

# How to resend an auto responder

You can resend a confirmation or receipt email by following these steps:

1. Log in to your admin panel (yoursite.com/admin)
2. Click Email > Sent Auto Responders in the sidebar
3. Locate and select the relevant email (you can sort by name or date, or even filter by known information)
4. Click Resend at the top of the window
5. You will be presented with a pop up asking if you want to use the original template the email was sent with, or the latest template. This is relevant if the template was changed since the email was originally sent. Make your selection, and send.

The screenshot displays an admin interface with a sidebar on the left and a main content area. The sidebar includes sections for Home, Donations, People, Admin Users, Email, Settings, Registration Fields, Discount Codes, Site Content, Ticket Builder (Beta), Form Fields (Beta), Reports, and On-Site. The main content area shows a table of sent emails with columns for Template Name, Sent, First Name, Last Name, Email, and Processed Message. A modal window titled 'Sent Email' is open, showing details for a specific email and a 'Resend' button highlighted with a red arrow. The email details include the template name, date sent, recipient, email, and subject. The body of the email is visible, featuring the logo for FRIENDSHIP WALK NYC.ORG and a personalized message to Pooja Pawara.

| Template Name                                                  | Sent                | First Name | Last Name | Email                    | Processed Message |
|----------------------------------------------------------------|---------------------|------------|-----------|--------------------------|-------------------|
| <input checked="" type="checkbox"/> User to Donor Thank You    | 11/03/2015 10:20 am | Pooja      | Pawara    | pooja.pawara07@gmail.com | Successful        |
| <input type="checkbox"/> Admin Registration (New) Notification | 11/02/2015 09:16 am |            |           | shmuli@rallybound.com    | Successful        |

**Sent Email**

**Resend**

Template Name: User to Donor Thank You

Date Sent: Tue Nov 03 2015 10:20:27 GMT-0800 (Pacific Standard Time)

Recipient: Pooja Pawara

Email: pooja.pawara07@gmail.com

Subject: Thank You

Body:

**FRIENDSHIP WALK NYC.ORG**

Dear Pooja Pawara,

Pooja Pawara sends a personal THANK YOU for your recent \$20 donation.

Here is Pooja's personal message:

Thanks!

Thanks again!

Team Walk Demo

**Our community WALKING STRONG to help children**

10/23/2015 01:07 pm joe@rallybound.com Successful

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