

# Create a canned response

Chatwoot 8 steps

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- 1 Open Settings in the left sidebar
  - 2 Open the Canned Responses section
  - 3 Click Add Canned Response to open the form
  - 4 Click the Short Code field to focus it
  - 5 Type a short code for the canned response
  - 6 Click away to confirm the short code
  - 7 Type your canned response message
  - 8 Click Submit to save the canned response
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