

Edit Draft Email

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Editing a Draft Email Message

To edit an email in the Draft State;

1. From patient Record, Click **Correspondence → DRAFT**.
2. Once you have found the draft Email message, click **Show**.
3. From this screen, click one of the following buttons.

Action	Description	Steps
Send	To schedule the e-mail for sending.	Click Send. 1. Enter the Send At date & time. 2. Click Send . 3. The message appears in the OUTBOX after being scheduled for sending.
Delete	To permanently delete the e-mail message.	1. Click Delete . 2. Click Yes to confirm. 1. The message is deleted.
Comment	To add comments to the e-mail message.	1. Click Comments . 2. Enter a comment. 3. Click Update Correspondence .