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# **Turbocharge Your Inbox**

**A Quick Guide to Gmail & Google  
Workspace Productivity Using AI  
Features**

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# **Turbocharge Your Inbox: A Quick Guide to Gmail & Google Workspace Productivity Using AI Features**

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# 01

## Introduction

The modern professional inbox is a deluge, but artificial intelligence offers a powerful antidote. This guide focuses on leveraging AI features within Gmail and Google Workspace, along with select third-party tools, to transform your email experience from overwhelming to intelligently efficient. By harnessing AI, you can automate tasks, gain insights, and streamline communication, allowing you to focus on higher-value work.



# 02

## Native Gmail AI Features: Smart Assistance at Your Fingertips

These built-in Gmail functionalities use AI to enhance your email composition so you can respond even faster.

### Automate Your Responses and Composition

#### 1. Smart Reply

Uses AI to suggest quick, context-aware responses to incoming emails, allowing you to reply with a single tap.

**How to use:** When you open an email, you'll see up to three suggested responses at the bottom. Click or tap one to send it instantly.

**How to enable:**

- Open Gmail.
- Click the Settings gear icon (top right) > See all settings.
- Go to the General tab.
- Find "Smart Reply" and ensure "Smart Reply on" is selected.



# 02

## Native Gmail AI Features: Smart Assistance at Your Fingertips

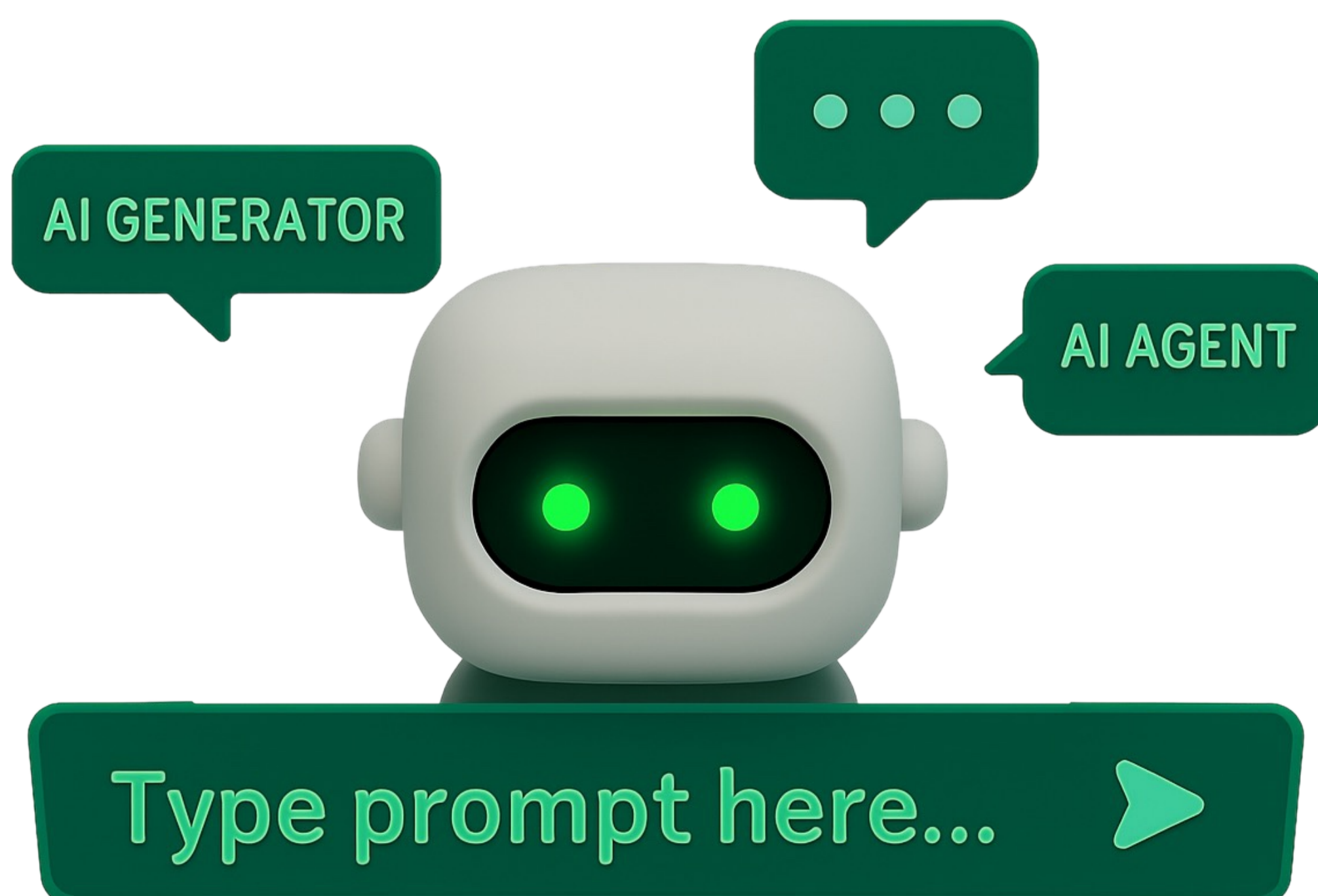
### 2. Smart Compose

Smart compose offers real-time writing suggestions as you type, helping you compose emails faster. It can even personalize suggestions based on your writing style.

**How to use:** As you type your email, suggestions will appear. Press the Tab key on your keyboard to accept a suggestion.

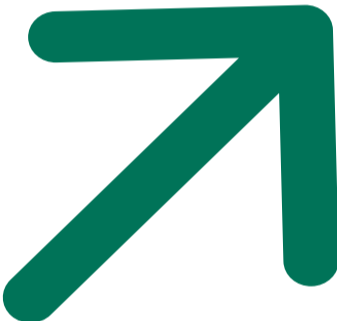
**How to enable:**


- Open Gmail.
- Click the Settings gear icon (top right) > See all settings.
- Go to the General tab.
- Find "Smart Compose" and ensure "Writing suggestions on" is selected.



# 02

## Native Gmail AI Features: Smart Assistance at Your Fingertips

Feature	Brief Description
