



Technology Tips For LIONS

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Recall a Sent Email

We have all done it before...sent out an email and forgot the attachment...sent an email and then found the misspelled word...or realized that you sent it to the wrong person...or maybe had second thoughts about sending it at all! However, there is a way in MS Outlook to recall the message **IF it has not been opened by the recipient.**

1. Click on **Sent Items**.
2. Find the message you want recalled and double-click it to open.
3. Go to the Ribbon.
4. In the **Actions** section, click **Other Actions** and select **Recall This Message**.
5. Select **Delete unread copies of this message** or **Delete unread copies and replace with a new message**. If you choose to replace with a new message, Outlook will allow you to edit the message and resend it.
6. To be notified about the success of the recall, check the **Tell me if recall succeeds or fails for each recipient** checkbox.
7. Click OK.