

AI Email Manager em n8n

Guia

Completo:

Automação

Inteligente

de Emails

com

CleverXico

Inteligência

Academy

Artificial

Fevereiro

2026

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1 Introdução: A Nova Era da Gestão de Emails

A gestão de emails é uma das tarefas mais consumidoras de tempo no dia-a-dia profissional. Com a evolução da IA generativa, é agora possível automatizar grande parte deste processo.

Pré-requisitos

- Instância n8n (self-hosted ou cloud)
- Chaves API (OpenAI, Gmail, etc.)
- Conta de email configurada
- Conhecimentos básicos de n8n

O Que Vais Conseguir

No final deste guia, terás um sistema que:

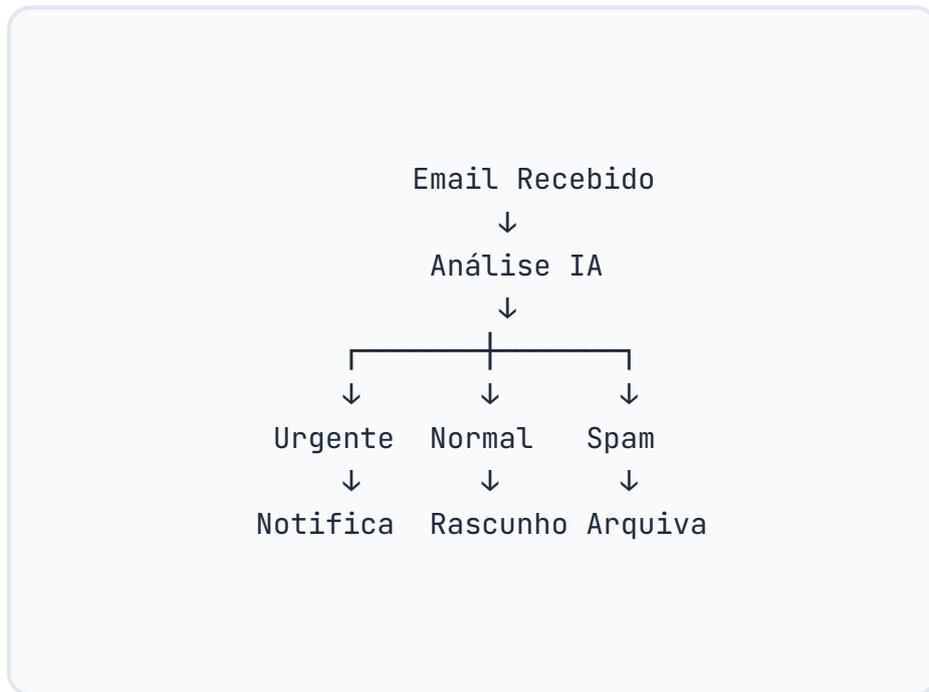
- Monitoriza emails automaticamente
- Classifica emails por prioridade e tipo
- Gera respostas inteligentes com IA
- Envia ou guarda rascunhos para revisão

