

Viewing, editing and deleting Draft Emails

6 Steps [View most recent version](#) 

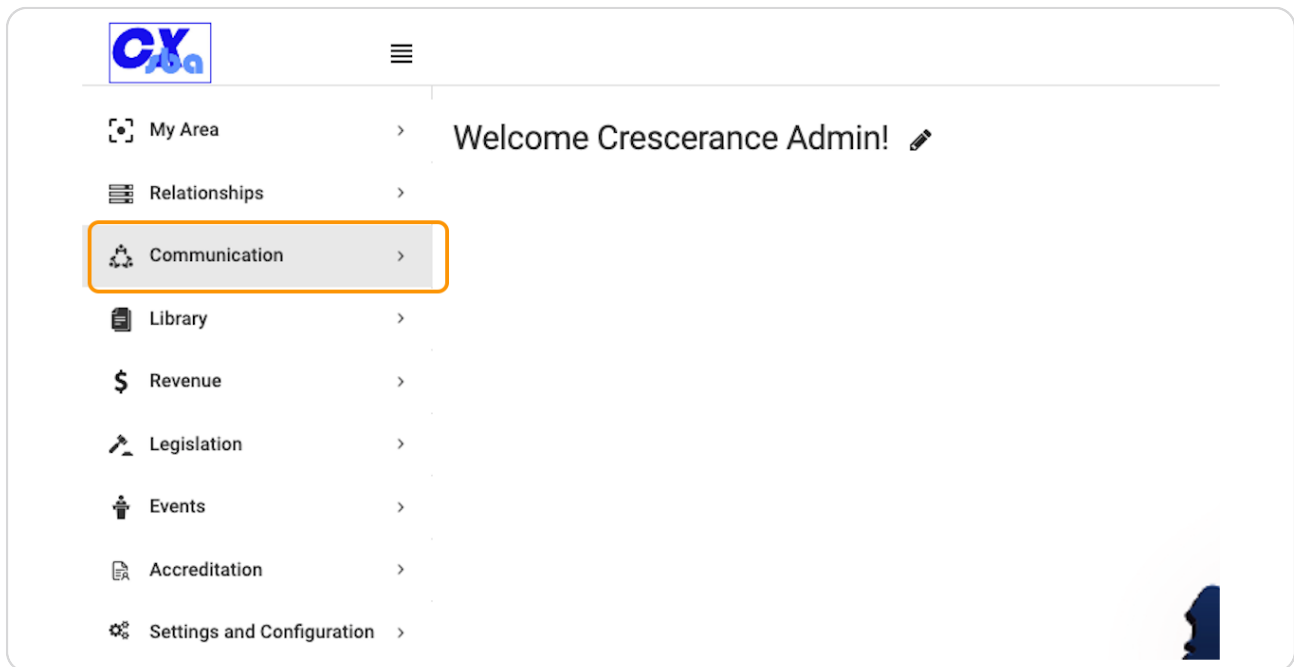
Created by
Engagifii Inc.

