

# 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.

*Note: if the user's email address was changed since the original email was sent, the resent email will be sent to the updated email address.*

The screenshot shows an admin panel with a sidebar on the left containing various menu items like 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 displays a table of sent emails. The first row is selected, and a 'Resend' modal window is open over it. A red arrow points to the 'Resend' button in the modal. The modal contains the following information:

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			shmul@rallybound.com	Successful

**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:

Thankst  
Thanks again!  
Team Walk Demo

**Our community WALKING STRONG to help children**

10/29/2015 01:07 pm joegrain@pound.com Successful