

Using email drafts

While composing an email, the email is automatically saved as an email draft in regular intervals and the following options exist:

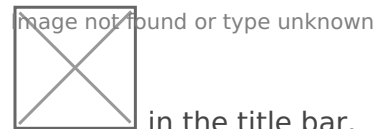
- Edit or send an email draft.
- Edit or send a copy of an email draft.

The email draft will be deleted after it has been sent. To keep the email draft, you can edit and send a copy.

Note: If you use an external email account while composing an email, the email draft will be saved in the **Drafts** folder below your primary email account, not below the external email account.

How to use an email draft:

1. Select an email in the **Drafts** folder.
2. Click on **Edit draft** or on **Edit copy** in the toolbar.
Edit the content.
3. You can finish editing the email or send the email:



- In order to finish editing the email, click the **Close** icon in the title bar.

You can save or delete the draft.

- To send the E-Mail, click on **Send**.

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