

The Mini FAQ Auto-Responder

A Simple Guide for Those Who Want Smarter Email Without Tech Headaches

What Is a Mini FAQ Auto-Responder?

A Mini FAQ Auto-Responder is a short, friendly email that goes out automatically when someone writes to you. Instead of typing the same answer repeatedly, your auto-responder sends a pre-written reply with your most common Q&A.

Example Auto-Reply

“Thanks for reaching out! I’ve answered a few common questions below so you don’t have to wait on me. If you still need help, just hit reply and I’ll get back to you personally.”

Why This Helps Retirees & Beginners

- Saves time and energy.
- Looks professional.
- Keeps people engaged.

Good Questions to Include

- How do I get the free guide you mentioned?
- What should I do if I didn’t receive your email?
- How often will you email me?
- Can I unsubscribe if this isn’t for me?
- How can I contact you directly?



Set Up Your Mini FAQ Auto-Responder in Gmail

Step 1 – Write Your Mini FAQ Message

Write your reply text in a blank email. Include 3–5 FAQs and simple answers.

Step 2 – Enable Templates

1. Go to Settings → See all settings.
2. Click Advanced.
3. Enable Templates.
4. Save changes.

Step 3 – Save the Template

1. Compose a new email.
2. Paste your Mini FAQ content.
3. Click the three dots → Templates → Save draft as template.
4. Name and save it.

Step 4 – Create a Filter

1. Click the search-bar dropdown.
2. Enter the email address people send to.
3. Create a filter.
4. Choose Send Template.
5. Select your Mini FAQ template.
6. Create a filter.



Set Up Your Mini FAQ Auto-Responder in Outlook

Step 1 – Create the Message

Open a new email and write your Mini FAQ content.

Step 2 – Save as Template

File → Save As → Outlook Template (.oft).

Step 3 – Create a Rule

1. File → Manage Rules & Alerts.
2. New Rule → Apply rule on messages I receive.
3. Choose a condition.
4. Select “reply using a specific template.”
5. Choose your template.
6. Finish.



Checklist, Testing & Next Steps

Checklist

- ☐ Wrote your Mini FAQ reply.
- ☐ Included helpful links.
- ☐ Saved message as a Template.
- ☐ Set up Gmail filter or Outlook rule.
- ☐ Sent yourself a test message.

How to Test It

1. Email yourself from another address.
2. Wait a few minutes.
3. Check for auto-reply.
4. Adjust rules if needed.

Other Email Services

Many other email services have this capability. For your specific email provider use ChatGPT to learn the steps needed.