Creation Date
October 18, 2023

Last Updated
October 18, 2023

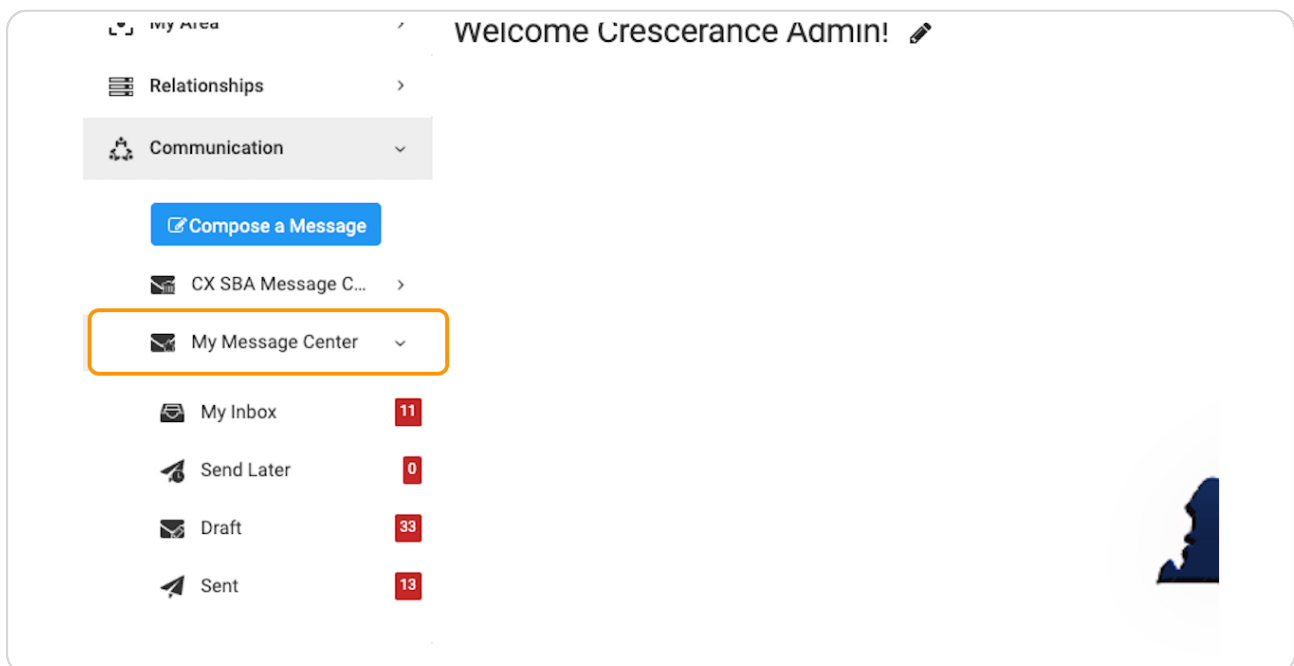
STEP 1

Click on Communication



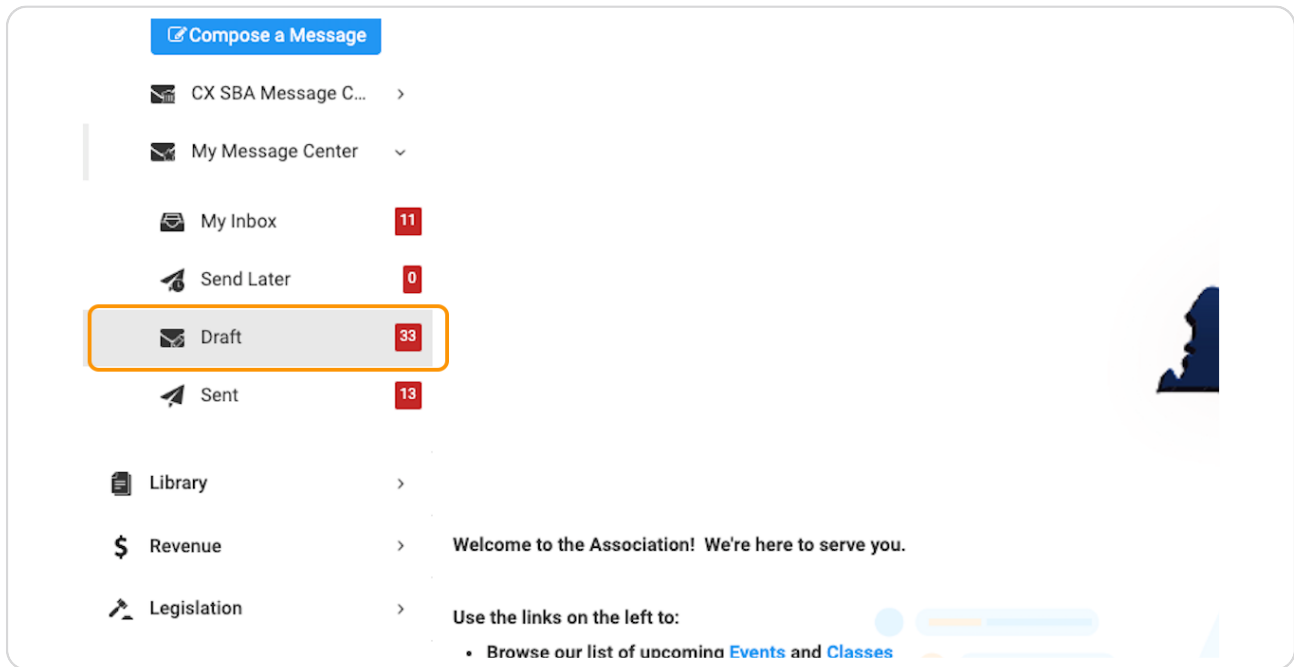
STEP 2

Click on My Message Center



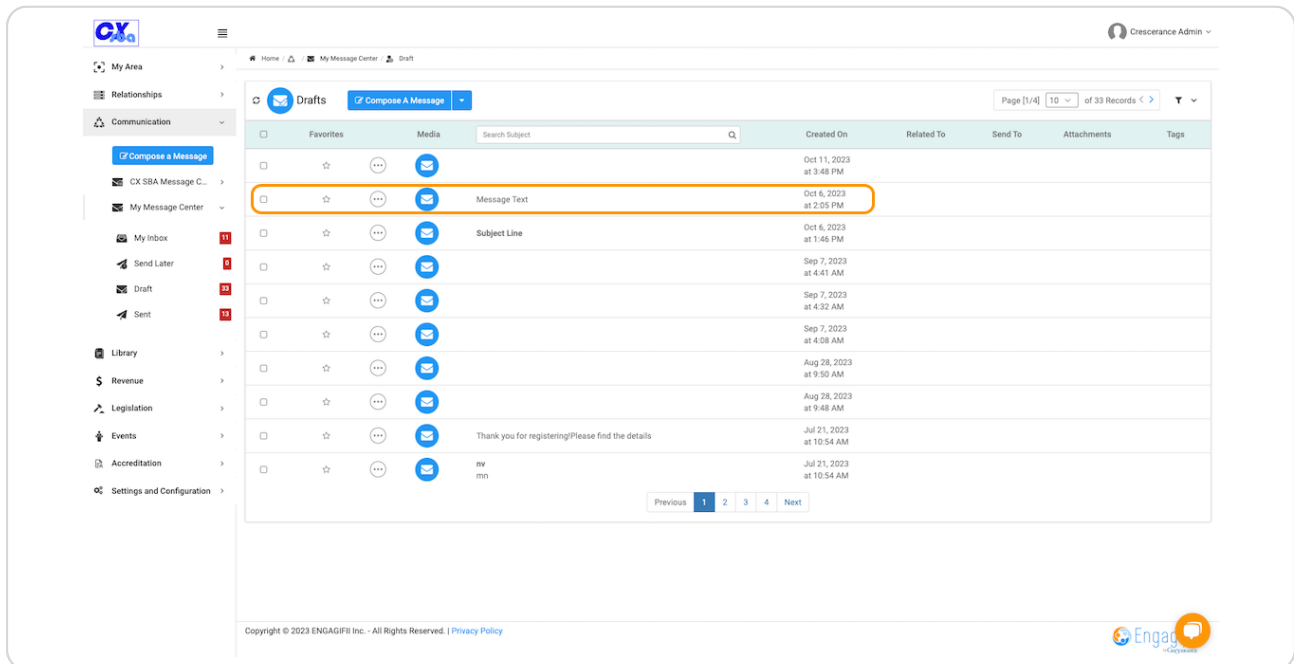
STEP 3

Click on Draft...



