with a yes or a no. If the original email had a deadline, mention it once. Sign off with just my first name.

Send each follow-up in its thread from my Gmail. Then show me the list of who got one and what it said.

What comes back. A list of everyone who went quiet, oldest first, with the follow-up that went to each one. Nothing falls through the cracks over the weekend, and you didn't write a word.

Schedule it. Same steps as the briefing: Scheduled, New task, Set up manually, paste the prompt, name it "Friday chaser," set it to **weekly** on **Friday** at **2:00pm**, Permissions **Automatically approve**. Two in the afternoon gives people a shot at answering before Monday. To watch it first, use Manually approve and change the last line of the prompt to "Don't send anything. Show me the list and the drafts and wait for me to say which ones go."

PART 5 Three More Worth Setting Up

Same connection, same pattern. Each one is a prompt you run once by hand, then schedule when it's right.

1. The catch-up report (for when you've been away).

Instead of dreading the inbox after a trip, run this the morning you're back.

PROMPT

I've been away since [DATE]. Read everything that came into my Gmail since then. Give me a catch-up report in this order: (1) anything that needs a reply from me today, with a one-line draft reply for each, (2) anything that already resolved itself while I was gone, in one line each, (3) anything that's information I should know about but doesn't need an answer, and (4) one line with how many newsletters and notifications you skipped. Be brief. I want to read this in five minutes and know exactly what to do first.

Set this one to **manually** in the schedule so it's saved and ready, and click **Run** the morning you're back.

2. The Drive tidy-up (weekly).

Claude can now create, move, and share Google Drive files, not only read them. Turn on the **Google Drive** connector the same way you turned on Gmail (plus sign, Connectors, Google Drive), then:

PROMPT

Look at every file in my Google Drive that was created or edited in the last 7 days and is sitting in the top level of My Drive or in a folder called Untitled, Downloads, or Scans. For each one, tell me what it is in a few words and which of my existing folders it belongs in, based on the file name and the folder names you can see. Show me the list as a table: file, where it is now, where it should go. Then wait for my OK before moving anything. If a file doesn't fit any folder I have, suggest a new folder name and ask.

Schedule it **weekly, Sunday** at **6:00pm**, and say "move them" when the list looks right. Your Drive stays organized without you ever opening it to tidy.

3. The calendar brief (daily).

Turn on the **Google Calendar** connector too, then:

PROMPT

Look at my Google Calendar for today. For each meeting or call with another person, tell me: the time, who it's with, and the last email that person sent me (subject and one line on what it said), so I remember where we left off. If we haven't emailed, say so. If a meeting has no other people, list it in one line with no email lookup. End with one line: the single most important thing on my calendar today and why.

Schedule it **weekdays** at **7:15am**, so it's waiting before the inbox briefing at 8. Together they're your whole morning, sorted, before your coffee's cool.

PART 6 Why This Works, and Where It Stops

Before August, Claude could read your inbox and write you a draft, and then you had to copy the draft, open Gmail, paste it, and send. The August update gave Claude the last step: it can send, reply, and forward from your account, and one setting decides whether it asks you first. And scheduled tasks moved to the cloud, so a prompt you'd normally paste each morning can run itself at 8am with your laptop shut. Put those two together and email becomes something you review instead of something you do.

The tell that it needs a tune-up. The drafts start sounding like a customer service desk again ("I hope this finds you well," "please don't hesitate to reach out"). That means the task lost your voice samples, which happens if you set it up fresh without them. Open the task, add "Match the voice in these three emails" with the three samples pasted under it, and save. Two other signs: it's filing something you care about under "skipped," or it's putting a low-priority person in REPLY TODAY. Both are fixed with one extra line in the prompt naming the sender and where they belong.

What it doesn't replace. Claude sorts, writes, sends, and follows up. You still decide. It doesn't know that a client is about to leave, that a "quick question" is a sales opportunity, or that a certain vendor needs a phone call instead of an email. Read what

went out each morning. You stop writing the same twenty replies from scratch, and you stop letting the follow-ups slide.

PART 7 When It Doesn't Work

- **Claude says it can't access Gmail.** The connector is off in this chat or this task. Click the plus sign, Connectors, and check that Gmail is switched on. In a scheduled task, connectors are chosen per task, so check the task's settings too.
- **You can't find Scheduled.** Scheduled tasks live in Cowork, which is in the Claude desktop app and on claude.ai on paid plans. If you don't see Cowork, download the desktop app, sign in, and look for it in the sidebar. On the free plan, run the prompts by hand each morning. Same result, one paste.
- **Claude drafted the reply but says it can't send.** Sending is a paid-plan feature. Copy the draft into Gmail and send it yourself, or upgrade when the mornings you save are worth it.
- **It sent something you'd have worded differently.** Add one line to the prompt about that kind of email ("anything about pricing goes in THIS WEEK, not REPLY TODAY") and it won't happen again. If you want to see drafts for a few days while you tune it, switch Permissions to Manually approve, then back.
- **The Friday chaser lists people who did reply.** Sometimes a reply lands in a new thread with a different subject. Add to the prompt: "Before listing anyone, search for any email from that person in the last 7 days, not only replies in the same thread."
- **The briefing is too long.** Tighten the word cap in the prompt ("under 250 words before the drafts") and tell it to skip WAITING ON THEM entirely unless something's overdue.

DO THIS TODAY

Connect Gmail (one minute). Paste the 8am briefing prompt into a chat and run it on this morning's inbox. Read what went out and what got held back, then paste in your three voice samples. That's the whole first day. Tomorrow, schedule it with Permissions on Automatically approve, and the morning after is the first one where the inbox was handled before you sat down.

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