

THE INBOX TRIAGE KIT

Use Claude with Gmail and Google Calendar to find the emails that need you, draft the replies, and stay the one who sends

Email is where the work piles up, and it holds other people's information. This kit shows how I would use Claude's Gmail and Google Calendar connectors to find what needs a reply and get drafts, while I stay the one who reads and sends. The facts are quoted word for word from Claude's own help page and Google's own account help page, checked October 10, 2026. Educational only. Not legal advice. Not affiliated with Anthropic or Google. No income, results or time saved are promised.

THE FIVE STEPS

- Phase 1. Connect Gmail and Google Calendar in Claude and sign in with your Google account.
- Phase 2. Ask which emails need a reply today (prompt 1, page 2). MY TAKE: a list first, drafts second.
- Phase 3. Ask for a draft, using only facts you give it (prompt 2). MY TAKE: if a fact is missing it should ask, not guess.
- Phase 4. Open every draft. Check names, dates and numbers. Then you send it. MY TAKE: never skip this step.
- Phase 5. Review or remove an app's access in your Google Account at any time (page 3).

WHAT CLAUDE'S OWN HELP PAGE SAYS

Claude Help Center, "Use Google Workspace connectors" (checked Oct 10, 2026)

"Search and read emails using natural language queries" | "Draft emails with proper formatting and context" | "Send, reply to, and forward emails from Gmail. By default, Claude asks for your approval before each of these actions. On Team and Enterprise plans, owners decide whether members can allow these actions to run without asking each time."

Who can use it (same page)

"Google Workspace connectors (Gmail, Google Calendar, and Google Drive) are available for all users on Claude and Claude Desktop." | "For Team and Enterprise plans, an Owner or Primary Owner must enable these connectors at the organization level before individual users can authenticate."

THE FIVE PROMPTS (COPY, PASTE, FILL THE [BRACKETS])

My own wording (MY TAKE, not an Anthropic rule). Each one tells Claude to read and list first and not to send.

1. Replies due today

Search my Gmail from the last [NUMBER] days. List the emails that need a reply from me today: sender, subject, and one sentence on why. Do not draft or send anything yet.

2. Drafts in my voice

For each email on that list, write a draft reply using only these facts: [FACTS]. If a fact is missing, write [ASK ME] instead of guessing. Plain words, my tone. Do not send anything.

3. Follow-ups I owe

Search my sent mail from the last [NUMBER] days. List where I asked a question or made a promise and have had no reply: who, what, date. Draft nothing.

4. Calendar conflicts

Look at my Google Calendar for [NEXT WEEK]. List events that overlap and days that look too full. Do not create, change or delete any event.

5. Weekly clean-up

Search my Gmail for [KIND OF EMAIL, e.g. newsletters] from the last [NUMBER] days. List them grouped by sender with a count. Do not delete, archive or label anything.

EXAMPLE OUTPUT (INVENTED SENDERS, NOT REAL EMAIL)

Sender	Subject	Why it needs you
Dana Whitfield	Saturday showing time?	Asked for a time. Wants an answer today.
Marcus Oyelaran	Invoice question	Asked which invoice number is wrong.
Priya Natarajan	Move Tuesday's call?	Needs a new slot before the invite goes out.

EXAMPLE only: invented people and messages. Check every email Claude cites.

THE SAFE SETUP CHECKLIST

- [] Use your own account, and only an inbox you are allowed to connect. Follow your employer's and your own privacy rules. Not legal advice.
- [] Keep the default: "By default, each action Claude takes on your behalf requires your explicit approval." Do not approve a send you have not read.
- [] Read every draft: names, dates, numbers, and the To and Cc lines. You press send.
- [] Know what it cannot see: "Attachment content is not directly accessible through Gmail (metadata only)."
- [] Do not paste other people's private details (IDs, bank, medical, client money) into other tools, posts or chats.
- [] Delete what you do not need: "...so you can delete any retrieved data by deleting the chat."

WHAT THE PAGE SAYS ABOUT YOUR DATA

Claude Help Center, Privacy and data handling

"Claude only accesses your data when you explicitly ask a question or request an action requiring this information, and retrieves the minimum information needed." | "We do not train our models on your Gmail, Drive, or Calendar connector data, ensuring your private information remains private."

The note under it (read this one before you copy anything out)

"Note: If you are using our consumer products (e.g. Claude Free, Pro, and Max (when using Claude Code with those accounts) and you have chosen to allow us to use your chats and coding sessions for model training, then any content you copy/paste from your Gmail, Drive, Calendar, or Claude's responses which include specific information from these connectors may be used to improve our models."

HOW TO REMOVE ACCESS

Google Account Help | Claude Help Center, Troubleshooting

Google: "You can review or remove the linked apps that have some access to your Google Account data at any time." | Claude's page: "...disconnect from your Google account settings at myaccount.google.com/connections. Search for the Claude connection, click into the settings, and choose 'Delete all connections.'"

THE MORNING ROUTINE SHEET (MY TAKE)

Step	What to do	Done
1	Open Claude. Run prompt 1 (replies due today).	[]
2	Pick the emails that matter most. Run prompt 2 on those only.	[]
3	Open every draft. Check names, dates, numbers, To and Cc.	[]
4	Edit in your own words. You send it, or you do not.	[]
5	Run prompt 3 (follow-ups I owe). Write the ones that matter.	[]
6	Note below anything Claude got wrong.	[]

WHAT CLAUDE GOT WRONG (SENDER ONLY, NO PRIVATE DETAILS)

Date	Sender	What it got wrong	What I changed

ONE WEEK TEST

- Run the routine for five working days. Each day write down one thing you would change in the prompts. Keep only the prompts that gave you something you used.
- This kit is for replying to people who wrote to you. Bulk or cold email has its own rules; check them before you use drafts that way.

WHERE THIS COMES FROM (BOTH PAGES CHECKED OCTOBER 10, 2026)

- Claude Help Center: Use Google Workspace connectors
<https://support.claude.com/en/articles/10166901-use-google-workspace-connectors>
- Google Account Help: Share some access to your Google Account data with apps from other developers
<https://support.google.com/accounts/answer/3466521>

Pages change; read the live page before you rely on a sentence. Educational only. Not legal advice. Not affiliated with Anthropic or Google. No income, no results and no time saved are promised.

Want people to email in the first place?

- I sell ready-made lists of businesses to contact. Message me LIST.
- Free community, more plays like this: skool.com/unlimitedleads
- Email your first prospects: EmailClik.com finds + verifies addresses (free version)