

▶ STARTER KIT 01 · FREE SAMPLE

# INBOX TRIAGE KIT

Wire Claude Desktop to Gmail via MCP. Classify every message into four buckets. **From install to first supervised session in 90 minutes.**

FORMAT	SETUP	PLATFORM	STANDARD
SKILL.MD + PDF	~90 MIN	CLAUDE DESKTOP + MCP	SKILL.MD V1

▶ THIS SAMPLE INCLUDES

● PAGE 2 — SKILL.MD TEMPLATE

Copy-paste ready SKILL.md file with the four-bucket taxonomy, hard exclusion rules, and MCP tool declarations. Fill the bracketed fields and drop into any SKILL.md-compatible runtime.

● PAGE 3 — 90-MIN QUICKSTART

Step-by-step install guide: find a Gmail MCP server, wire OAuth, paste the triage prompt, run your first supervised session. Includes a session-zero checklist and what's in the full \$19 kit.

Full **\$19 kit** includes annotated SKILL.md · 3 tested MCP configs · 4 prompt templates · 18-point eval checklist · cost worksheet · 8-page walkthrough [agentstack.io/products](https://agentstack.io/products)

## 01 SKILL.MD TEMPLATE — COPY AND CUSTOMISE

Paste this into a file named **SKILL.md** in your project root or agent skill directory. Replace every **[BRACKETED]** field. Lines beginning with **#** are annotations — keep or remove as needed. Compatible with any SKILL.md-compatible runtime: Claude Agent SDK, Hermes Agent, and others.

```
# _____
# SKILL: inbox-triage · Standard: agentskills.io · Compatible: Claude Agent SDK, Hermes
# _____

# METADATA name: "inbox-triage"
version: "1.0.0" # bump on every system_prompt change
description: "Four-bucket email triage: REPLY, DELEGATE, DEFER, DELETE. Human-approval loop."
author: "[YOUR NAME OR ORG]"
license: "MIT"

# TOOL REQUIREMENTS # Must match the server name you set in claude_desktop_config.json
tools:
  - name: "[YOUR_EMAIL_MCP_SERVER_NAME]"
    required_permissions:
      - list_messages
      - get_message
      - create_label
      - modify_message
    write_permissions_deferred: true # CRITICAL — do not remove in month one

# SYSTEM PROMPT — THE FOUR-BUCKET EDITORIAL LAYER system_prompt: |
You are an inbox triage assistant. For each email or thread, assign exactly one of:
REPLY, DELEGATE, DEFER, or DELETE.

Output format for each message:
- Subject: [subject line]
- From: [sender name and address]
- Bucket: [REPLY / DELEGATE / DEFER / DELETE]
- Reason: [one sentence, specific to this message]
- Suggested action: [concrete next step]

Hard exclusions — always bucket DEFER + "HUMAN REVIEW REQUIRED":
- Any message mentioning: contract, lawsuit, settlement, legal, attorney, litigation
- Financial transactions or invoices over ${YOUR_THRESHOLD}
- Emails from unknown senders with file attachments
- Messages from: [YOUR_HIGH_SENSITIVITY_DOMAINS]

Never autonomously send, delete, or move messages. Suggestions only.
Wait for explicit human confirmation before any write action.

# INVOCATION trigger_phrases:
- "triage my inbox"
- "process inbox"
- "sort emails"

# DEFAULT SCOPE — CONSERVATIVE FOR MONTH ONE default_scope:
date_range: "last_7_days"
max_messages_per_session: 50 # expand to 100 after week 2
```

## QS 90-MINUTE QUICKSTART — INSTALL TO FIRST SESSION

## 01 Install a Gmail MCP server

Go to **Smithery** ([smithery.ai](https://smithery.ai)), search "gmail", click Install — handles OAuth interactively. Or browse **MCP.so** (19,000+ servers) or the official **registry.modelcontextprotocol.io**. Note the package name.

## 02 Add server to Claude Desktop config

Edit `~/Library/Application Support/Claude/claude_desktop_config.json`. Add a **mcpServers** entry with the package name and your Google OAuth credentials. Restart Claude Desktop — the MCP indicator should show green.

## 03 Set up Google OAuth

**Google Cloud Console** → **APIs & Services** → **Credentials** → **Create OAuth 2.0 Client ID** (Desktop App). Enable Gmail API. Set scope to `https://mail.google.com/` — not `gmail.readonly` (`readonly` blocks labelling).

## 04 Drop in the SKILL.md (see page 2)

Copy the SKILL.md template from page 2. Fill every **[BRACKETED]** field: MCP server name, financial threshold, high-sensitivity domains. Extend the hard exclusions list before first run.

## 05 Run your first supervised session

In Claude Desktop: **"Triage my inbox for the last 7 days."** Review every suggestion. No write actions on DEFER items. Month one = suggestion mode only.

## CK SESSION-ZERO CHECKLIST

- MCP indicator is green** in Claude Desktop
- OAuth scope includes full Gmail access** — not readonly
- SKILL.md exclusion list reviewed** — at least one legal term + financial threshold added
- Date scope set to 7 days** — not "all mail" for the first run
- Suggestion-only mode confirmed** — no write actions execute without your approval

## NX WHAT'S IN THE FULL \$19 KIT

## ▶ ANNOTATED SKILL.MD

Every field explained with decision notes, not just syntax. Covers edge cases for legal, financial, and delegated inboxes.

## ▶ MCP CONFIG EXAMPLES (3 PATHS)

Smithery hosted, self-hosted npx, Docker. Each with exact config snippet and troubleshooting notes for the 3 most common failures.

## ▶ 4 SYSTEM-PROMPT TEMPLATES

Solo operator, EA delegation, team shared inbox, legal-heavy inbox. Each pre-tuned with inbox-appropriate exclusion lists.

## ▶ 18-POINT EVALUATION CHECKLIST

Run after every session for the first two weeks. Precision, recall, exclusion coverage, false-positive rate — with concrete fixes for each failure.

## ▶ COST-ESTIMATION WORKSHEET

Token budget calculator for 100, 500, and 2,000 msg/week inboxes at current Claude pricing. Includes ROI formula vs. time saved.

## ▶ 8-PAGE PDF WALKTHROUGH

Full build narrative with failure mode deep-dives and a 30-day progression plan. Dark (screen) + light (print) variants included.

## ▶ GET THE COMPLETE KIT

# The Inbox Triage Kit

Single kit · one-time purchase · instant download

# \$19

ONE-TIME · NO SUBSCRIPTION

[agentstack.io/products](https://agentstack.io/products)