

## How to Set an Auto Reply on Facebook “Facebook Instant Replies”

This will allow you to inform clients of vital updates when you're unable to check Facebook messages on a routine basis.

1. Go to your Facebook business page.
2. Click on **Settings** in the top right-hand corner.
3. Click on **Messaging** in the left-hand menu.
4. Under Response Assistant click to select **Yes** next to “**Send Instant Replies to anyone who messages your Page**”
5. **To change your instant reply message, click Change.**
6. Type in your message. For example, “Due to [Insert Disaster] our offices are closed until further notice. Please contact XXX-XXX-XXXX for veterinary care.”
7. Click Save.

To turn off Autoreply:

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