Smart Reply	AI-powered suggestions for quick responses to incoming emails.
	How to Access/Enable
	Gmail Settings > See all settings > General > Smart Reply (select "Smart Reply on").

Feature	Brief Description
Smart Compose	Real-time AI writing suggestions as you type emails.
	How to Access/Enable
	Gmail Settings > See all settings > General > Smart Compose (select "Writing suggestions on" and "Personalization on").

# 03

## Gemini AI: Your Intelligent Email Assistant

Gemini AI integrates directly with Gmail to provide advanced, intelligent assistance for managing your inbox and information.

### A. Accessing Gemini's Power

Gemini's advanced features are available through a web browser [here](#). You can also use it if you have an eligible Google Workspace, a Gemini AI plan, or Google Workspace Labs early access program.

#### How to open Gemini in Gmail (on Android phone or tablet):

- Open the Gmail app.
- At the top right, next to the search bar, tap the Gemini icon.
- At the bottom, in the panel, you can tap a suggested prompt or write your own.



## Gemini AI: Your Intelligent Email Assistant

### B. Revolutionizing Email Interaction with AI


#### 1. Summarize Email Threads

Gemini can generate concise summaries of long email threads, helping you quickly grasp key points and actionable items.

##### How to use:

- If a summary is available, you'll find it at the top of the email thread.
- You can also ask Gemini directly from the side panel, e.g., "Summarize this email thread" or "Create a list of action items for me based on this email."

**Limitation:** Summaries are currently generated only at the top of an email thread and exclusively in English.

Capability	Description
Summarize Email Thread	Generates concise summaries of long email conversations.
	Example Prompts/Use Cases
	"Summarize this email thread." "Create a list of action items for me based on this email."
Prerequisites/Limitations	
Eligible Google Workspace/AI plan or Workspace Labs. Summaries at top of thread only. English language only.	


## Gemini AI: Your Intelligent Email Assistant

### 2. Draft and Suggest Responses

Gemini moves beyond basic Smart Reply by helping you draft entire emails or suggest more detailed, nuanced responses.

