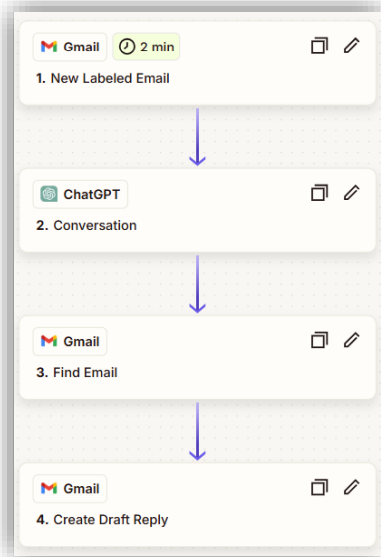
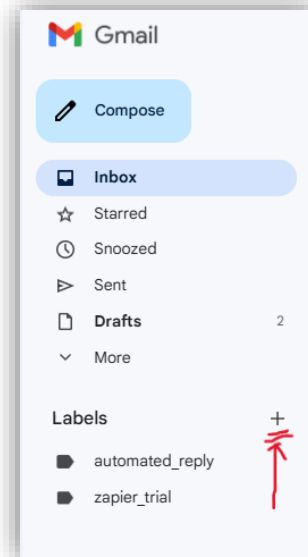


# Zapier Automated Email Reply Draft Creation (Walkthrough)

The automated workflow will trigger when an email is labeled in the user's Gmail account. To avoid confusion, you should make a label in your Gmail account for different category of email.



*Zap automated workflow*



*Create label for the email category you will be using*

## First Action Details:

In the first action, Gmail is the primary application used. Below are the details:

The screenshot shows the configuration screen for the first action '1. New Labeled Email'. It has tabs for 'Setup', 'Configure', and 'Test', all with green checkmarks. Under 'App', 'Gmail' is selected. Under 'Trigger event', 'New Labeled Email' is selected. Under 'Account', 'Gmail kyle@gamutmarketing.io' is selected. A 'Continue' button is at the bottom.

This section chooses what primary application will be used in this action

This section chooses what trigger event to watch within the application for the Zap to be executed

This section will let you select in what Gmail account you will be using

1. New Labeled Email

Setup > Configure > Test

Label or mailbox \*

automated\_reply

Continue

This section chooses what label will be the system watching for

1. New Labeled Email

Setup > Configure > Test

We found records in your Gmail account. We will load up to 3 most recent records, that have not appeared previously. [Learn more about test records](#)

Search

Find new records

Labeled Email C  
original record pulled on Nov 25, 2024

Labeled Email B  
original record pulled on Nov 25, 2024

Labeled Email A  
original record pulled on Nov 25, 2024

Continue with selected record

The "Test" tab is used for testing the action in you Zap. Usually for Gmail, they will show you the 3 most recent records for you to test on

This button will let you find new record in you Google sheet if there are any updates. You can then choose what record below you want to test your action with.

This displays the current records inside your Google sheet. Select any record for you to test.

## Second Action Details:

In the second action, ChatGPT is the primary application used. Below are the details.

The screenshot shows the '2. Conversation' configuration window in Zapier. At the top, there are three tabs: 'Setup' (checked), 'Configure' (checked), and 'Test' (checked). Below the tabs, the 'App' section has a dropdown menu set to 'ChatGPT' with a 'Change' button next to it. The 'Action event' section has a dropdown menu set to 'Conversation' with a refresh icon. The 'Account' section shows 'ChatGPT marc@gamutmarketing.io' with a 'Change' button and a menu icon. Below these sections, there is a small text block stating: 'ChatGPT is a secure partner with Zapier. [Your credentials are encrypted and can be removed at any time.](#) You can [manage all of your connected accounts here.](#)'. At the bottom, there is a large blue 'Continue' button.

