

How to set up away message on WhatsApp

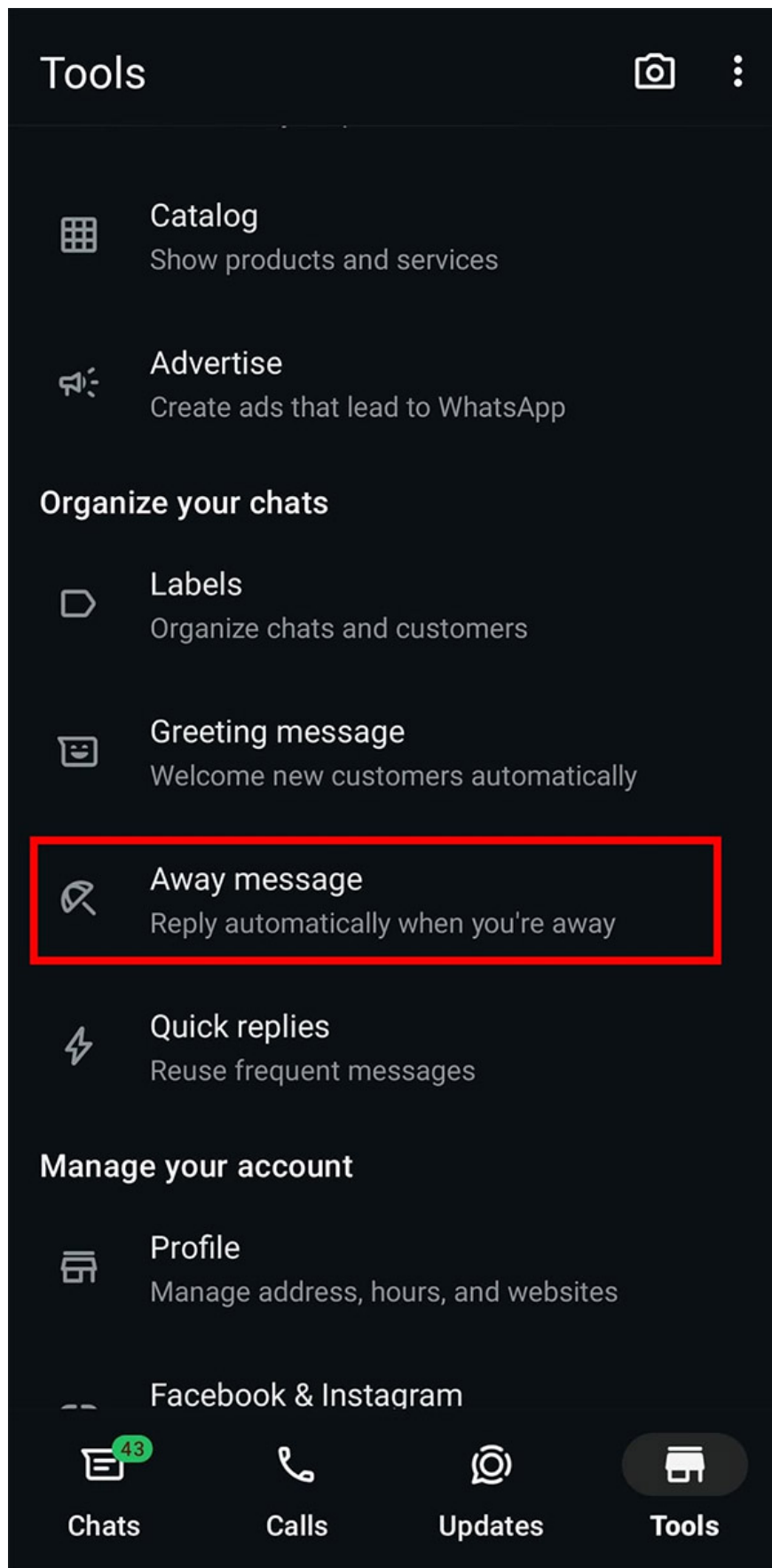
Whether you're busy, out of work, or just want to stay in touch, setting up an auto-reply on WhatsApp is a quick way to respond to customers or friends.

Whether you're busy, out of the office, or just want to update your contact information, setting up an auto-reply feature on WhatsApp is a quick way to respond to customers or friends. By default, the regular WhatsApp app doesn't offer this feature, but with the WhatsApp Business app, you can easily set up an out-of-office message following the instructions below.

How to set up away messages on WhatsApp Business

Step 1:

In the WhatsApp Business application interface, **click on Tools** then click on **Away Message** to adjust.



Step 2:

In the new interface as shown, users will see the settings for messages on WhatsApp Business. We will **activate the Send away message option** to send an absent message.

