



## Send Reusable Snippets of Text with Canned Responses

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Canned Responses is a Gmail feature that lets you add snippets of text (including images, links, and text formatting) which can be reused in future emails. For example, you could use this to answer frequently asked questions, or to include a signature if you only use one occasionally.

- Recommended Article: [How to Use Canned Responses](#)

After adding canned responses, they can be used in two ways:

- when composing a new email or replying to an email
- as an automatic response sent by a filter - for example, you could look for a keyword and automatically respond with a list of frequently asked questions

PLEASE NOTE: If you use canned responses, **do not select and delete all of your drafts**.

Although you can't see them when you click the Drafts folder, that's where canned responses are stored. If you accidentally did this, you can restore them within the next thirty days by looking for the canned responses in your trash.