

A photograph of three people in a meeting. A man with a beard and a woman are looking at a document held by another woman. The text 'Canned Email Responses' is overlaid on the bottom half of the image.

Canned Email Responses

1. Turn it on

- Click on the cog and then select 'Settings'.
- Select the advanced tab and look for, and enable 'Templates'
- Save your changes and return to your inbox.

2. Create your canned response

- Click on compose and write the email you want to be able to call on.
- Once you are done there are three dots near the rubbish bin at the bottom of the compose popout.
- Click on this then 'Templates', 'Save draft as template', 'Save as new template'.

3. Use your canned response

When you receive an email you wish to use a canned response:

- Click on the three dots at the bottom of your reply
- Click 'Templates' and then the template you have created

When you wish to compose an email using a canned response:

- Click on compose
- Click on the three dots at the bottom of your reply
- Click 'Templates' and then the template you have created
- Whenever you use canned responses be aware that they don't include certain fields, you are expected to fill them in; you don't want to send out an email like this:

Dear <insert name>

Thank you for your email dated <Date>...