



AI Email Management

Reads, sorts, drafts replies to, and prioritizes your inbox automatically — so important emails get handled fast and the rest stop demanding your attention.

Inbox Triage

Auto-Drafted Replies

Priority Detection

THE CHALLENGE & THE FIX

What Email Management Actually Does

This automation reads every email that lands in the inbox, sorts it by priority, and either drafts a reply or flags it for a human, cutting hours out of inbox management.

☰ The Problem Today

- Inboxes overflow with a mix of urgent, routine, and irrelevant emails
- Important messages get buried under newsletters and low-priority threads
- Drafting replies to routine emails takes up hours every single week
- Slow email response times frustrate clients and prospects alike

⚡ The Agentra Fix

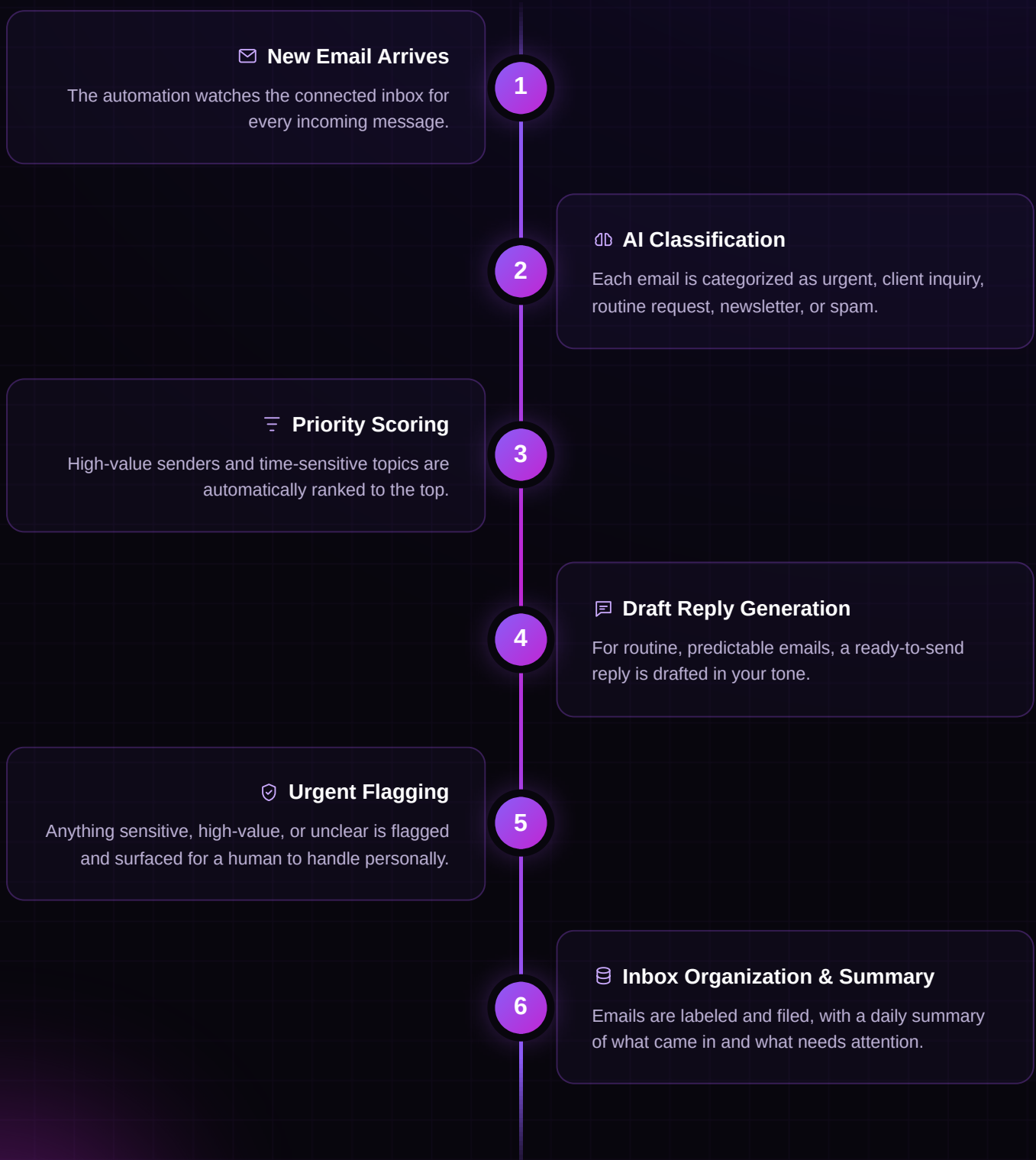
- AI reads and categorizes every incoming email by priority and type
- Drafts ready-to-send replies for common, routine messages
- Flags urgent or high-value emails for immediate human attention
- Keeps a running daily summary so nothing important gets missed

As emails arrive, AI classifies each one, a client inquiry, invoice, scheduling request, newsletter, or urgent issue, and takes the appropriate action for that category. Routine, predictable messages get a drafted reply ready for one-click sending; genuinely important or sensitive emails are flagged and surfaced at the top of the inbox; low-value clutter is filtered out of the way automatically, so what's left to manually review is only what actually deserves attention.

STEP-BY-STEP AUTOMATION FLOW

How It Works

Every email sorted, routine replies drafted, and only what matters reaching a human.



THE INTELLIGENCE LAYER

Under the Hood

How the AI actually thinks, decides and acts inside this automation.

The classification layer is trained on your specific email patterns, recognizing your regular clients, common request types like scheduling, invoices, or support questions, and low-value senders such as newsletters or automated notifications, so sorting reflects how your business actually operates rather than a generic spam filter. Each email is tagged with both a category and a priority level.

For draft replies, the AI is given examples of your typical tone and past responses to similar messages, so drafts sound like you rather than a generic assistant. Every draft sits in the outbox for a quick review and one-click send rather than being sent fully automatically, keeping a human in the loop for anything client-facing while still eliminating the blank-page effort of writing each reply from scratch.

TECH STACK

**n8n Workflow Engine**

Watches the inbox and routes each email through classification

**GPT Language Model**

Classifies emails and drafts context-aware replies

**Priority Scoring Rules**

Ranks emails by sender importance and urgency signals

**Gmail / Outlook API**

Reads incoming mail and stages drafted replies

**Daily Summary Digest**

Compiles what arrived and what still needs attention

INTEGRATES WITH

Gmail

Outlook

Slack

Google Sheets

Calendar

CRM

WHY IT MATTERS

Key Benefits

Inbox zero, without living in your inbox.



Hours Back Every Week

Routine replies are drafted automatically instead of written from scratch.



Nothing Important Missed

Urgent and high-value emails are flagged and surfaced immediately.



Cleaner, Organized Inbox

Automatic labeling and filing keeps clutter out of the way.



Faster Client Response Times

Draft-ready replies mean less delay on routine requests.



Consistent Tone

Drafted replies match your natural voice, every time.



Less Inbox Stress

A daily summary replaces constant manual inbox-checking.

REAL-WORLD EXAMPLE

A consulting firm's founder receives over 100 emails a day. The automation now files newsletters automatically, drafts replies to routine scheduling and invoice questions ready for one-click sending, and flags the three or four genuinely important client emails at the top each morning with a short summary, cutting the time spent on email from over two hours a day to about twenty minutes.

IDEAL FOR

Consultants & Agencies

Solo Founders

Real Estate

Professional Services

Executives