2 O Que Faz o Teu Sistema de Email com IA?

Funcionalidades Core

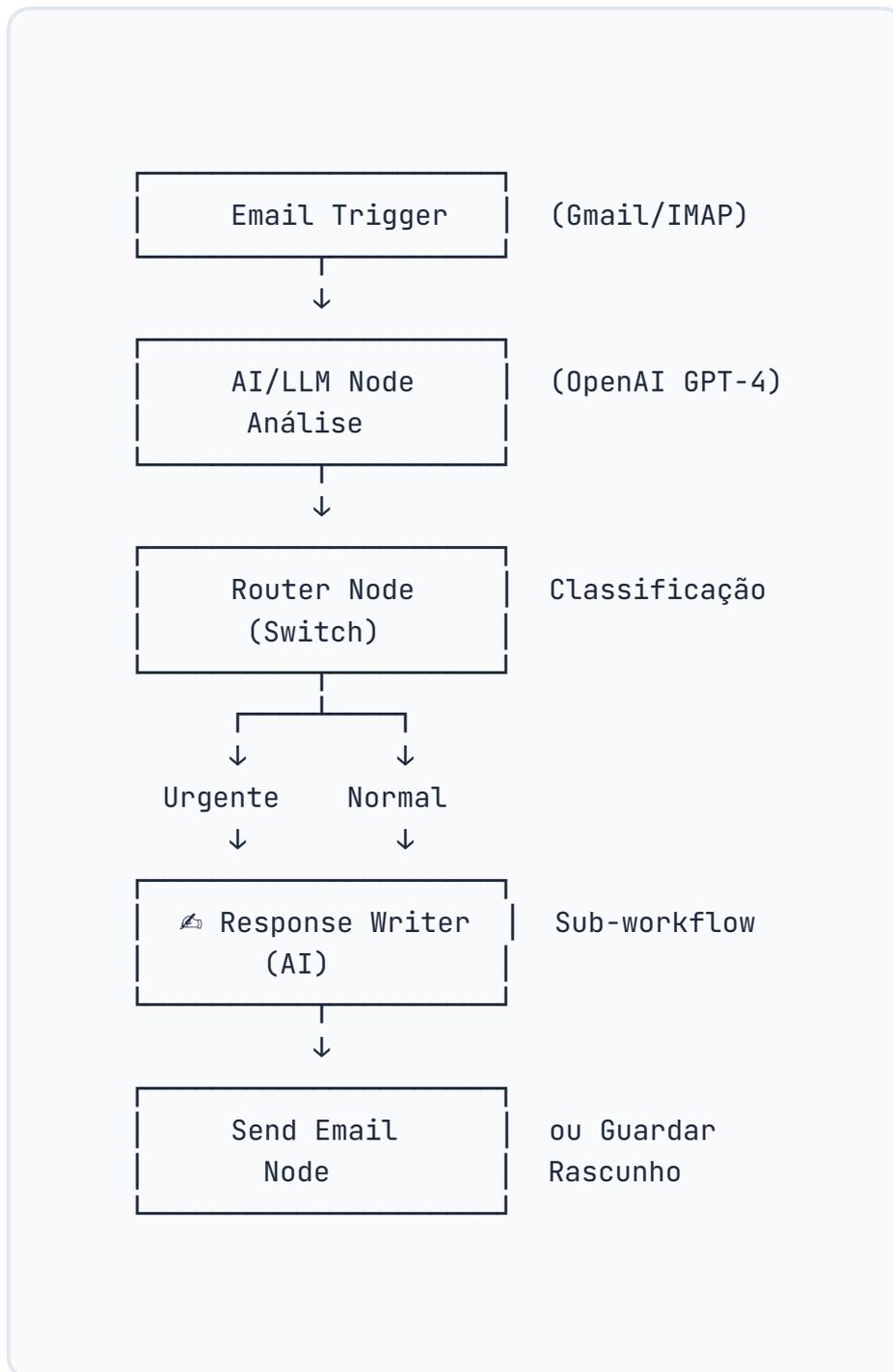
Função	Descrição
Receção	Monitoriza a caixa de entrada em tempo real
Análise	Usa LLM para compreender o contexto e intenção
Classificação	Categoriza: urgente, spam, requer resposta, etc.
 Redação	Gera respostas apropriadas ao contexto
Envio	Envia automaticamente ou aguarda aprovação

Fluxo de Decisão



③ Arquitetura: Como Tudo Funciona

Diagrama do Workflow

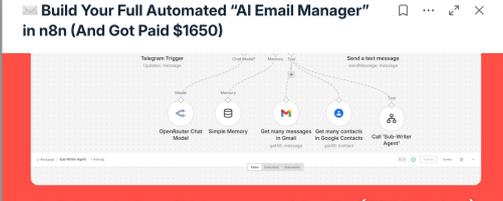


Componentes Principais

1. **Email Trigger** - Dispara quando chega novo email
2. **AI Analyzer** - Processa conteúdo com GPT-4/Claude
3. **Classification Router** - Encaminha baseado na análise
4. **Writer Sub-workflow** - Gera respostas contextuais
5. **Email Sender** - Envia ou guarda rascunhos

4 Guia Passo-a-Passo

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 - OpenAI Canvas Pro for ...
 - AI Mastery AZ Course
 - Master the Power of Au...



