

# Superhuman AI: 2026 Checklist

Superhuman Mail customers who fully enable AI **save 37% more time, respond 2\* faster, and handle 2\* more emails**. Even better: many of these features are truly set and forget — turn them on once, and Mail will keep working for you automatically.

Follow this quick setup guide to get the most from Superhuman AI:

## 1. Turn on Superhuman AI

Once enabled, Superhuman AI works quietly in the background across your entire inbox.

Click **Settings** → **Activate Superhuman AI**

## 2. Set up your AI profile

Set this once, and Superhuman will draft every email in your voice with the right context:

Click **Settings** → **Write with AI**

- Job title
- Company name
- Company description
- Preferred greeting & sign-off

## 3. Enable Auto Reminders

You'll never miss a follow-up — even if you've been away for months.

Click **Settings** → **Reminders**

- Default reminder date & time
- All messages that need a follow-up
- All messages with an external recipient

## 4. Create Auto Labels

Every incoming email will be automatically categorized.

Click **Settings** → **Auto Label Library**

Set your labeling rules once:

- Explore built-in Auto Labels or build your own

## 5. Enable Auto Archive

Auto-archive conversations by Auto Label, sender, or domain.

Click **Settings** → **Auto Archive**

## 6. Try Instant Event

Superhuman instantly extracts event details and creates a clean calendar preview, no setup required.

- Open an email then hit B

## 7. Expand Auto Summaries

One-line summaries appear below the subject line, perfect for catching up fast after time away.

- Hit **i** to expand for more detail in bullet points

## 8. Draft & edit emails with Write with AI

The more context and keywords you include, the more specific the drafted message will be.

- Hit **Cmd+J** (Mac) / **Ctrl+J** (Windows) or click the **ai** button at the bottom of a draft
- Type in a prompt to draft or edit your message
- Choose from the editing options

## 9. Personalize Autocorrect

Customize **Settings** → **Autocorrect**

- Toggle on Use Autocorrect
- Select any of the languages that apply to you

## 10. Try Instant Reply

Click **Settings** → **Autocorrect**

We show three draft replies at the bottom of the latest message.

- Open an email you haven't replied to
- Hit **Tab** to cycle and preview each response
- To insert the reply, hit **Enter** (Reply All), **R** (Reply) or **F** (Forward)