

Adding an Auto Response as an Email Notification

If you'd like to receive an email every time a client texts you, you can do so by creating an **Auto Response**.

1. Click the **Auto Response** tab.
2. Click: **+ Create Auto Response**
3. Then make the following selections:
 - A. **Ensure the first dropdown for "When An" is set to "Incoming SMS"**,
 - B. "Equals" section is **blank**,
 - C. Change "Then" dropdown to **Send Email To**,
 - D. Type the email address(es) of the person (people) you'd like to receive an email for every incoming text. Multiple email addresses need to be separated by a semicolon.
4. Move toggle button to **Enabled** (**green**)
5. Click **Save**

