Stepify

How to create a canned response in Chatwoot

Chatwoot 7 steps · 42s

1. Click 'Settings' in sidebar to access configuration options.
2. Click 'Canned Responses' in settings submenu to access response management.
3. Click 'Add canned response' to open creation form.
4. Type 'greeting' in the short code field.
5. Click message textarea to focus for typing content.
6. Type greeting message content in the message textarea.
7. Click 'Submit' to save the new canned response.