



[PC Club: How to save a copy of every e-mail](#)

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The North Orange County Computer Club helps The Gadgetress tackle the multitude of readers' cries for help. NOCCC group has experts in Windows, Word and all sorts of computer topics. The club, which meets monthly on various topics, has been in existence since 1976. Visit the club's site at noccc.org. To get this answer delivered to your computer, sign up for [the e-mail update HERE](#).

QUESTION: I have a dilemma. I use MS Windows XP with AT&T Yahoo. In my profession as a publisher of in-house newspapers, I continually utilize the "Save As a Draft" email feature. I use this as deadline reminders for the Marketing Departments and/or Outside Advertising agencies. Normally there are three reminders per advertising month. Until recently, the drafts remained in the folder - all of a sudden, as I emailed from the draft folder - the emails were sent, but the drafts disappeared. This is causing me to rewrite the emails and dispensing valuable time. What happened? I received absolutely no help when calling AT&T. If this dilemma is no longer workable at AT&T, is the solution available elsewhere? Tony

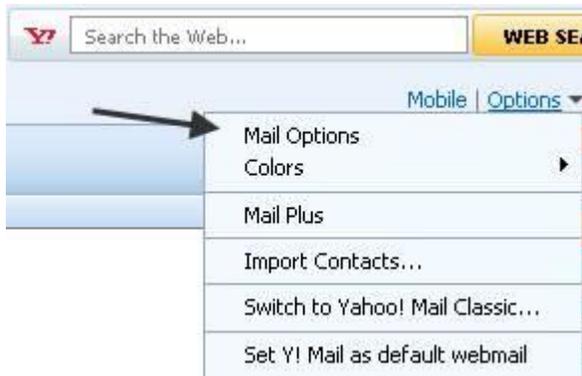
PC Club: Using the Drafts folder can come in handy in either Web Mail programs such as Yahoo Mail or in Internet e-mail programs such as Outlook Express. Regarding your dilemma, it looks like a simple change to the Yahoo Mail options will eliminate your frustrations.

Before we get to the solution, let's review how Yahoo behaves. While a message is being composed in Yahoo Mail, there is an icon at the top labeled "Save Draft." After clicking it, you can log off of Yahoo Mail and be assured that your draft is being saved so that you can come back to it at a later time. To reopen your draft message at any time, just go to your Drafts folder, double click the message and continue to edit it, send it or even re-



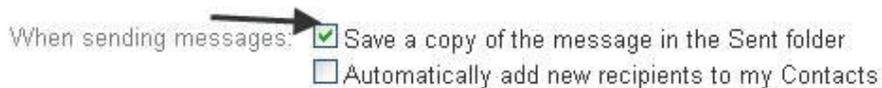
save it.

Here's the likely solution to your problem. Before you send any message, be sure to make this important change to your Yahoo Mail options. This change will place a copy of all sent messages in your Sent folder. If this feature is not turned on, all messages that you send will be discarded.



Look for an icon labeled “Options” in the upper right corner of the Yahoo Mail window. Select the icon and choose the “Mail Options” feature.

While in the Options window, place a checkmark in the box labeled “Save a copy of the message in the Sent folder.” Make sure to click the “Save Changes” button at the top to save your changes. This should resolve your problem. Next, you can click the “Back to Mail” icon on the top of the window to return to your Yahoo Mail.



Test it out by composing a message to yourself and save it in your Drafts folder. Next, go to your Drafts folder, double-click the message to open it and then send it. You could have also simply composed a message and sent it without using the draft feature. In either case, go to your Sent folder and you should see the message you just sent. From now on, any sent message will be saved in the Sent folder.



For more help with Yahoo Mail, click the “Help” icon just to the right of the Options icon. For example, the Yahoo Help states that if you hold the Shift key while sending a

message from your Drafts folder, it will remain in the Drafts folder - how neat. In other words, if you save a message in the Drafts folder and subsequently send it while holding the Shift key, a copy will remain both in the Sent and Drafts folder provided your Mail options are set up as described above.

Just for completeness, here's how Outlook Express handles this. The default is to save all sent messages in the Sent folder. There is an option that can be changed accidentally so it's worth while to check it. Open Outlook Express, select Tools and then Options. When you select the Send tab at the top of the Options window, make sure that there is a checkmark in the box labeled "Save copy of sent messages in the 'Sent Items' folder" assuming that this is what you want. Click OK when finished.



– Ed Schwartz, NOCCC member and PC Instructor. View his blog at edwardns.blogspot.com.

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