

GroupWise WebAccess automatically saves your messages to your Work In Progress folder after 10 seconds of being idle or after 60 seconds of composing.

If your system crashes, the next time you start WebAccess, the Auto-Save window appears.



Open: Opens the auto-saved messages so that you can finish composing them.

Save: Saves the messages as a regular Work In Progress to be finished later.

Delete: Deletes the auto-saved messages.

Skip: Retains the saved message. The next time you start WebAccess, the Auto-Save window reappears.

To Enable Auto-Save:

- On the main WebAccess page, click **Options** in the upper right corner.



- Click the **Compose** tab.
- Select **Enable auto-save** to enable Auto-Save.

or

To Disable Auto-Save:

- Uncheck **Enable auto-save**.
- Click **Save**, then click **Close**.

