



Gemini and Google apps

Gmail, Calendar, Drive and scheduled actions: the assistant that knows
your work

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How to use this handout

This handout gathers, in written and ordered form, everything covered in the lesson. You do not need to memorise it: it is there so you can find things again calmly, later, when the lesson is over and a question is left hanging.

GOAL

Connect Gemini to Google apps knowingly, call them with the at sign, schedule repeated actions and know which privacy risks to keep under control.

What you will be able to do

- Switch connected apps on and off from the Connected apps page.
- Call an app in a request with the at sign (@).
- Create a scheduled action and read its result.
- Decide sensibly which apps to connect and which not.

1. The keys to some rooms

Until now Gemini knew only what you wrote. With connected apps it can look into your things, but only if you give it the keys.

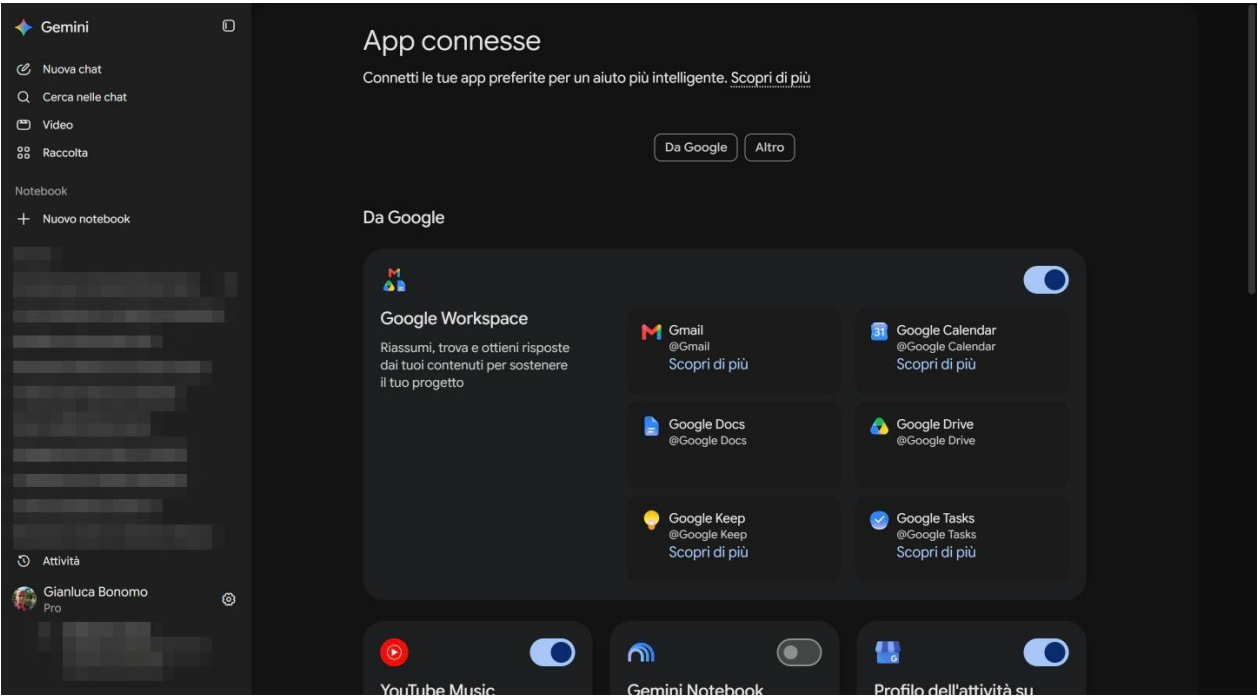
Imagine a new assistant in your home. At first it does not know where things are and asks you everything. If you give it the key to the study, it finds the quote by itself. If you give it the key to the bedroom, it sees things it does not need. **Connected apps** work like this: each app is a room, and **you decide which ones to open**.

