

Tip - Save Draft Eudora Email Message

If you are pressed for time, or have not completely finished the composition of an email, save it as a draft without sending it by following these steps:

Saving a Draft Email Message:

1. Compose your email:
 - a. Complete the recipient and subject fields.
 - b. Begin composing the email message text.
2. Close the window containing the draft email message.
3. In the Eudora dialog box, click Yes to save changes to the draft email message.
4. Eudora saves the draft email message in the Eudora Out mailbox.

Finishing and Sending a Draft Email Message:

1. Open the Eudora Out mailbox.
2. Find and open the draft email message.
3. Review or revise the draft email message.
4. Click Send to send the now completed email message to the recipient(s).

If you have any questions, please contact the Help Desk at 617-495-8411.