This section chooses what primary application will be used in this action

This section chooses what action event to do within the application after the trigger event from the previous action

This section will let you select in what ChatGPT account you will be using

The screenshot shows the '2. Conversation' configuration window in Zapier, specifically the 'Configure' tab. The 'User Message' section contains a text area with a prompt: 'Based off the subject line of this email: ( 1. Subject: AI Automation Inquiry ) and based off the body of this email: ( 1. Body Plain: Hello, I have a question about your product. Can you help me with that? )'. Below the text area, there is a small text block: 'Generate a business tone response by giving information and answering questions included from the body of the email sent by the individual. Response should only have a maximum of 4 sentences.' The 'Model' section has a dropdown menu set to 'gpt-4o-mini'. The 'Memory Key' section has a dropdown menu set to '1. Subject: AI Automation Inquiry'. The 'Image' section has a text input field with the placeholder 'Enter text or insert data...'. At the bottom, there is a large blue 'Continue' button.

This section, you will make a prompt to ChatGPT. You can click the "+" button to use dynamic data. After clicking, it will display the options you can choose. In this case, the "Subject" & "Body Plain" variable from the first action were used to create some of the prompt's content.

This section will let you select what AI model you want to use

If provided, this unique value will allow the assistant to continue a conversation from previous messages. Use something that won't change over the course of a conversation (like a user's email address). If blank, the assistant will not remember this conversation going forward.

You can leave the other field in the “Configure” tab as is.

The “Test” tab is used for testing the action in you Zap. You can try it and then if it is working properly, you can “Publish” it so it can be used in real world applications. The “Data in” will show the parameters you’ve set up in the “Configure” tab, while the “Data out” will show you the ChatGPT response and other data and details for the outgoing action.

### Third Action Details:

In the third action, Gmail is again the primary application used. During this action, the system is actually finding the email in which we will create a reply or at least make a draft on. Below are the details.

The first screenshot shows the 'Setup' tab of the 'Find Email' action. It includes fields for 'App' (Gmail), 'Action event' (Find Email), and 'Account' (Gmail kyle@gamutmarketing.io). Arrows point from these sections to three text boxes on the right:

- This section chooses what primary application will be used in this action
- This section chooses what action event to do within the application after the action from the previous action is
- This section will let you select in what Gmail account you will be using

The second screenshot shows the 'Configure' tab. It features a 'Search String' field with the example '1. Subject: AI Automation Inquiry'. An arrow points from this field to a text box:

- Use words or symbols as search operators to filter search results. For example, from: Kyle or subject: AI Automation Inquiry.

The third screenshot shows the 'Data in' and 'Data out' tabs. The 'Data in' tab displays a list of data fields including 'ID', 'Zap Search Was Found Status', and 'raw'. The 'Data out' tab shows the resulting JSON data structure with fields like 'Raw Id', 'Raw Thread Id', and 'Raw Label Ids'. An arrow points from the 'Data in' tab to the following text:

The “Test” tab is used for testing the action in you Zap. You need to take note about the “ID” since we will be using this parameter for the next action.

## Fourth Action Details:

In the fourth action, Gmail is still the primary application used. During this action, the system creates a draft message to answer the email. Below are the details.

The image displays three screenshots of the Zapier '4. Create Draft Reply' action configuration interface, with arrows pointing to explanatory text boxes.

**Top Screenshot:** Shows the 'Setup' tab. The 'App' is set to 'Gmail'. The 'Action event' is 'Create Draft Reply'. The 'Account' is 'Gmail kyle@gamutmarketing.io'. A green arrow points from the 'App' section to the text: 'This section chooses what primary application will be used in this action'. Another green arrow points from the 'Action event' section to the text: 'This section chooses what action event to do within the application after the action from the previous action is executed'. A third green arrow points from the 'Account' section to the text: 'This section will let you select in what Gmail account you will be using'.

**Middle Screenshot:** Shows the 'Configure' tab. It includes a 'Thread' section with '3. ID: 193642890baef016'. A green arrow points from this section to the text: 'Select the Message ID where you want to direct your draft to. This can be found in the "Data out" section in the previous action'. Below this is the 'To' section with '1. From Email: kyleclarenzlim@gmail.com'. A green arrow points from this section to the text: 'This section will let you select what email you will be replying to'.

**Bottom Screenshot:** Shows the 'From' section with 'kyle@gamutmarketing.io'. A green arrow points from this section to the text: 'Select the email you will be replying from. Default sender is your primary email address'. Below this is the 'Body' section with '2. Reply: Subject: Re: AI..., [Your Name]'. A green arrow points from this section to the text: 'The body of your message. In this case, we get it from ChatGPT's response in action 2.'.