

Build an AI Email Responder That Sounds Like You

A guide to creating a Claude Cowork scheduled task that reads your inbox, learns your voice, and drafts replies automatically.

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What You're Building

A scheduled task in Claude Cowork that runs on a recurring cadence — every 10 minutes, hourly, daily, whatever you choose — and automatically:


- **Clones your voice** from your sent emails — analyzing your greetings, sign-offs, sentence structure, vocabulary, and formality level
- **Adapts tone by recipient** — writing differently to teammates vs. clients vs. leadership vs. external partners, based on how you actually write to each group
- **Pulls context from your email history** — remembering projects, decisions, and commitments you've referenced so replies are informed, not generic
- **Leverages your company's product knowledge** — referencing public documentation and web sources when technical questions come up
- **Filters intelligently** — only drafting replies for emails that actually need a response
- **Adds safety guardrails** — never sends anything, flags sensitive topics with [PLEASE REVIEW], and marks uncertain claims with [VERIFY]

You review the drafts in Gmail, tweak if needed, and send.


Prerequisites



Claude Desktop app with Cowork enabled



Gmail integration connected



Claude Pro, Team, or Enterprise account

STEP 1

Generate Your Personalized Task Prompt

Open a new conversation in Claude (with Gmail connected) and paste the following prompt. Sections in green are what you should customize before running it.

```
Create an automated email drafting skill that runs on a schedule. Here's what I need:

Voice cloning from my sent emails - Search my sent emails from [DATE RANGE, e.g., 2025/2026] and analyze my writing patterns: greetings, sign-offs, sentence structure, vocabulary, level of formality, and recurring phrases. Use this to build a voice profile so all drafted replies sound like me.

Category-based tone adaptation - From my sent emails, identify how I write differently to different groups (e.g., [YOUR GROUPS, e.g., teammates vs. clients vs. leadership vs. external partners]). When drafting a reply, match the tone to whoever I'm responding to.

Knowledge extraction from my email history - As you read my sent emails, remember key projects, decisions, technical details, and commitments I've referenced. Use that context to inform draft replies when someone asks about something I've already addressed.

Company product knowledge - I work at [YOUR COMPANY]. When drafting replies to technical questions, reference our public documentation at [YOUR DOCS URL, e.g., https://docs.yourcompany.com] and any other publicly available product information. Use web search if needed to find current details.

Meeting scheduling - When someone asks to meet or schedule a call, include my scheduling link in the draft: [YOUR SCHEDULING LINK, e.g., https://calendly.com/yourname]. Use this instead of going back and forth on times.

Smart filtering - Only draft replies for emails that actually need a response. Skip newsletters, automated notifications, marketing emails, requests to move calendar invites and FYI-only messages.

Safety guardrails - Never send anything automatically - only create drafts. Flag sensitive or complex topics with a [PLEASE REVIEW] note so I can check before sending. Mark any uncertain factual claims with [VERIFY].

Schedule - Run every [YOUR PREFERRED FREQUENCY, e.g., 10 minutes, 1 hour, once daily at 8 AM].

Output - Give me the final prompt as plain text that I can copy and paste directly into a Cowork scheduled task. Do not generate code, an app, or an HTML file. Just the prompt.
```

What happens when you run this: Claude searches your sent emails, analyzes your writing patterns, maps your tone variations by audience, extracts context from active projects and decisions, and outputs a plain text prompt — ready to paste into your scheduled task.

Save what Claude outputs. That's your task prompt.

STEP 2

Create the Scheduled Task

- 1 Open Claude Desktop → Cowork
- 2 Go to Scheduled Tasks
- 3 Create a new task — name it **Email Responder**, paste the prompt Claude generated in Step 1 as the instructions
- 4 Set your preferred frequency (see below) and enable the task

Choosing Your Frequency

FREQUENCY	BEST FOR
Every 10 min	High-volume inbox, fast response expectations
Every 30 min	Active inbox, near-real-time drafts without overload
Every hour	Balanced approach, batched draft review
Twice daily	Structured inbox review, fewer interruptions
Once daily	Low-volume inbox, morning batch-and-send routine

You can also restrict the task to business hours so it doesn't run overnight or on weekends.

