

Everyone is a Product Manager: Session 4 Optional Prework

BYOB – Build Your Own Bot

"Missed Messages" Bot. Building this is optional, it will help you follow along in class better.

1. Download the Claude desktop app: claude.com/download (Pro plan needed, \$20/mo)
2. Open the app, click the Cowork tab
3. Through the "Customize" button, connect your email: Settings > Connectors > Gmail or Outlook

(If Outlook won't connect, in the below prompt add "Use Claude in Chrome to check inbox through the browser")

4. Click Cowork tab and then New Task
6. Copy and paste this prompt (enable opus 4.6 model):

"Missed Messages. Scan my email from the last 24 hours. Find messages I haven't replied to that need a response. For each one: who it's from, subject, one-line summary, urgency (high/medium/low). Save as a PDF. Do this once now and then going forward everynight at 9pm."

6. Customize it however you want. Different format, different tone, ignore newsletters, whatever.

That's it. You just built a bot.

We will build this in class and rapidly build additional bots.