

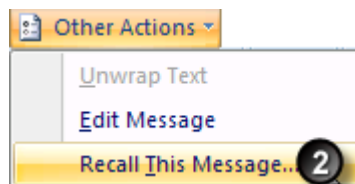
Microsoft Outlook – Recalling Email



Recalling Email.

1. Select the **Sent items** folder.
2. **Open** the email that you require to be recalled.

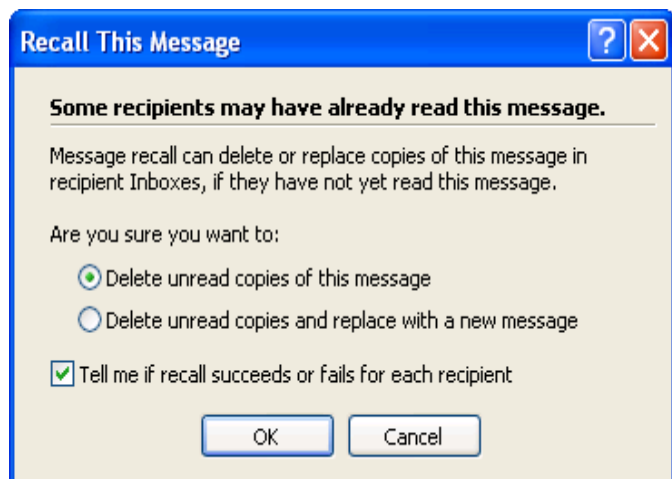
From the Ribbon select **Other Actions** → **Recall This Message**.



3. The Recall This Message dialog box is displayed.

Select the options that you require.

Press Ok to recall the messages.



Note: That only unread copies of the Email can be recalled, Outlook will advise of the status of which emails were successful and not.