

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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