

Gmail AI Inbox checklist: setup steps + 15 questions to ask Gmail Live

A one-page setup checklist for Gmail's AI Inbox on Google Workspace, the limits to remember, and 15 questions a small business can ask its inbox out loud with Gmail Live.

WHAT THIS ADDS

Print this, tick the boxes, and keep it by the laptop for the first week while AI Inbox learns your mail.

Setup checklist

- ☐ Gmail → Settings (gear) → See all settings → General: **Smart features in Google Workspace** is ON.
- ☐ Same page: **Smart features in other Google products** is ON.
- ☐ Settings → See all settings → **Inbox** tab → tick **Show AI Inbox** → Save changes.
- ☐ Click **AI Inbox** in the left panel, then **Refresh** at the top.
- ☐ Language is **English (US)** and you are in the US (the only region for now).
- ☐ Important senders (clients, suppliers, your accountant) land in the **Primary** tab, not Promotions or Updates. Drag one email to Primary and choose Yes when Gmail asks.
- ☐ Give it time: setup can take a few hours and the first to-dos can take up to 7 days.
- ☐ Not showing at all? Rapid Release domains started Oct 12, Scheduled Release domains start Oct 26, and it can take up to 15 days. Starter and Education editions come later.

Daily routine (10 minutes)

1. Open AI Inbox and click Refresh.
2. Suggested to-dos: do it, **Mark done**, or More options → **Remove to-do** if it is wrong.
3. Topics to catch up on: read the summary, open the thread if a decision changed, then **Mark all as read**.
4. Click **View all** at the bottom once a week to see what it held back.
5. Open the source email before you promise any date to a client.

What it will not see

- Anything outside the Primary tab.

- Spam and emails you archived, deleted, muted or snoozed.
- Attachments, delegated inboxes and encrypted emails.

15 questions to ask Gmail Live

Open the Gmail app on your phone, tap **Live** in the search bar, allow the microphone, and ask. Every answer comes with a source card that opens the emails it used.

1. What is the order status for [supplier name]?
2. Did [client name] confirm the appointment for Thursday?
3. Has the deposit from [client name] come in?
4. What time is the site visit tomorrow and what is the address?
5. Show me the latest update from [person].
6. Which invoices did I send this week?
7. What did [client name] say about the colour change?
8. When is the [permit / licence / insurance] renewal due?
9. Is there anything from [supplier] about a delivery delay?
10. What is the tracking number for the [item] order?
11. Did anyone reply to the quote I sent on Monday?
12. What gate is my flight leaving from tomorrow?
13. When is my next mandatory training due?
14. What was the final price on the [project] estimate?
15. Which emails mention [venue / event name]?

Gmail Live is US English only for now, on the Gmail app for Android and iOS. Tap **End** to leave a session, or **Mute** to pause the microphone.

DO THIS

In Gmail, make sure smart features are on, then Settings → See all settings → Inbox → tick Show AI Inbox. Click AI Inbox in the left panel and Refresh. Give it up to 7 days, keep client mail in the Primary tab, and check it once a morning. On your phone, tap Live in the Gmail search bar to ask your inbox a question out loud.

What Fynl.io is

One portal a small business runs itself on, instead of five subscriptions that do not talk to each other.

- A CRM and pipeline that shows every lead and where it stopped
- A calendar clients can book straight into
- Quotes, contracts and invoices, with deposits taken up front

- A website and form builder, so the enquiry lands in the same place
- Your Gmail connected, so the whole thread sits on the contact
- Automations for the follow-up you keep forgetting to send

The AI runs on **your own Claude or ChatGPT API key** — no markup on it. No SMS or phone calls yet. \$49/month per business, \$149 Agency, and we move your contacts over for you.

Fynl.io keeps your clients, calendar, quotes, invoices and email in one portal, so the to-do Gmail spots (send that quote, approve that invoice) is one click away from the client record it belongs to. The AI inside Fynl runs on your own Claude or ChatGPT API key, with no markup.

Sources

- Google Workspace Updates: Gmail's AI Inbox is rolling out to paid Workspace users (October 15, 2026) — <https://workspaceupdates.googleblog.com/2026/10/gmails-ai-inbox-is-rolling-out-to-paid-Workspace-users.html>
- Google Workspace Updates: Gmail Live is rolling out to paid Workspace users (October 15, 2026) — <https://workspaceupdates.googleblog.com/2026/10/gmail-live-is-rolling-out-to-paid-Workspace-users.html>
- Gmail Help: Manage to-dos & topics with AI Inbox — <https://support.google.com/mail/answer/16845247>
- Gmail Help: Talk naturally with Gmail Live — <https://support.google.com/mail/answer/17085010>