THE IDEA IN ONE LINE

The more apps you connect, the more useful Gemini is and the more data it can see.
Connect only the ones your work really needs.

2. The Connected apps page

From the settings menu (the cog) choose **App connesse** (Connected apps). At the top the page says: «Connect your favourite apps for smarter help», and it has two tabs, **Da Google** (From Google) and **Altro** (Other).



The Connected apps page: Google Workspace with six apps, and other integrations below. Interface in Italian.

The first card is **Google Workspace**, with a single switch and the description «Summarise, find and get answers from your content to support your project». Inside there are six apps, each with its own name to call it by.

App	How to call it	What it can do for you
Gmail	@Gmail	Search and summarise your emails.
Google Calendar	@Google Calendar	Read your appointments and free days.
Google Docs	@Google Docs	Read and summarise your documents.
Google Drive	@Google Drive	Search your files and take their content.
Google Keep	@Google Keep	Read your notes.
Google Tasks	@Google Tasks	Read and manage your tasks.

The six Google Workspace apps and the name to call them by (as shown on 7 October 2026).

Further down you find other integrations, for example **YouTube Music** and **Gemini Notebook**, each with its own switch. On my account, that day, YouTube Music was on and Gemini Notebook off: see how much it matters to check in person.

3. How to use them: the at sign

In the text of a request write **@** followed by the app name. Gemini understands it must look there. Here are four examples designed for someone building a pond. **I did not run**

them on my emails and calendar, so as not to show personal data: try them on your own account.

1. «**@Gmail** find the nursery's email with the quote for the EPDM liner and tell me the figure and the expiry date.»
2. «**@Google Calendar** tell me on which afternoons of the next two weekends I am free to dig.»
3. «**@Google Drive** summarise the file *Pond quote* in five lines.»
4. «**@Google Tasks** add the task *Order the bedding sand* for Friday.»

FOR ACTIONS, ASK FOR CONFIRMATION

Reading is one thing, **writing** is another (creating an event, adding a task, sending an email). Before a write, ask: «Tell me what you will do and wait for my yes». Then check the result in the app. Gemini can get a date, a time or a recipient wrong.

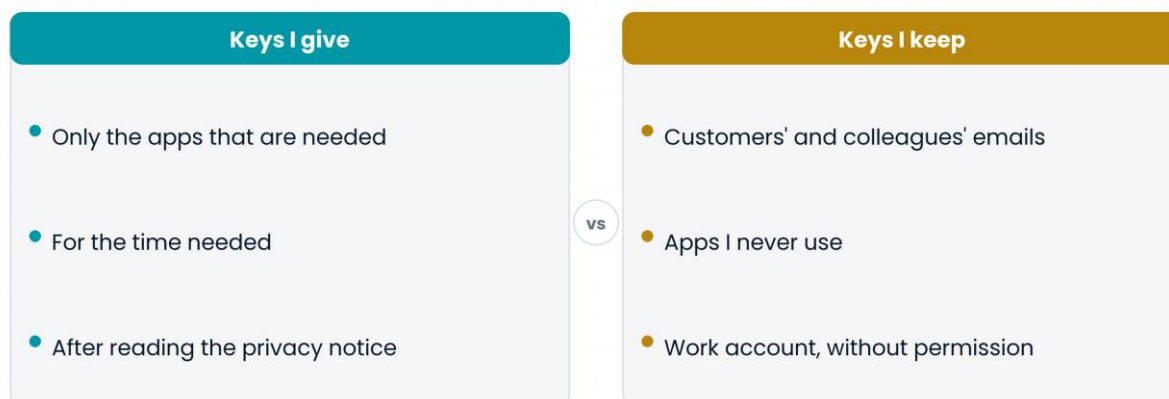
And remember the fourth step of the method from lesson 3: for important data (figures, deadlines) **verify in the original app**.

4. Privacy: what to connect and what not

With a good habit you risk little. Before turning a switch on, ask yourself these questions.

