


Microsoft Outlook – Saving a message as a Draft




Saving A message as a Draft.

If you have not complete the email message and wish to save it to complete

at a later date click on the **Save**  Icon.

Once you have saved the email message it will be stored in the Drafts folder on the folder list. It will remain in Drafts folder until either it is deleted or the message is completed.

| Drafts | | | | Search Drafts |
|---|-----------------|------|-------|---------------|
| Click here to enable Instant Search | | | | |
| To | Subject | Sent | Size | |
|  student2 | This is a draft | None | 26 KB | |