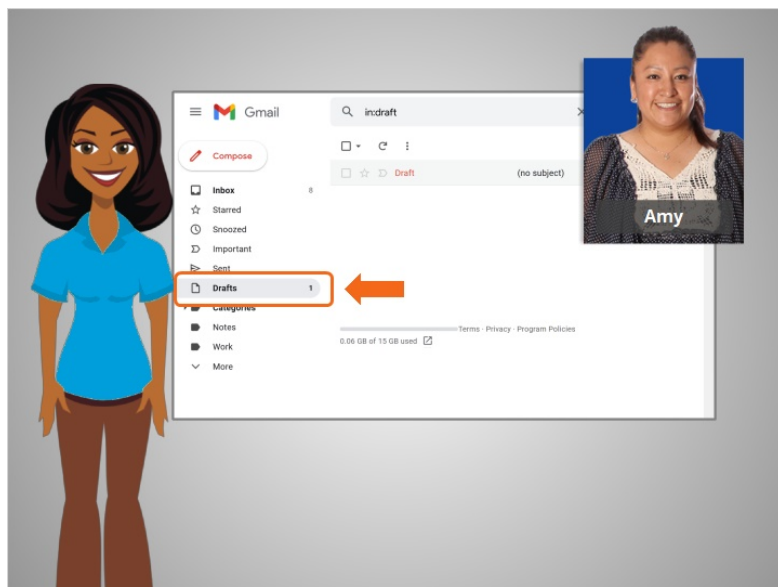


Intro to Email 2: Beyond the Basics

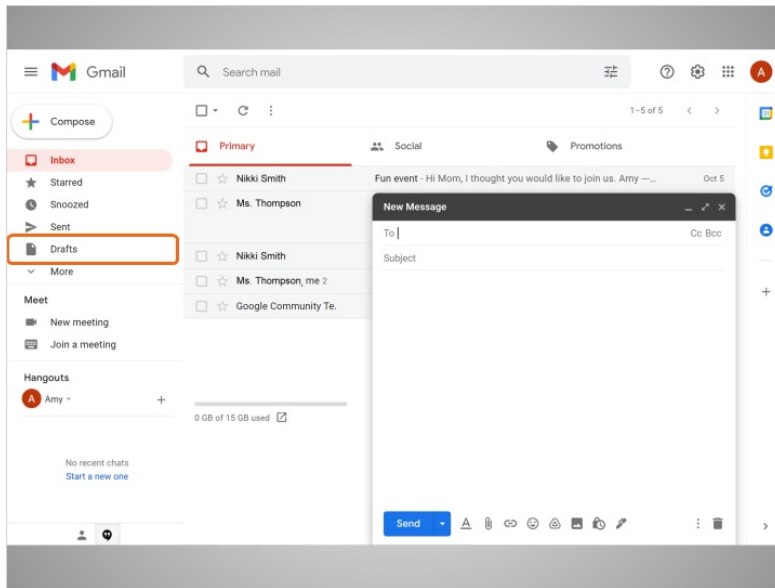
Saving Draft Emails



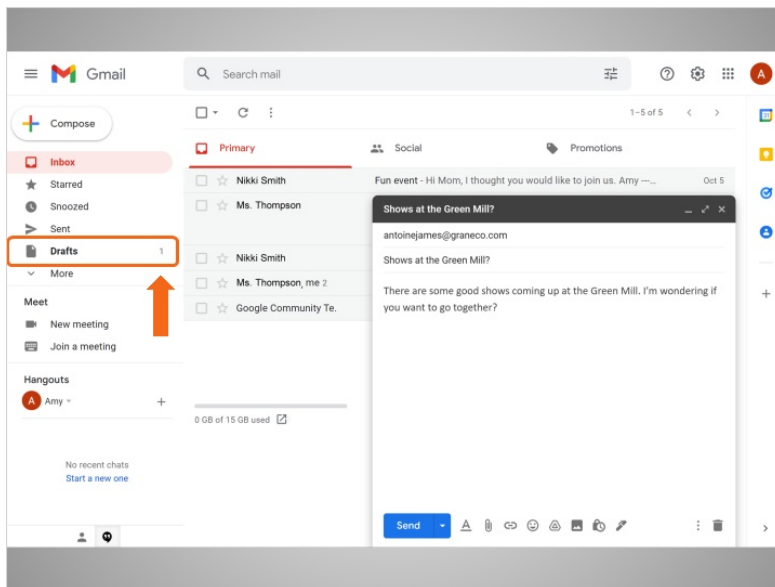
In the last lesson Amy learned how to send emails to multiple people using the CC and BCC fields. In this lesson Amy will learn how to save an unfinished email message as a draft so she can finish it later. In today's example, Amy is using Gmail.

