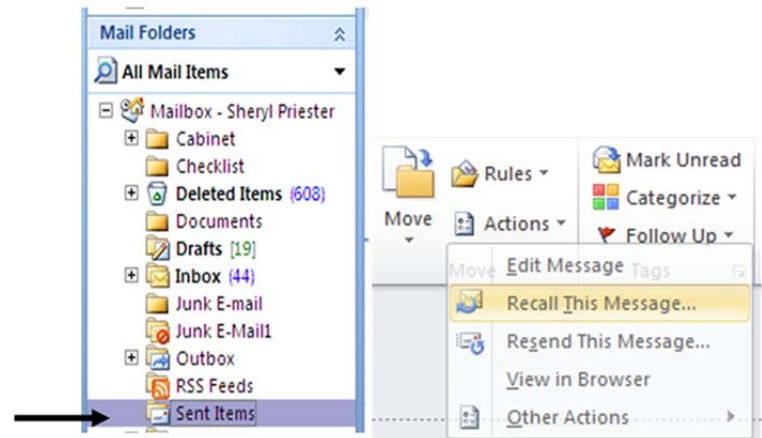


Recalling an Email in Outlook 2010

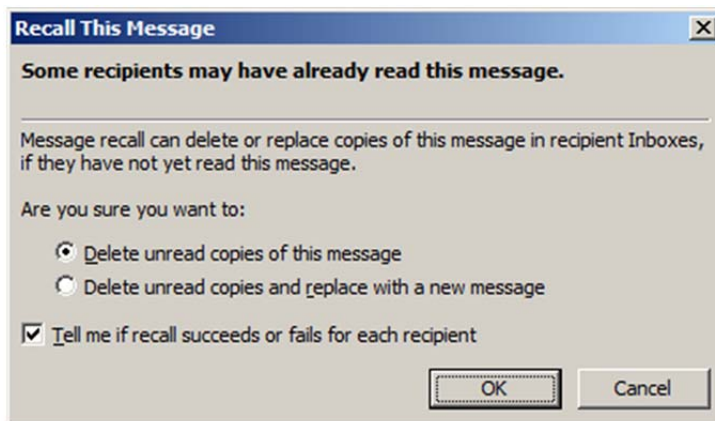
E-mail is a fast way to communicate with your co-workers, schedule meetings, and share documents. However, sometimes you might forget to attach a file or send certain information, only to realize after clicking **Send** that you need to make a change. You may be able to recall the message that you just sent, if you act before a recipient reads the message. Recalling it will allow you to send a corrected version to that person and avoid possible embarrassment.

To recall an email

1. In the Navigation Pane, click **Sent Items** folder.
2. Double-click the message that you want to recall to open it.
3. In the open message, click **Actions** in the Actions group.
4. Click **Recall this Message**.



The Recall This Message dialog box will appear.



5. Select whether you want to only delete the message or delete the unread message and replace it with a new message.
6. Select the checkbox to receive a confirmation that the recall was successful.



If you are sending the message to a large number of people, you may want to clear the **Tell me if recall succeeds or fails for each recipient** check box.