

# Create a new canned response called Greeting with the message Hello, how can we help you today?

Chatwoot 7 steps · 1m 24s

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- 1 Scroll down to find Settings gear icon at bottom of sidebar.
- 2 Click 'Settings' in sidebar to open settings.
- 3 Click 'Canned Responses' in the settings menu.
- 4 Click 'Add canned response' button to open form.
- 5 Type 'Greeting' in the short code field.
- 6 Type message content in the text editor field.
- 7 Click 'Submit' to save the canned response.