Build an AI Email Manager with n8n (2026 Guide)

AI Fire Moderator AI Fire's Staff Jan 27

TL;DR BOX

In 2026, managing a high-volume inbox is a real bottleneck that quietly eats your time every day, which can be solved with a custom AI email agentic system built in n8n. By combining Claude 4.5 Sonnet (for reasoning and natural writing) with the Gmail and Google Contacts APIs, you can build a system that allows you to search, summarize and draft emails directly from Telegram.

The system operates using two "brains": an Auto-Router that categorizes incoming mail 24/7 and a Telegram Assistant that acts on your natural language commands. A dedicated Writer Agent sub-workflow ensures all drafts match your specific "Voice DNA", preventing the "robotic" feel of standard AI responses. For agencies and freelancers, this represents a high-value

Key points

- Fact:** Claude 4.5 Sonnet works best for this build because its writing feels more human and its reasoning is more reliable than GPT-5.2 for long AI email workflows.
- Mistake:** Never set your AI email system to "Auto-Send". Always configure the Gmail node to "Create Draft" so you can provide the final human review before the email goes out.
- Action:** Use the "Doctor Method" when selling: don't pitch automation, pitch the pain you're removing and the time you're giving back.

Critical insight

The real value isn't the technical setup; it's the **Sub-workflow Specialization**. By isolating the "Writing" task into its own workflow with its own tone-specific system prompt, you ensure higher reliability and save on token costs for your AI email assistant.

[AI-generated Podcast: Spotify / Apple Podcasts, YouTube.](#)

I. Introduction: The "Inbox Zero" Dream

So if you are a business owner in 2026, your inbox is probably a war zone right? (cause me too). You open Gmail, see 147 unread messages and suddenly remember you have a very important meeting to attend.

But what if your inbox could manage itself? What if an AI could read your emails, categorize them, route urgent stuff to Telegram and even draft responses in your voice?

That's exactly what I built using n8n, in a way that's practical and repeatable. And for the right client, it's easily worth \$1,650.

Today, I am pulling back the curtain and showing you exactly how I did it, step by step, node by node. Whether you're looking to build this for yourself or sell it as a service.

Let's get into it.

II. What Does This AI Email System Actually Do?

It reads, categorizes, summarizes and drafts emails so you only step in at the final decision point.

Key takeaways

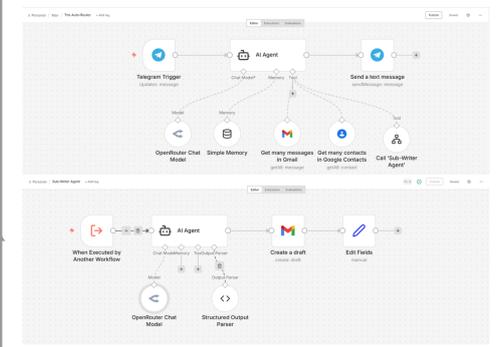
- Routes emails automatically.
- Logs activity to Google Sheets.
- Surfaces urgent messages in Telegram.
- Drafts replies in your voice.

You don't need one bot; you just need specialized assistants. Before getting into the technical setup, understanding the complete system helps clarify why each piece matters.

Most people try to build one giant AI bot to do everything. That is a mistake. The right way to think about AI email is like hiring an executive assistant who never sleeps and never forgets context.

This system has two distinct "brains" that handle different parts of the email lifecycle:

This is the flow!



- The Auto-Router (The Gatekeeper):** Monitors your inbox 24/7. It flags team emails, categorizes external ones (Sales, Finance, etc.) and logs everything into a Google Sheet.
- The Telegram Assistant (The Executive Genie):** You literally talk to your inbox via Telegram. Ask: "Show me emails from Eugene" or "Draft a reply saying I'll get back to them tomorrow". The kicker is that it writes drafts that sound **exactly like you**.

