



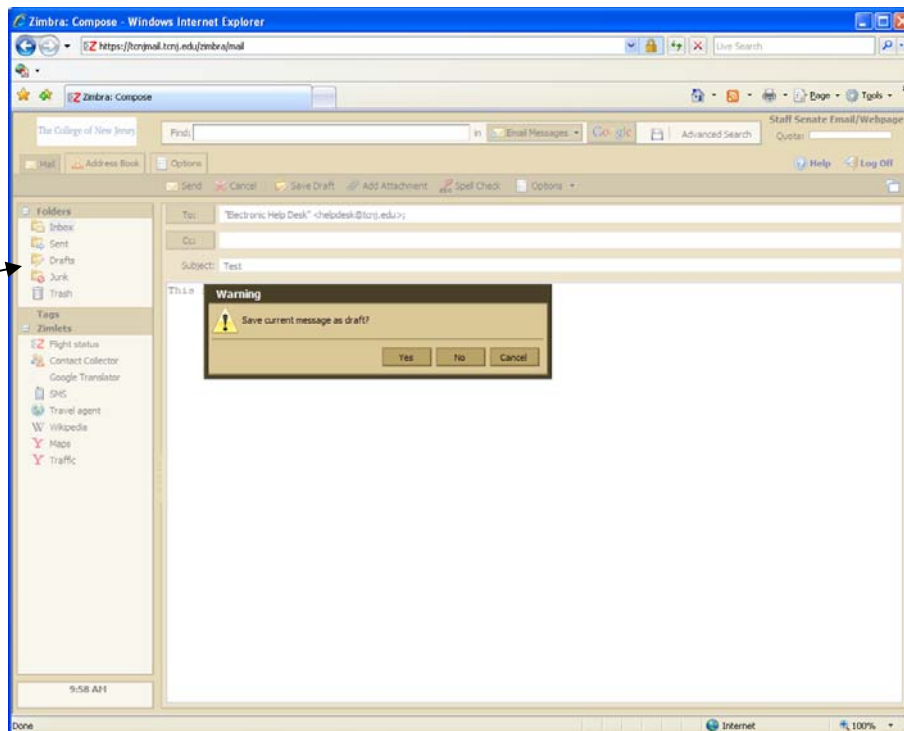
INFORMATION TECHNOLOGY

USER SUPPORT SERVICES

EMAIL DRAFTS & SAVING WORK

Save Email Drafts

1. If a message is being composed & the user clicks in another portion of the window, you will be prompted to save your work.



2. The message will be saved in the **Drafts** folder.
3. If you use the browser's **Back** button (as opposed to the Web Client's **Close** button), or you use that same browser window to navigate to a different site, **you will not be prompted to save your work**.
4. Reloading the Web Client from the same browser window will restart the session, & any unsaved changes will be lost.