

Microsoft Outlook 2013: Drafts

By default, Microsoft Outlook automatically attempts to save any e-mail message that you create but do not send. You can return to Outlook later and find the unsent message.

Save a draft of a message that you want to finish later

To manually save a draft of a message, do one of the following:

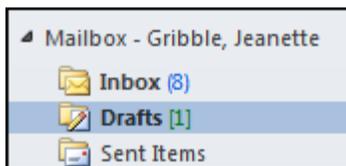


Click **Save** on the **Quick Access Toolbar** or click the **File** tab, and then click **Save**.



To return to a saved draft so that you can continue composing the message, do the following:

In **Mailbox**, look for a folder called **Drafts**, and then double-click the message that was saved in that folder.



Changing the time interval or location for saving unfinished items

Outlook automatically saves all unfinished messages for you. By default, unfinished messages are saved to your Drafts folder every three minutes. You can, however, change this time.

On the **File** tab, click **Options**. In the **Mail** options, look under **Save messages**. You have some choices here but I suggest leaving the drafts be saved to the Drafts folder.

You can change how frequently drafts are saved. In the **Automatically save items that have not been sent after this many minutes**: type a number from 1 to 99. Click **OK**