- **Do I really need it?** If you never use Keep, leave that key off.
- **What is inside?** A Gmail box full of customers' and colleagues' emails is a very delicate room.
- **Work account?** If you use Google Workspace, rules and permissions are decided by the administrator: ask first.
- **Can I take the key back?** Yes, at any time, with the switch. To see what has been done, check the **Attività** (Activity) page.

Keys given and keys kept



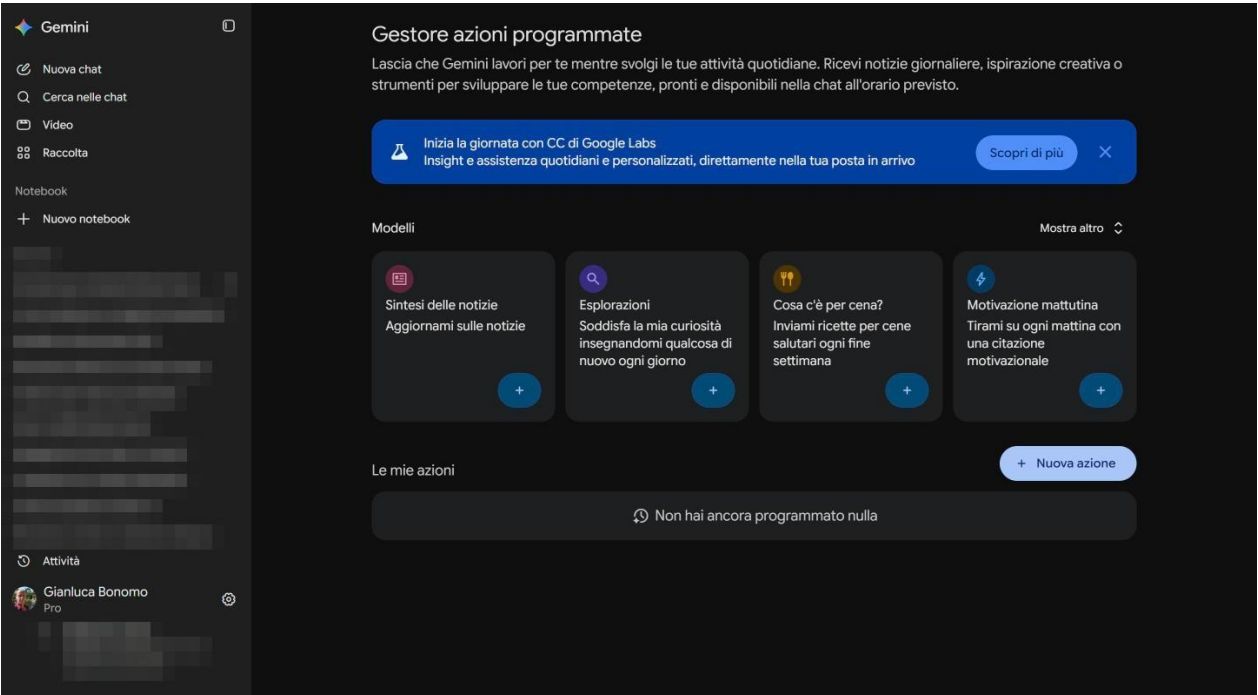
Which rooms you open to Gemini

MY RULE

I connect an app only when I have a precise task to entrust to it, and I switch it off when I have finished. Better a key given for an hour than forgotten for a year.

5. Scheduled actions

So far Gemini has answered when you asked. With **scheduled actions** it works even when you are not there: you set a task and a time, and the result waits for you in the chat. It is like an alarm clock, but instead of a sound you find an answer.



The Scheduled actions manager: ready examples and the list of your actions.

From the settings menu choose **Azioni programmate** (Scheduled actions). The page explains that you can receive «daily news, creative inspiration or tools to develop your skills», ready in the chat at the scheduled time. Below there are ready-made templates, each with a + button.