← Away message

SAVE ⋮

Send away message

Automatically reply with a message when you are away



Away message

Thank you for your message. We're unavailable right now, but will respond as soon as possible.



Schedule

Always send

Recipients

Send to everyone

Away messages are only sent when the phone has an active Internet connection. [Learn more](#)

Step 3:

Continue in **the Away message section** , click on **the pen icon** to **enter the content of the away message** that you want to use to quickly respond when someone sends a message but you don't reply in time, or can't reply.

After entering the reply message content, press OK to save.

← Away message

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Away message

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Schedule

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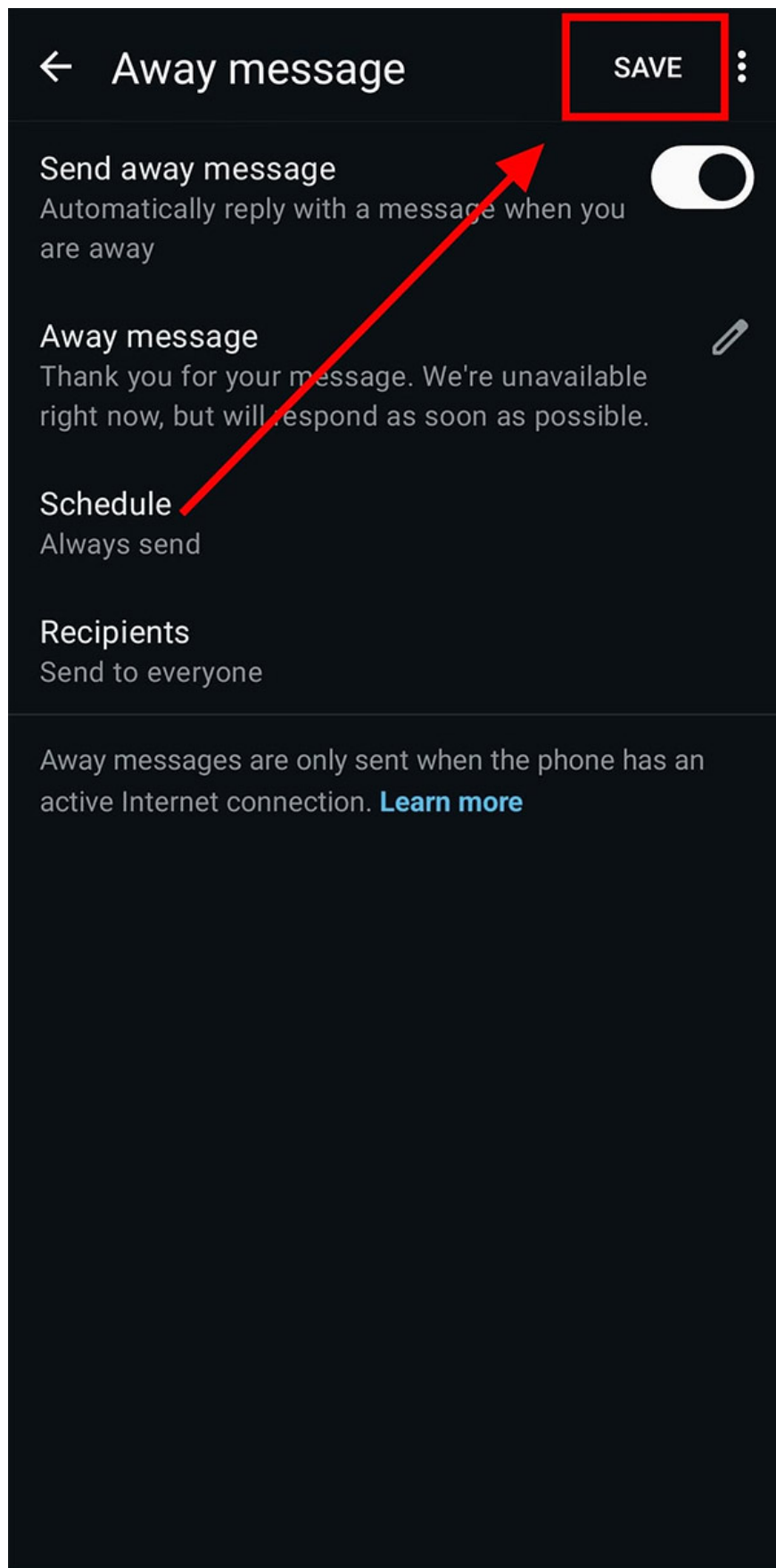
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Step 4:

Finally, **click Save** to save the away message settings on WhatsApp.



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