Bates GMail
Feature: Lab - Using Canned Responses

Using Canned Responses (Labs) in Bates Gmail

Setup and Use Canned Responses/Email Templates in Bates Gmail

To enable canned responses in Gmail:
- *Click* the **Settings Gear**.
- *Select* **Settings** from the menu.
- *Click* on the **Labs tab**.
- *Select* Enable for Canned Responses.
- *Click* **Save Changes**.

Save a Message as a Template in Gmail
To save an email for future use as a template in Gmail:
- *Compose* a **message** in Gmail.
- You can leave both the Subject: and To: fields empty. They are not saved together with the template. (The subject, if you enter one, is suggested for the template name, though.)
- *Click* **Canned responses** (beneath the Subject line).
- *Select* **New canned response...** under Save.
- *Type* the desired **name** for your template.
- *Click* **OK**.
- *Create* a **New Message or Reply** Using a Template in Gmail

To send a canned message or reply:
- *Start* a **new message or reply**.
- *Click* **Canned responses**.
- *Select* the desired template under the **Insert** section.
- Make sure you fill the To: and Subject: fields.
- *Edit* the **message** as needed and *click* **Send**.

To delete a canned response:
- *Start* a new **message** or **reply**.
- *Click* **Canned responses**.
- *Select* the desired canned response to delete under the **Delete** section.
- You will be prompted with a conformation message to **delete**, *click* **OK**.