III. The Architecture: How This Thing Works

Now, let's move to the 30,000-foot view before we get into the weeds:

- You send a message in **Telegram** ("Show me emails about the Q1 budget").
- The **AI Agent** receives the message and interprets the intent.
- The **Agent** decides which tool to call based on your request.
- Tools execute specific actions:
 - Gmail Tool:** Searches the inbox with smart filters.
 - Contacts Tool:** Looks up email addresses in Google Contacts.
 - Writer Agent:** Drafts responses matching your voice.
- Results return to Telegram as formatted summaries, contact info or ready-to-send drafts.

The technology stack:

- n8n:** Visual workflow automation platform (orchestrates everything).
- Claude 4.5 Sonnet:** AI model via **OpenRouter** (powers decision-making and writing).
- Gmail API:** Reads and searches your inbox.
- Google Contacts API:** Retrieves email addresses.

Passo 1: Criar o Workflow Principal

1. Abre o n8n e cria um novo workflow
2. Dá-lhe o nome: `AI Email Manager`

Passo 2: Adicionar Email Trigger

1. Adiciona um node **Gmail Trigger** (ou **IMAP**)
2. Configura:
 - **Credential:** A tua conta Gmail
 - **Poll Time:** A cada 1 minuto
 - **Labels:** INBOX

Passo 3: Adicionar Node de Análise AI

1. Adiciona um node **OpenAI** (ou **AI Agent**)
2. Configura o prompt:

```
Analisa o seguinte email e responde em JSON:  
{  
  "priority": "high|medium|low",  
  "category": "inquiry|complaint|spam|newsletter|personal",  
  "requires_response": true|false,  
  "sentiment": "positive|neutral|negative",  
  "summary": "resumo em 1 linha",  
  "suggested_action": "responder|arquivar|encaminhar|eliminar"  
}
```

```
Email:  
Subject: {{ $json.subject }}  
From: {{ $json.from }}  
Body: {{ $json.body }}
```

Passo 4: Adicionar Router (Switch)

1. Adiciona node **Switch**
2. Configura regras:
 - **Output 1:** `{{ $json.priority }}` = "high"
 - **Output 2:** `{{ $json.requires_response }}` = true
 - **Output 3:** Fallback (outros)

Passo 5: Criar Sub-workflow Writer

1. Cria novo workflow: `Email Writer`
2. Adiciona **Workflow Input Trigger**
3. Adiciona node **OpenAI** com prompt:

```
És um assistente de email profissional.  
Escreve uma resposta ao seguinte email.
```

```
Contexto: {{ $json.context }}  
Email original: {{ $json.originalEmail }}  
Tom: profissional mas amigável
```

```
Responde apenas com o corpo do email, sem saudação inicial.
```

5 Conectar o Writer (Passo 6)

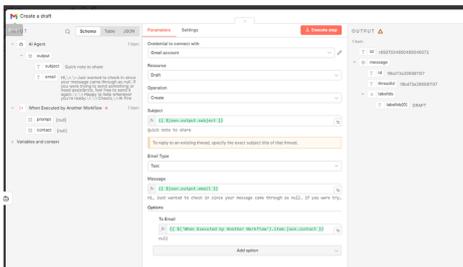
```

{
  "type": "object",
  "properties": {
    "subject": {
      "type": "string",
      "description": "The subject line of the email"
    },
    "email": {
      "type": "string",
      "description": "The body content of the email"
    }
  },
  "required": ["subject", "email"]
}

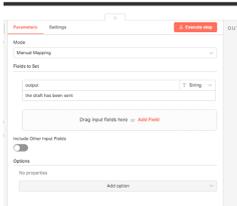
```



After that, you add a **Gmail Node** to create a draft. Just set it up like usual and make sure you utilize the contact that was sent over to you earlier by choosing the "To Email" option and adding the email contact to it. You could choose other options like: CC, BCC, send replies to or thread ID.



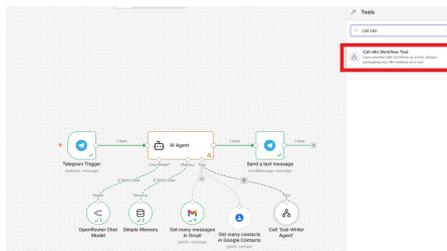
*Small node but important: **Set Node**. You're going to use this node to make the whole workflow better. Here is the setup, simple but strong.