Did you know you don't have to finish an entire email in one sitting before you send it? You can start an email and have it saved in your Drafts folder, then come back later to finish it.

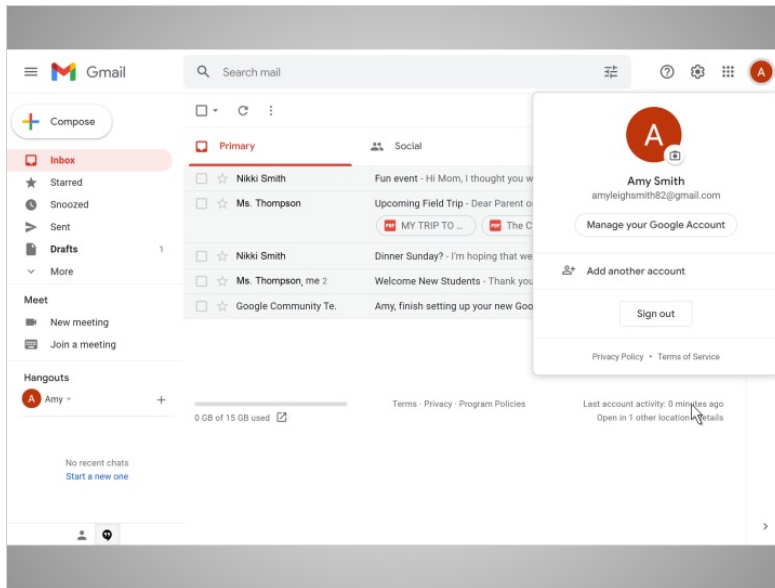
Let's look at an example.



Amy wants to send an email to Antoine, but she knows she won't have time to finish. Instead of hurrying, she can start the email, and then save it to finish later. She can come back to her Drafts folder to finish it at any time. Amy clicks on Compose to start the draft.

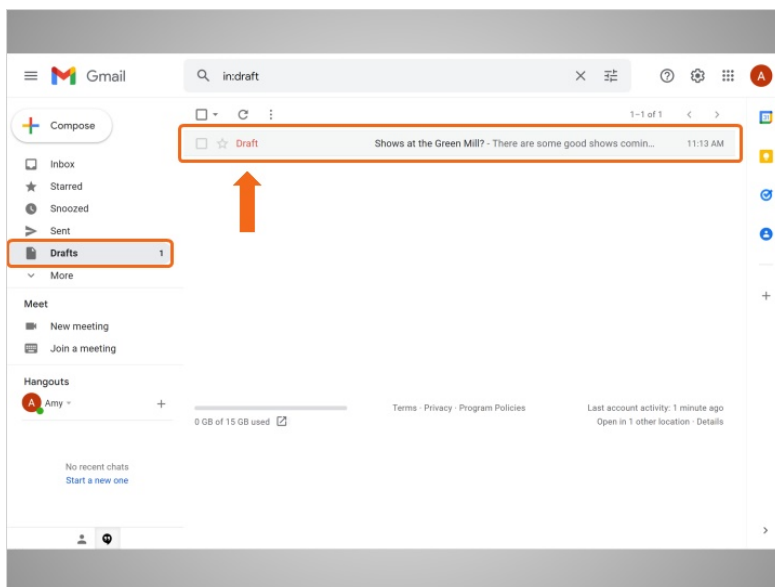


She types the email address, a subject, and then starts typing the message. As she types, Gmail automatically begins to save a draft. We can see that there's now a "1" showing in the Drafts folder, so we know this email is being saved.

