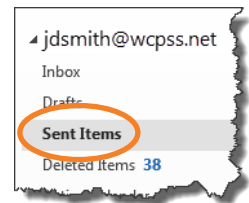




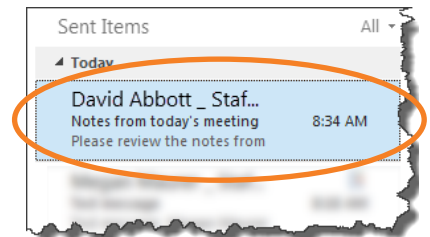
Outlook Client: Recall Sent Message

NOTE: This feature only works when using the Outlook Desktop Client.
Only **unread** messages can be recalled.

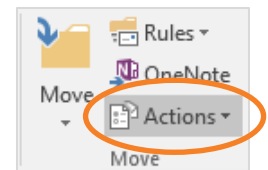
1. Click **Sent Items**.



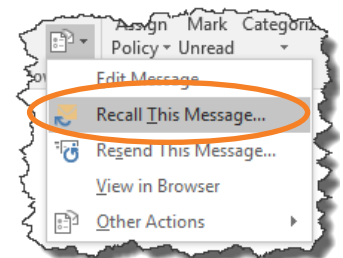
2. Open the message you want to recall.



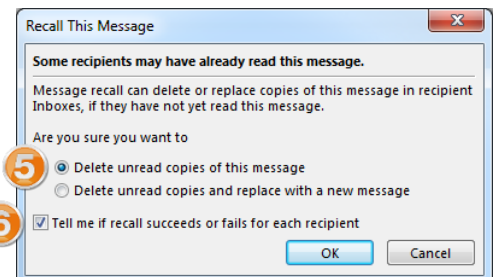
3. Click **Actions**.



4. Click **Recall This Message....**



5. Select how you would like the message recalled.



6. Select if you would like a status notification.

7. Click  .