

Create a new canned response called Greeting with message Hello there

Chatwoot 7 steps · 2m 51s

- 1 Scroll down to find Settings gear icon at bottom of sidebar.
- 2 Scroll down to reveal Settings gear icon.
- 3 Click Settings to open the settings panel.
- 4 Click 'Canned Responses' in the settings menu.
- 5 Click 'Add canned response' button to open form.
- 6 Type 'Greeting' in the Short code field.
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