#### How to use "Help me write" (Between Format icon)


- In the compose window, look for the "Help me write" icon (often a star with a pencil).
- Click it and enter a simple prompt to generate an email draft. Gemini can pull details from previous threads for context.

Capability	Description
Draft Email	Assists in composing new emails or suggesting full drafts.
	Example Prompts/Use Cases
	"Draft an email about..." "Help me write a follow-up to this client."
Prerequisites/Access	
Eligible Google Workspace/AI plan or Workspace Labs. "Help me write" pulls details from previous threads.	

# 03

## Gemini AI: Your Intelligent Email Assistant

**How to use Contextual Smart Replies :** These appear automatically as more detailed response suggestions below an email.

Capability	Description
Suggest Responses	Provides nuanced, context-aware reply suggestions for email threads.
	Example Prompts/Use Cases
	Appears automatically as suggested responses below an email.
Prerequisites/Limitations	
Eligible Google Workspace/AI plan or Workspace Labs. Contextual Smart Replies are premium.	



## Gemini AI: Your Intelligent Email Assistant

### 3. Finding Information in Email

Gemini acts as an intelligent knowledge assistant, locating information from your previous emails, Google Drive files, and Google Calendar events using contextual search.

#### How to use:

Ask Gemini questions in the side panel, such as:

- "When is my package arriving?" (from emails)
- "Show my unread emails from Gerald sent last week." (email search)
- "Find the Q3 budget report from Drive." (from Google Drive files)
- "What's my first meeting tomorrow?" (from Google Calendar events)

#### Capability

Find  
Information

#### Description

Retrieves specific data from past emails, Google Drive files, and Google Calendar events.



#### Example Prompts/Use Cases

"When is my package arriving?" "Find the Q3 budget report from Drive." "What's my first meeting tomorrow?"

#### Prerequisites/Access

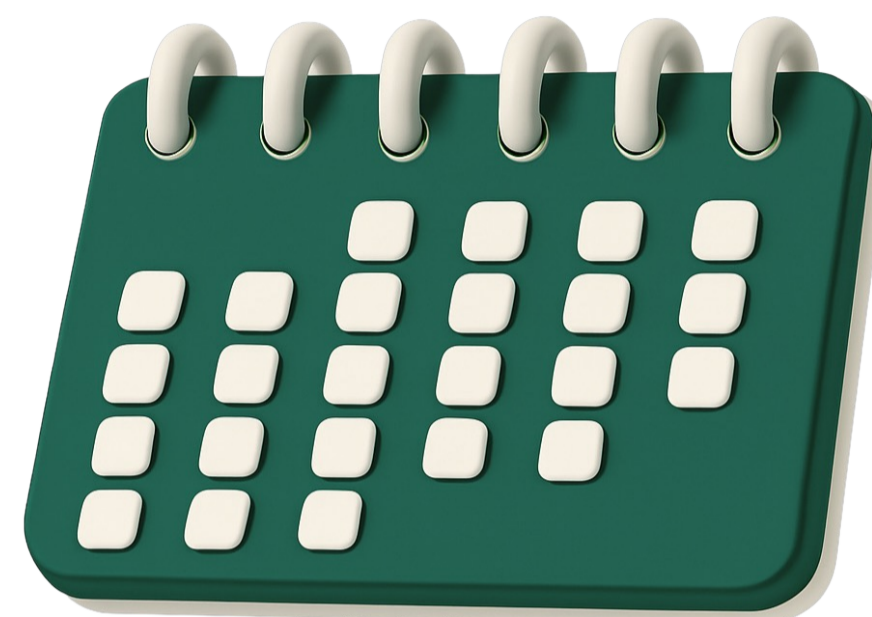
Eligible Google Workspace/AI plan or Workspace Labs.  
Only primary calendar for events.

## Gemini AI: Your Intelligent Email Assistant

### 4. Streamline Calendar Integration

Gemini can create events on your primary Google Calendar directly from your email context using natural language prompts.