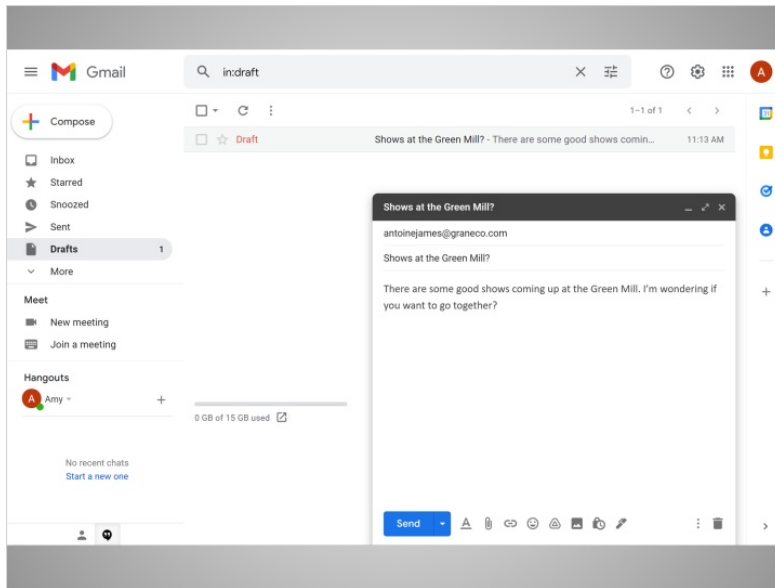


When Amy needs to stop, she doesn't have to do anything except close the message.

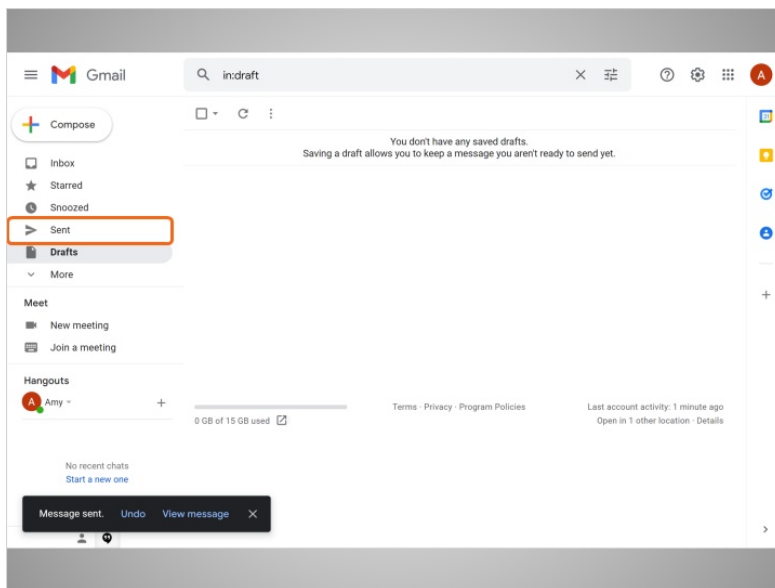
Amy can even log out of Gmail and leave her computer. The Draft will still be waiting for her the next time she logs in.



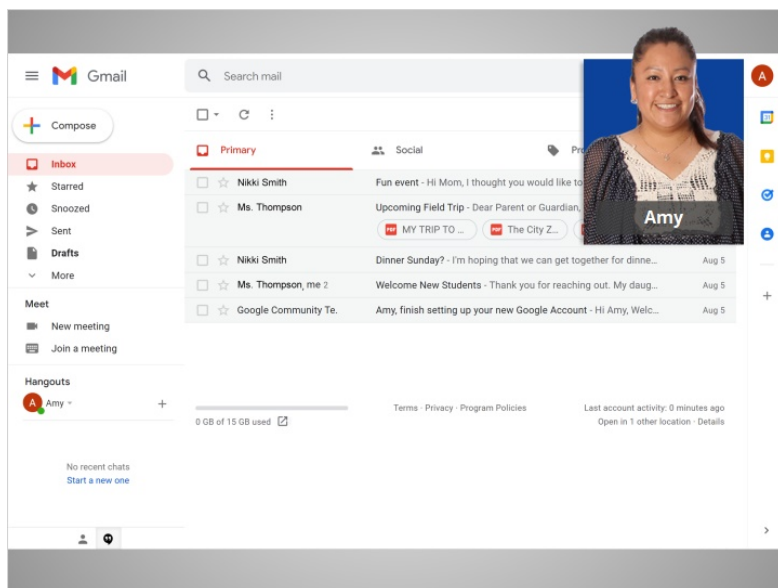
When Amy is ready to finish the message, she clicks on Drafts. The draft email includes the word "Draft" on the left side, so it's clear the email hasn't been sent yet.



Amy opens the email and finishes typing the message. When she's done, she clicks on Send just like any other email.



Gmail automatically removes this message from the Drafts folder and puts it in her Sent folder.



Once Amy is done with drafts, she can click back on the Inbox link to return to her regular emails. In this lesson Amy learned how to create a draft email that she could finish later.

In the next lesson, Amy will learn about Spam and Junk email.