Stepify

# How to create a canned response in Chatwoot

Chatwoot 6 steps · 35s

1. Click 'Settings' in the sidebar to open settings.
2. Click 'Canned Responses' in the settings menu.
3. Click 'Add canned response' to open form.
4. Type 'greeting' in the short code field.
5. Type greeting message in the content textarea.
6. Click 'Submit' to save the canned response.