Saving a Message Draft

You can save an email message as a draft if you need to stop composing a message without losing your work. This allows you to open the draft later so you can finish composing and send the message.

To save a message draft:

- While in the New Message window, from the **File** menu, choose **Save Draft**. The draft is saved in your Drafts folder.

Differences Between Save Draft and Save As

When you choose **Save Draft**, you save the message to a special folder in your Local Mail directory, and Messenger treats the draft as a message. When you choose **Save As**, you save the message as a text file on your computer.

Troubleshooting

If you have saved a message and it doesn't appear in the Drafts folder, you may have chosen **Save As** instead of **Save Draft**. In this case, follow these steps:

1. Use your computer's "find" utility to search for the message.
2. Open the message and copy its contents.
3. In Messenger, from the **File** menu, choose **New Message**.
4. Paste the content of the copied message into the New Message window.

Note for IMAP server users: A draft is written to the server, not to your local disk. Therefore, if the message is large or your connection is slow, the saving and retrieving process may take slightly longer than expected.

Note on encryption: If you send encrypted messages, the message you save as a draft is not encrypted.

See Also

[About Security](#)

What's Next?

[Reusing a Message Draft](#)

Reusing a Message Draft

To retrieve, finish, and send an email message draft:

1. Open the Drafts folder located in your Local Mail tree.
2. Select the draft you want to use, and open it by either:
    - Double clicking the draft

      or
    - Selecting the draft, then choosing **Open Message** from the **File** menu

See Also

[Opening a Message Folder](#)