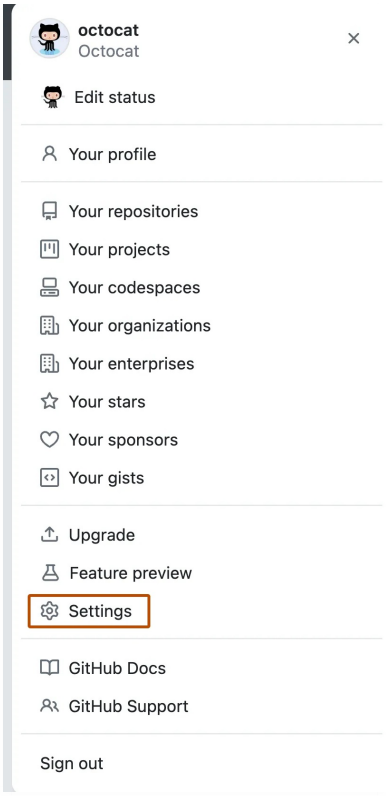
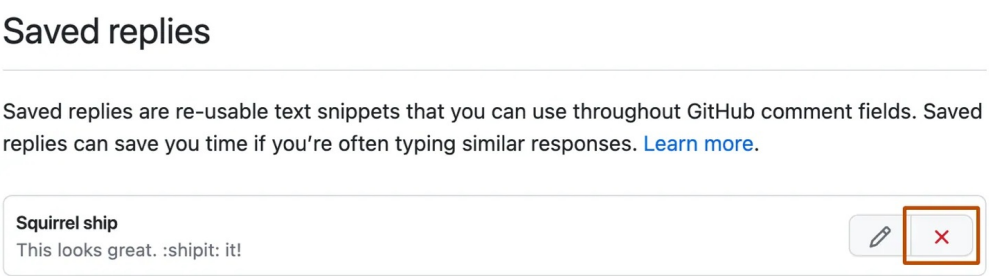
Deleting a saved reply

If you find that you're no longer using a saved reply, you can delete it.

1. In the upper-right corner of any page, click your profile photo, then click **Settings**.



2. In the "Code, planning, and automation" section of the sidebar, click **Saved replies**.
3. Under "Saved replies", next to the saved reply you want to delete, click ×.