Template	What it does
News summary	«Keep me updated on the news.»
Explorations	«Satisfy my curiosity by teaching me something new every day.»
What is for dinner?	«Send me healthy dinner recipes every weekend.»
Morning motivation	«Lift me up every morning with a motivational quote.»

The scheduled action templates visible on 7 October 2026 (translated).

To create your own click **Nuova azione** (New action) and describe what you want and when. In the **Le mie azioni** (My actions) section all the active ones will appear; on my account, that day, it said «You have not scheduled anything yet». An idea for someone with a pond: **«Every Saturday morning remind me of the seasonal jobs for the pond and check the weather in my area.»**

DO NOT SCHEDULE TOO MUCH
Every action uses a bit of your tank (lesson 1). Few actions, well chosen: one a day at most. And if an action is no longer useful, delete it.

6. Gemini Live: talking instead of typing

The last piece is voice. **Gemini Live** is the mode in which you talk to Gemini like to a person, out loud, without typing. Google presents it mainly for phone apps: you can show Gemini the **camera** view or share your **screen**, and ask questions about what it sees.

I DID NOT TRY IT HERE

To write this lesson I used Gemini on the computer and did not turn on microphone and camera, so I am not showing a Live screenshot. What I say comes from Google's official description. Try it from your phone and see how it works in your version.

A typical use, for someone with a garden: you point at a pond plant with spotted leaves and ask out loud «What is it, in your view?». The usual rules apply here too: it is a help, not a diagnosis. For a sick plant, compare with a nurseryman.

Hands-on exercise

Twenty minutes, with the greatest care over data.

1. Open Settings, then Connected apps. Look at which switches are on in your account and ask yourself whether you really need them.
2. Turn on only one app, the one that seems least delicate (for example Google Calendar or Google Keep).
3. Write a request with the at sign and ask something simple (for example: «@Google Calendar what commitments do I have tomorrow?»). Check in the app that the answer is right.
4. Open Scheduled actions and create a new action useful to you, with a time you can keep.
5. The next day read the result in the chat and decide whether to keep it.
6. At the end, switch off the apps you no longer need.

WATCH OUT

Did you verify in the app one answer from Gemini?

Do you know where a connected app is switched off and where a scheduled action is deleted?

Questions that come up in class

Does Gemini read my emails even if I do not ask for anything?

With the switch on, it can use them when the request concerns them. If in doubt, switch the app off or do not enable it, and read the privacy notice for the Gemini apps and the Activity page.

Can I also connect apps that are not Google's?

The page has an Other tab for integrations different from Google's. What is there depends on your account and changes over time.

Are scheduled actions free?

They cost in terms of usage limits and their availability may depend on the plan. Check on your account.

What if Gemini gets an event or a task wrong?

It must be corrected in the original app. That is why it is best to have Gemini say what it will do and to check afterwards.

Does Gemini Live work on the computer?

Google describes it mainly for phones. To know if it is available on your computer, check the entries in the writing box and the help page.

Glossary

Term	What it means
At sign (@)	The symbol with which you call an app in a request.
Connected app	An app (such as Gmail or Calendar) that you give Gemini permission to access.
Gemini Live	The voice conversation mode, with camera and screen sharing.
Scheduled action	A task that Gemini performs on its own at a set time.
Workspace	Google's package of work apps, managed by the administrator.

Further reading

Gemini on the web: Connected apps and Scheduled actions pages - author's screenshots, 7 October 2026

Google, guide to Gemini Live with camera and screen sharing - official description, not tried by the author for this course

WATCH OUT

Data checked on 7 October 2026. Gmail, Calendar, Drive, Docs, Keep and Tasks were shown without running requests on the author's personal data. Gemini Live is described by the official sources and was not tried. Labels are shown in Italian as on screen, with an English gloss.