Step 6: Connect the Writer

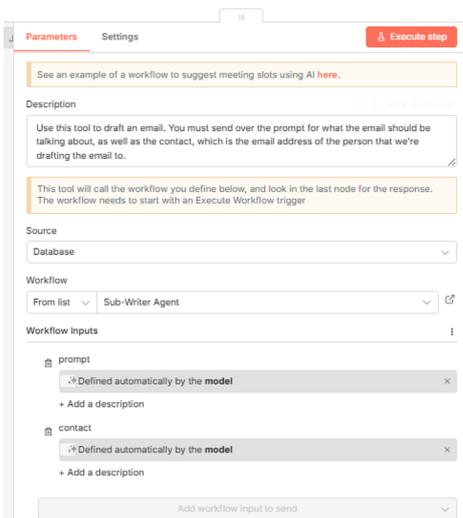
Now the main AI needs to know when and how to use the Writer.

- In your main workflow, add a **Call n8n Workflow Tool** node.



- Select your **Writer** sub-workflow from the dropdown.
- Write a clear tool description:

Use this tool to draft an email. You must send over the prompt for what the email should be talking about, as well as the contact, which is the email address of the person that we're drafting the email to.



Configurar Call n8n Workflow Tool

No workflow principal, adiciona um node **Call n8n Workflow Tool**.

Configuração:

Campo	Valor
Workflow	Seleciona "Email Writer"
Description	Ver abaixo

⚠ **Importante: A Descrição**

A descrição é crucial! O modelo AI usa-a para decidir quando invocar o Writer:

"Use this tool to draft an email. You must send into this prompt for what the email should be talking about, as well as the context, which is the email address of the person we are writing to"

Workflow Inputs

Configura os seguintes inputs:

Input	Descrição
Destination	Endereço de email do destinatário

DraftIdeas	Pontos-chave para a resposta
EmailToReplyTo	Conteúdo do email original
Context	Contexto adicional relevante

Opções de Input

- **Define automatically by the model** - Deixa o AI decidir
- **Add a description** - Melhora a precisão do modelo

⑥ Testes e Refinamento (Passo 7)

"Now you move from setup to test. This is where you test every part of the system and make sure it behaves the way a real assistant should."

Metodologia de Testes

Fase 1: Testes Simples

1. **Enviar emails de teste** com diferentes categorias:

- Email urgente de cliente
- Newsletter simples
- Spam óbvio
- Pergunta técnica

2. **Verificar classificação:**

- O email foi categorizado corretamente?
- A prioridade está certa?

Fase 2: Testes de Resposta

1. **Avaliar qualidade das respostas:**

- Tom apropriado?

- Conteúdo relevante?
- Gramática correta?

2. **Ajustar prompts** conforme necessário

Fase 3: Testes de Edge Cases

- Emails em diferentes idiomas
- Emails muito longos
- Anexos (imagens, PDFs)
- Threads de conversação

Checklist de Validação

- Trigger dispara corretamente
- Análise AI retorna JSON válido
- Router encaminha para output correto
- Writer gera respostas coerentes
- Emails são enviados/guardados corretamente

7 Implementação para Negócios

Considerações de Produção

Segurança

- Guardar API keys em credentials (nunca hardcoded)
- Usar OAuth2 para Gmail
- Limitar permissões do workflow

Escalabilidade

- Configurar rate limits para API
- Usar queue para alto volume
- Monitorizar custos da API

Manutenção

- Logs para debugging
- Alertas para erros
- Backup regular de workflows

ROI Esperado

Métrica	Antes	Depois
Tempo resposta	2-4 horas	< 5 min

Emails/dia processados	50 manual	500+ auto
Taxa de erro	5%	< 1%

Próximos Passos

1. **Personalizar** os prompts para o teu negócio
2. **Adicionar** mais categorias de classificação
3. **Integrar** com CRM (HubSpot, Salesforce)
4. **Expandir** para outros canais (WhatsApp, Chat)

Recursos Adicionais

- [Documentação n8n](#)
- [OpenAI API Reference](#)
- [n8n Community](#)

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Criado por Xico | **CleverXico Academy**

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