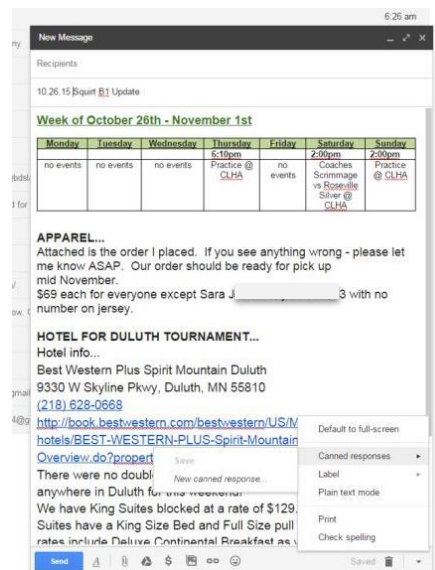
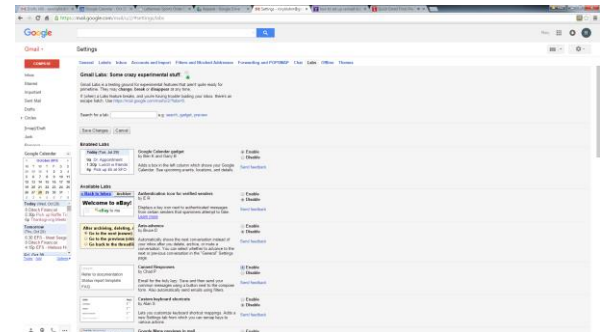
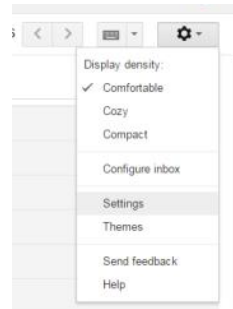


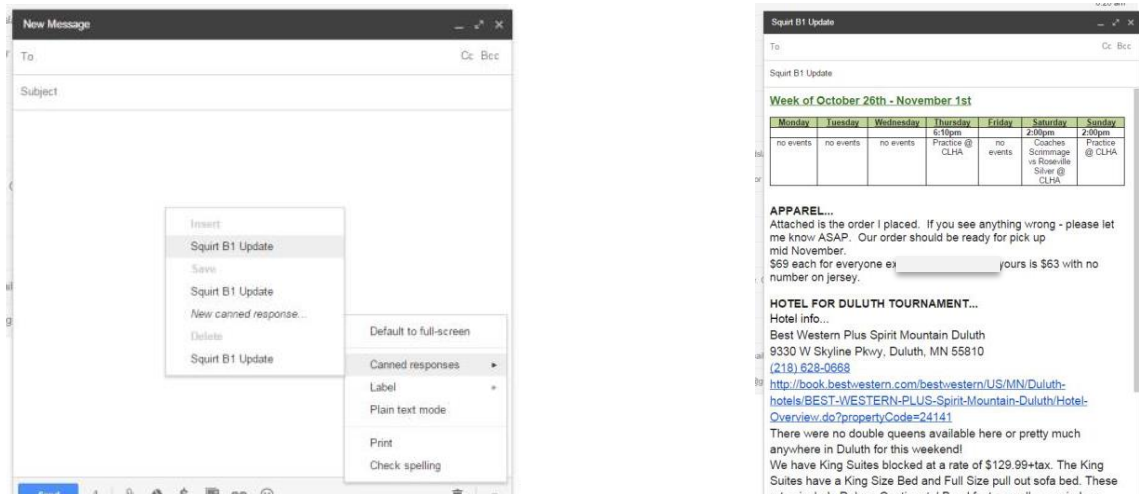
How to Use Canned Responses in Gmail for a Weekly Email Template

1. Click the gear icon in the upper right-hand corner of Gmail, then choose Settings.
2. Click the Labs tab, find Canned Responses, click the Enable radio button to enable Canned Responses, scroll up or down and click Save Changes.
3. Compose an email message you'd like to use over and over again, and then click the arrow in the lower right-hand corner of the message window. Choose Canned Responses, and under the Save heading, select New Canned Response. Give your response a name and click OK.



How to Use Canned Responses in Gmail for a Weekly Email Template

- Next week when you want to send your weekly email – you will click Compose, click the arrow button in the lower right-hand corner, select Canned Responses, and then under Insert, choose the canned response you created in the previous step. Just update with the new week's info and you are good to go!



- Please note there are three options when you look for your Canned Responses. Insert, Save & Delete. It is easy to click the wrong option and mistakenly save over or delete your Canned Response!

