

How to edit an auto-responder

The text of any auto-responder is editable by the administrator. To edit an auto-responder, follow these steps:

1. Once logged in to the admin panel, select "Email" in the left sidebar
2. Select "Auto Responders"
3. Locate the auto responder you'd like to edit (select or hover over an auto responder and read its description to see what activates it)
4. Once selected, click "Edit" at the top left of the auto-responder window.
5. Select whether to disable the email, and/or disable the header and footer (see Email Header and Footer)
6. Edit the text and click "Save" at the bottom. When composing the email, keep in mind the power of placeholders to personalize the email.