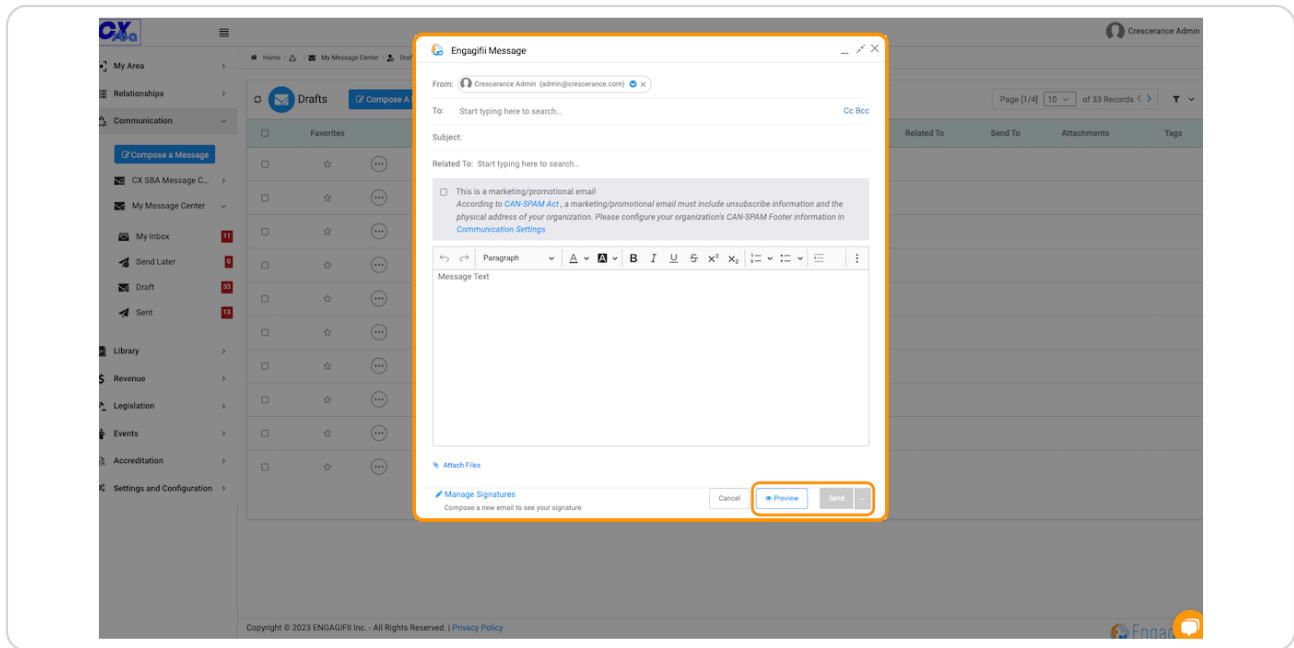
STEP 4

Click on the message you wish to continue to edit or send



STEP 5

Continue to edit your email message and then select preview or send when finished.



STEP 6

Click on the three dots if you wish to delete an email draft.

