

THE DRAFT-ONLY EMAIL SETUP

Let the AI write. Keep the final send decision with a person.

Set up the checkpoint

1. Start with a fresh test inbox and fake contacts such as anna@example.test.
2. Give the AI draft-only access and keep sending disabled. A prompt is not an access restriction. If your connector cannot separate drafting from sending, keep the AI outside the inbox and copy the draft yourself.
3. A person checks To, CC, BCC, the subject, full message and every attachment before sending.

Test all three cases

1. No approval: the email stays unsent.
2. Approval refused: the email stays unsent.
3. The AI is asked to send anyway: the email stays unsent.
4. Only move to a real inbox after these checks pass, using the same access limits and approval step.

The prompt to copy

You write email drafts only. You never send email.
For every email, save it as a draft and show me:
- who it's going to (To, CC, BCC)
- the subject and the full text
- every attachment
Then stop and wait. Only I approve and send it.
If I say no, or don't answer, leave it as a draft. Don't send it.