STEP 3

Review Your Drafts

After each run, Claude creates Gmail drafts. Your workflow:

- 1 Open Gmail → Drafts folder
- 2 Scan the drafts Claude created
- 3 Look for [PLEASE REVIEW] and [VERIFY] tags first — these need your attention
- 4 Edit anything that needs adjusting
- 5 Send

The goal isn't to blindly trust every draft. It's to eliminate the blank-page problem and give you a starting point that already sounds like you and has the right context.

What You Should Customize

These are the inputs that make the difference between generic drafts and drafts that sound like you wrote them.

- Date Range for Sent Emails**
Adjust to reflect when you have representative sent emails. If you recently changed roles or companies, narrow it to your current position so Claude learns your current voice.
- Recipient Groups**
Update to match your world: direct reports, skip-level leadership, agency partners, vendors, investors, board members, SI partners. The more specific, the better Claude adapts tone.
- Company Name**
Tells Claude where to look for product knowledge when technical questions come up in emails.
- Documentation URL**
The URL where your company's public product docs live. Gives Claude a specific source for technical replies. Include multiple URLs if you have API docs, help center, and developer portal.
- Scheduling Link**
Your Calendly, Cal.com, or HubSpot link. When someone asks to meet, Claude includes it in the draft instead of going back and forth. Remove this section if you don't use a scheduling tool.
- Frequency**
Match to your inbox volume and response expectations. Start with every hour and adjust based on how it feels.

Optional: Additional Skip Rules

Append to the smart filtering section of the setup prompt if needed: skip distribution lists where you're CC'd, automated Jira/GitHub notifications, Google Drive share notifications, or deal review threads unless you're in the To field.

Optional: Additional Safety Flags

Expand what gets flagged: budget approvals, responses to skip-level executives, legal/HR/personnel matters, or customer-facing replies where brand voice matters most.

Next Steps: Make It Even More Powerful

Update your setup prompt with any of these additions and re-run Step 1 to generate an upgraded task prompt.

Add Calendar Awareness

Add: "For scheduling requests, check my Google Calendar for availability and suggest specific open times." Requires Google Calendar connected in Claude integrations.

Add Google Drive Lookups

Add: "If someone references a document, search my Google Drive and reference relevant details in the draft."

Thread-Aware Responses

Add: "For emails in a thread, read the full thread before drafting." Prevents missing context in long chains.

Priority Triage

Add: "Categorize emails as URGENT, NEEDS RESPONSE, or FYI. Flag URGENT emails with 🚨 at the top of the summary."

Custom Rules by Sender

Add: "Always skip emails from [addresses]. Always draft for [VIP senders] even if they look like FYI messages."

Weekly Digest

Create a second scheduled task (Fridays at 4 PM): "Review all emails from the past week that were skipped or flagged. Summarize patterns."

Regenerate Periodically

Your voice evolves and projects change. Every month or two, re-run the setup prompt from Step 1 to refresh your voice profile and context.

Limitations

- **Drafts only** — Claude never sends emails on your behalf. You always have the final say.
- **No draft deletion** — discard unwanted drafts manually in Gmail.
- **Context window** — processing more than ~20 emails per run may hit limits. Run more frequently so each batch is smaller.
- **Voice profile improves over time** — the first run may not perfectly match your tone. Edit drafts, refine the prompt, and regenerate.
- **No real-time triggers** — tasks run on a schedule, not in response to incoming emails.

Quick Setup Checklist

- Claude Desktop with Cowork installed
- Gmail integration connected
- Setup prompt customized (company, docs URL, scheduling link, date range, groups, frequency)
- Step 1 completed — Claude generated your task prompt as plain text
- Task prompt pasted into a Cowork scheduled task
- Frequency and active hours configured
- First run completed
- Drafts reviewed in Gmail
- Prompt refined based on what Claude got right and wrong