**Limitation:** Gemini can only create events on your primary calendar.



#### How to use:

Ask Gemini to schedule events, e.g., "Schedule a lunch block for tomorrow at noon" or "Create a weekly run on Fridays at 8 AM" or "Add this to my calendar" based on an open email.

#### Capability

Create  
Calendar Event

#### Description

Schedules new events on your primary Google Calendar directly from email context.



#### Example Prompts/Use Cases

"Schedule a lunch block for tomorrow at noon."  
"Create a weekly run on Fridays at 8 AM." "Add this to my calendar."

#### Prerequisites/ Limitations

Eligible Google Workspace/AI plan or Workspace Labs.  
Only primary calendar.

# D4

## Expanding Horizons: AI-Powered Third-Party Tools and Add-ons

Beyond Google's native AI, external applications can further extend Gmail's functionality with their own AI capabilities.

### A. Understanding Add-ons and Extensions

#### Google Workspace Marketplace

Partner applications that integrate seamlessly with Gmail offering additional AI features.

#### How to install Add-ons:

- In Gmail, click Show side panel (bottom right).
- Click Get Add-ons (the plus icon).
- Search for and select the tools you want, then click Install.
- Featured tools include, Canva, Asana and many more



# D4

## Expanding Horizons: AI-Powered Third-Party Tools and Add-ons

### B. Top AI Productivity Enhancers

#### 1. ChatGPT Write Plugin

- If you use ChatGPT a lot you could benefit from maintaining context allowing for more coherent and relevant responses as it understands the ongoing discussion.
- Personalization over Time: It's possible it will learn your preferences, writing style, or common requests. This "memory" could then be used to offer more personalized suggestions or drafts in future email writing tasks.



# D4

## Expanding Horizons: AI-Powered Third-Party Tools and Add-ons

01

Both a ChatGPT plugin and Gemini in Gmail enhance email productivity. A ChatGPT plugin may offer a versatile writing experience with broad knowledge, while Gemini provides context-aware assistance using your Workspace data.

