**Using Drafts**

Have you ever wanted to go back to emails you were in the middle of writing? This can be easily done, so you never have to start writing an email from the beginning again through an option known as drafts. Basically, you can work on an email, then stop and leave, and then come back again at a later point in time (maybe even days later) and pick up exactly where you left off.

1. Open your web browser.

2. Go to your email program. For this lab, a Gmail account will be used; however, most email programs have similar configurations. Go to www.gmail.com.

3. Click the red icon that reads "compose" on the top left to start a new message:

COMPOSE

4. After entering the recipient of the message and subject, begin composing your email message.

5. The email is automatically saved as a draft when you begin typing your message. This allows you to go back and finish your message later as you please.

6. At any point in time, you can click the "X" button in the upper right hand corner (see the picture on the next page) to save the message without sending it. You can then go back later and edit it.

7. To view, edit, and/or send a draft that you may have been the in the middle of composing, click "Drafts" on the left sidebar. Note: you may have to first click "More labels" to see the "Drafts" folder. Then, select the desired email.
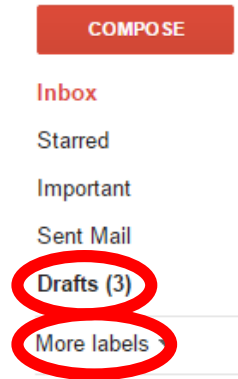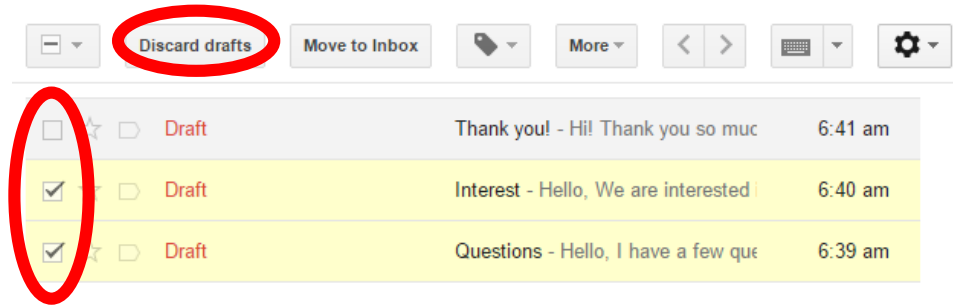
8. To delete draft messages you no longer need:

    I.   Click on the "Discard draft" button indicated by the grey trash can icon on

        the lower right edge of your email.
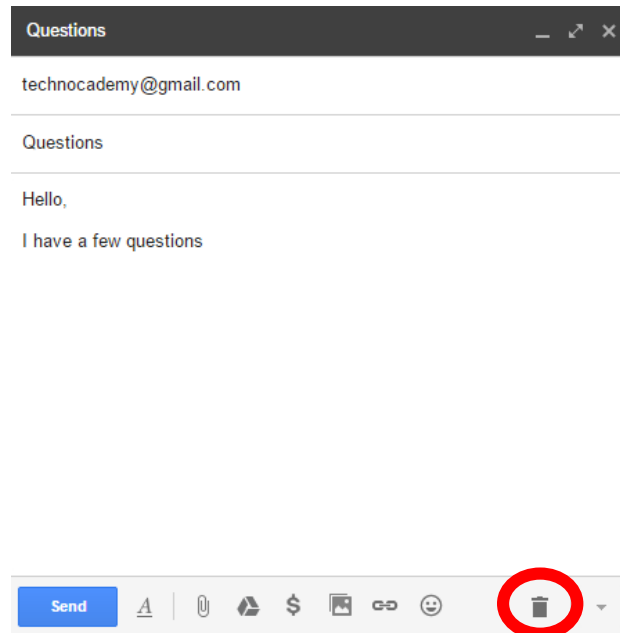
    II.   Or, you can also select the emails you would like to delete in your "Draft"

        folder by checking the boxes on the left and selecting the "Discard drafts"

        button on the top bar (see picture on next page):

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