

Google Mail

How can I create canned responses in Google mail?

Click the **GEAR**

Choose **Settings**

Click the **Advanced** Tab

Look for **Canned Response (Templates)**

Click **Enable**

Save Changes

To Pre-Write a CANNED RESPONSE (write it before you need to use it):

Click **Compose**

Enter the subject

Type the message

Click the three dots at the bottom right of the work space

Choose **Canned Response**

Choose **NEW CANNED RESPONSE**

it will name it the same as the subject line

Click **OK**

"X" out of the email if you were creating a canned response in advance of using it.

Click **SEND** if you were creating a canned response as a response to an email and you are responding now.

In the future, when you wish to use a saved canned response, click reply to an email, click the dots at the bottom of the work space, choose **CANNED RESPONSE**, and choose the one you wish to use at the time. Click SEND.

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