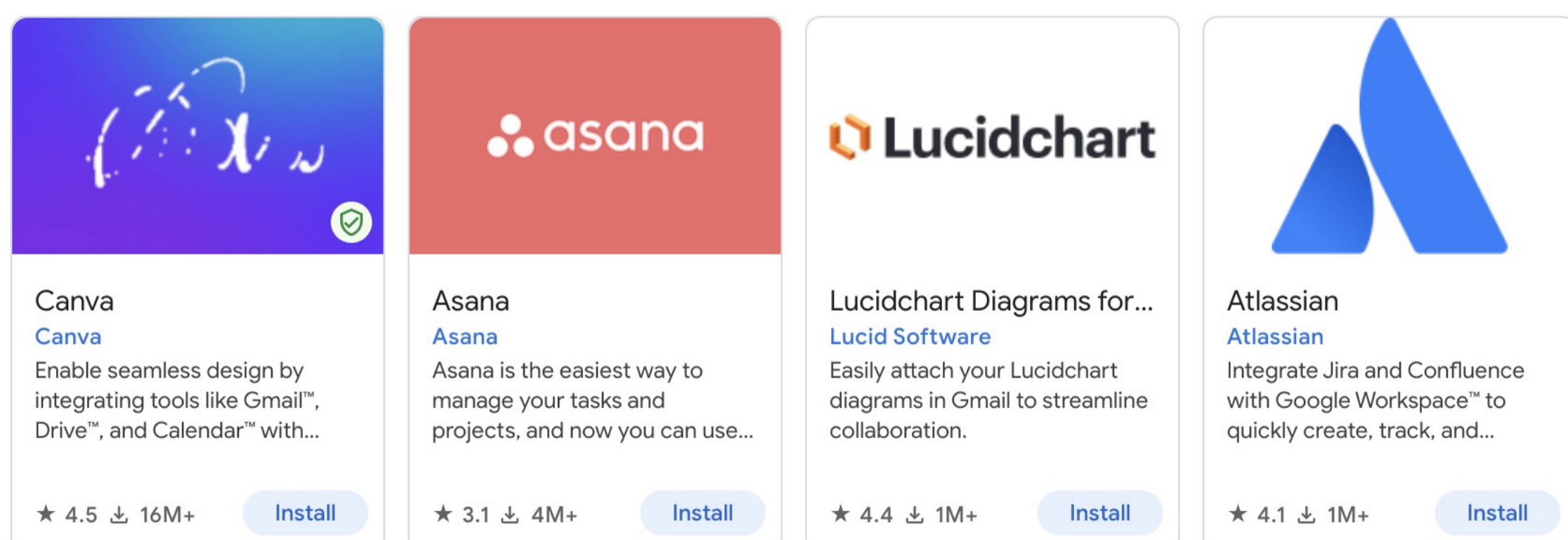
02

Creative and Personalized Responses: It can craft unique, tailored messages based on user input and tone preferences, going beyond basic grammar and style corrections.

03

Complex Task Handling: Tools like ChatGPT and Gemini working together can assist with brainstorming, drafting emails, summarizing threads, and generating ideas.

These AI tools are continuously improving, and their capabilities may have changed.



# D4

## Grammarly for Gmail: AI-Powered Third-Party Tools and Add-ons

**What it is:** An AI writing assistant that lives inside Gmail to catch errors and generate or rewrite messages in your tone.

**Why it matters:**

- Consistent tone: Keeps replies on-brand (friendly, formal, direct—your choice).
- Confidence: Polishes spelling, grammar, and punctuation automatically.

**What the AI does**

- Generative help: Draft replies, suggest subject lines, turn bullets ↔ paragraphs, and summarize long notes into a concise response.

### Tool/Add-on

Grammarly  
for Gmail

### Primary AI Function

Real-time correctness + rewrite/tone control + generative drafting



### Key Benefit for Email Productivity

Faster, clearer emails with consistent tone and fewer revisions. A better writer than Gmail.

### How to Access/Enable

Install Grammarly browser extension. Sign in and open Gmail—look for the Grammarly icon in the compose window.

# 05

## Strategic Implementation: Building Your Personalized AI-Powered Workflow

### B. Tips for Integrating New AI Features into your Daily Habits

#### Start Small

Don't try to adopt lots of AI features at once. Choose one or two that address your most pressing use cases.

#### Practice Consistently

Regular use of features like Smart Compose or daily Gemini prompts will build muscle memory and make them second nature.

#### Review and Adjust

Turn AI into a micro-ritual you do every day: Morning (10 min): Use Gemini/AI summaries on yesterday's longest thread to get current fast.

#### Stay Updated

Stay Updated: check official update notes for Gmail/ Gemini and your add-ons.

# 05

## Strategic Implementation: Building Your Personalized AI-Powered Workflow

To unlock the full value of AI, you need a deliberate approach — not just turning features on, but weaving them into how you actually work.

### A. Design Your AI Productivity System

- 1. Spot Your Bottlenecks:** Identify specific email tasks that slow you down— be it endless drafting, repetitive scheduling, or missed follow-ups.
- 2. Match AI to the Problem:** Use Smart Reply/Compose for quick drafting, or lean on Gemini's summarization and drafting tools when you're overloaded with complex threads.



# 06

## Conclusion: Why the Future of Email is AI-First

The integration of AI within Gmail and Google Workspace marks the start of a transformative era in communication. From built-in features like Smart Reply and Smart Compose to Gemini AI's powerful capabilities—summarization, intelligent drafting, and information retrieval—AI is reshaping how we handle our inboxes. Add in third-party tools such as Grammarly, and we now have an entire toolkit for writing with clarity, speed, and confidence.

But this is only the beginning. By leaning into these tools, you shift from reactive email management to a proactive, intelligent system—one that minimizes manual effort, reduces cognitive load, and frees you for higher-value work. This is exactly where we see the future going with solutions like this+that's new DoBox: AI not just assisting, but orchestrating the flow of tasks, conversations, and follow-ups.

The future of email is undeniably AI-driven. For those who embrace it early, the payoff is unprecedented efficiency, sharper decision-making, and more time for what truly matters.

# Turn inbox chaos into a DoBox.

We're building DoBox—an AI-first inbox that pulls the next actions out of your threads and organizes them as tasks so nothing slips by.

