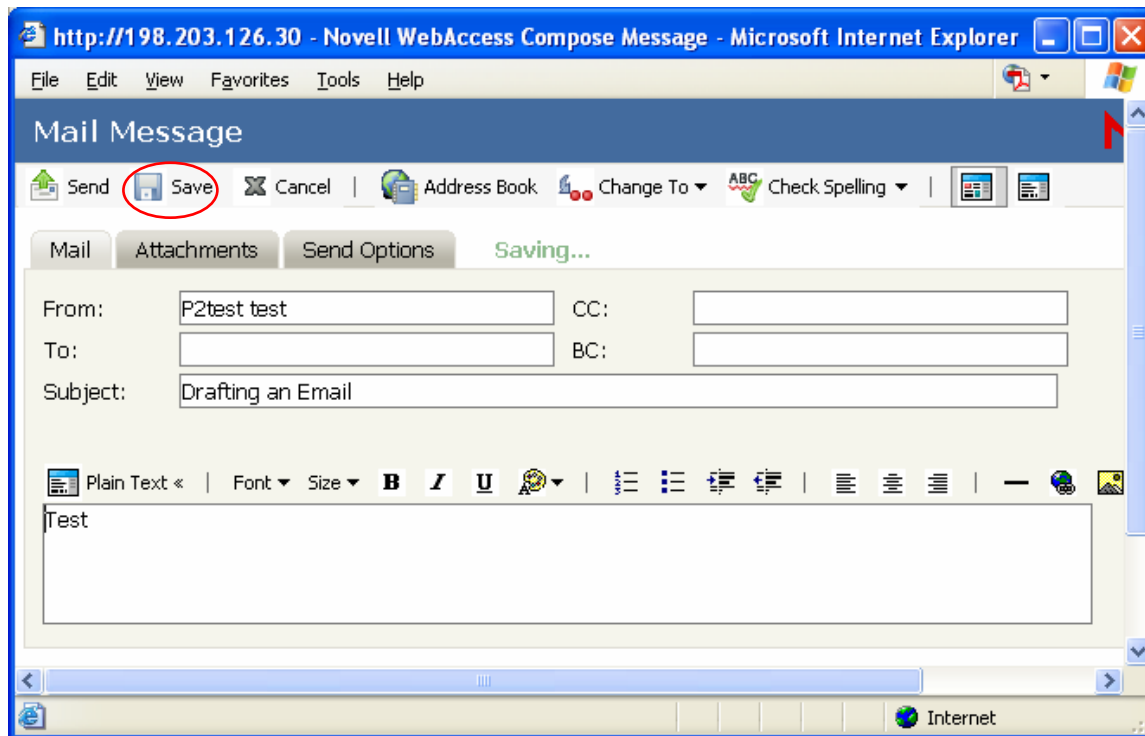
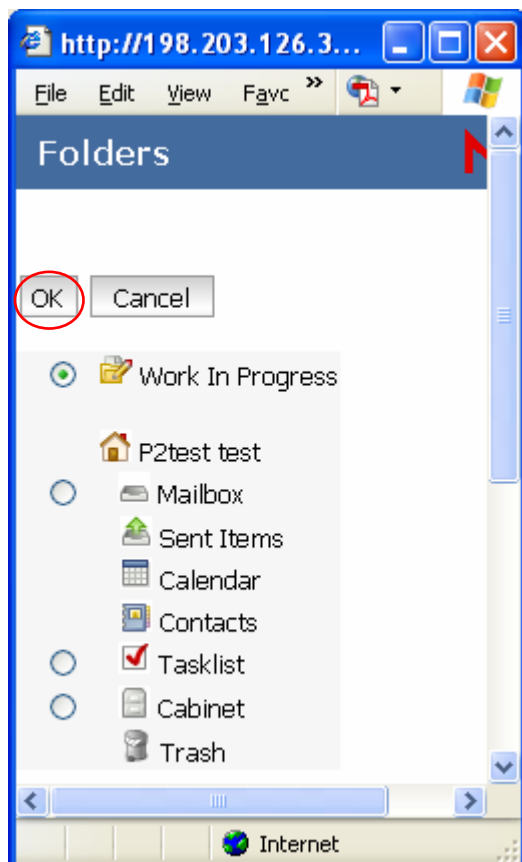


How to Save a Draft Email in WebAccess

After you have started your message and need to save it, click the **Save** button



This will bring up the Work in Progress folder screen, click **OK**



The email will now be in your Work in Progress folder. You can retrieve it at a later time to finish and send.

