**Auto Categorise Outlook Emails with AI.txt**

What does this do?

* **Manual Trigger Start:**  
  You start the workflow manually (by clicking “Test workflow”), which kicks off the whole process.
* **Email Categorization Overview:**  
  The workflow is designed to automatically categorize incoming Outlook emails using AI. It sorts emails into specific categories like junk, receipt, SaaS, community, action, or business.
* **Email Processing and Sanitization:**  
  It retrieves emails from Outlook that haven’t been flagged or already categorized, cleans up the email content by converting HTML to Markdown, and removes unnecessary formatting so the text is easier for the AI to understand.
* **Setting Up Email Metadata:**  
  A “set” node extracts key email details (like subject, sender, and body) and assigns a placeholder for the allowed categories. This ensures that the AI knows which category options are available.
* **AI Categorization:**  
  An AI agent (using the Ollama Chat Model with the Qwen2.5:14b model) takes the sanitized email text wrapped in special <email> tags. It then returns a valid JSON response that categorizes the email (including a primary category and an optional subcategory) along with a brief explanation.
* **Routing Based on Categories:**  
  A switch node checks the AI output and routes the email accordingly:
  + **Update Operations:** Several Microsoft Outlook nodes update the email’s categories, ensuring the final result is properly capitalized.
  + **Folder Movement:** Depending on the category, the email may be moved to a designated folder (like “Actioned”, “Receipt”, “Community”, etc.).
* **Looping and Merging:**  
  The workflow loops over each email item and merges outputs from different operations. It even has catch error nodes to handle any issues gracefully.
* **Additional Filters:**  
  There are extra filters to ensure that emails which are already marked as read or have specific flags aren’t processed again.