Gemini in Gmail: summarize a thread, ask what's owed, draft and refine the reply

Gemini works inside the email you have open. The loop: summarize, ask, draft, refine, check. The cleaning company and its client in the lesson are made up.

Catch up and ask

Summarize this email
Under the subject line. Gives an **AI Overview** of the whole thread.

Ask Gemini
The spark icon at the top right opens a side panel for questions about the open email.

Good question
"What does [NAME] still need from me, and by when?"

Draft with Help me write

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Confirm the new schedule for [NAME]: [DAYS AND TIMES], starting [DATE]. Confirm [ITEM] is [PRICE]. Keep it friendly and short.
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Click Reply, then Describe your message. The more specific you are, the less you fix later.

Refine the draft

- The bar now says **Describe your change**: "Add that [DETAIL], and that [DETAIL]."
- **Polish** (the magic wand) smooths the wording.
- The three dots hold **Formalize**, **Friendly** and **Shorten**.
- **Undo** and **Redo** flip between versions until you pick one.

Before you send

1. Check names, dates and prices against the thread.
2. Take out any promise you didn't decide.
3. Leave out private details the reply doesn't need, then click **Send**.

Remember: Gemini can make mistakes, and it's your name at the bottom: check every name, date and price before you send.

Practice it free: Gemini in Gmail: Summarize a Thread and Draft the Reply at learn.ynteractive.com/modules/gemini-gmail. This sheet: learn.ynteractive.com/content/cheat-sheets/gemini-gmail. Businesses in the lesson examples are made up. By Robert Breen, October 20, 2026.