

Your inbox: a to-do list and a Friday industry digest

Every new email sorted: the work that is yours becomes a to-do, the industry news gets saved and summarized, and every Friday one email brings both back.

What it does					
1. Arrive A new email in Outlook. Checked every 5 minutes	2. Filter Senders you list never reach the AI. Attachments are never opened	3. Sort MY JOB, INDUSTRY REPORT or OTHER. One call per email	4. Store MY JOB → a row on <i>To-Do</i> . INDUSTRY REPORT → a row on <i>Industry Log</i>	5. Digest Friday 7am: the week's reports grouped by theme	6. Deliver One email, to you only, with your open to-dos on top

Your job, and the peripheral data	What it reads, and what it never does
MY JOB is anything someone needs from you: a customer request, a deadline, an order, a decision. It becomes one line on your to-do sheet with who sent it, the due date if the email gives one, and a link back to the email. INDUSTRY REPORT is the peripheral data: the newsletters and reports about your market that matter but are not actionable today. Each one is saved with a two-sentence summary and tags, so on Friday you read the week in five minutes.	The AI sees the sender, the subject and the first 6,000 characters of the body. Any address or domain you put in <code>neverSendToAI</code> is skipped before the AI step: no AI, no row. It never moves, labels, deletes or answers your mail, and it never opens an attachment. The only email it sends is the Friday digest, to you. The data lives in an Excel workbook in your own OneDrive.

What you'll see
On the To-Do sheet: 2026-10-03 · <i>Send updated price list and minimum order quantities</i> · Sam Lee · due 2026-10-08 · Open. On the Industry Log: <i>deal or merger, customer program</i> · "Two regional distributors merge and plan volume discounts for smaller customers. Expect pricing pressure from the combined company." (sample) Friday 7am: "Friday digest: 6 industry reports, 9 open to-dos". To-dos first, soonest due date on top; then each theme with a line on what it adds up to; then up to three things worth acting on.

Set it up (about 20 minutes)

- 1** Import the file.
In n8n: Workflows → Create Workflow → the ... menu, top right → Import from File → pick the `.json`.
- 2** Make the workbook.
In OneDrive: New → Excel workbook, name it `Inbox Desk`. Two sheets, headers in row 1, spelled exactly:
To-Do: Added, Task, From, Subject, Due, Link, Status
Industry Log: Date, Source, Company, Tags, Summary, Subject, Link
- 3** Fill in Config (top row).
aboutMe, **myJob** (the line that matters most), **industryTopics**, **themes** (the tags your digest groups by), **myAddress**.
Put any bank, HR or legal senders in **neverSendToAI**. Then **Digest Config** (bottom row): your name and **sendTo**.
- 4** Connect Outlook.
Microsoft Outlook OAuth2 on **New Email** and **Email Me the Digest**, same account. If Microsoft asks for admin approval, send your IT admin one line: "Please grant admin consent for the n8n app; it reads my own mailbox and sends only to me."
- 5** Connect Excel.
Microsoft Excel OAuth2 on the four Excel nodes. In each, pick the `Inbox Desk` workbook, then the sheet: **Add to To-Do Sheet** and **Read To-Do List** → To-Do; **Add to Industry Log** and **Read Industry Log** → Industry Log.
- 6** Connect Claude.
Open each **Claude** node → Credential → Anthropic → paste your key. Make the key in the **Default Workspace**, not at Organization level.
- 7** Run it once on the samples.
Click **Execute workflow**. Three sample emails are built in: a buyer request, an industry newsletter, a shipping notice. One row should land on each sheet; the notice, nowhere. Then click play on **Friday 7am** and read your digest.
- 8** Turn it on.
Flip **Active**. For the first week, every wrong sort is a sentence to add to **myJob** or **industryTopics**. Then delete the sample rows.

If it breaks

No rows appear in Excel	A header in row 1 is spelled differently, or a node points at the wrong sheet. Names must match exactly.
Outlook reads mail but the digest won't send (403)	Your Microsoft 365 tenant wants admin approval. Send the one line in step 4, then reconnect Outlook.
Too much lands in OTHER	myJob is too vague. Name the people and the kinds of request that are yours.
Ran the samples twice; nothing happened	By design: it remembers every email it has handled, so nothing is logged twice.
"Not scoped to a workspace"	The Anthropic key was made at Organization level. Make one in Default Workspace.