

How to Recall Emails in Outlook

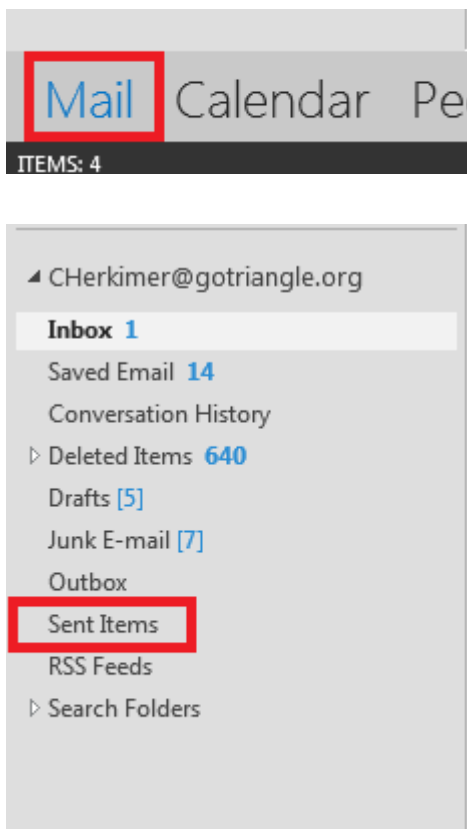
Explanation:

Have you ever sent an email only to realize that you made a spelling mistake or sent it to the wrong person? Fear not, Outlook has a solution! Outlook offers the ability to try to “recall” an email after it has been sent. What this does is it basically “unsends” your email, so it’s like your email never got sent in the first place.

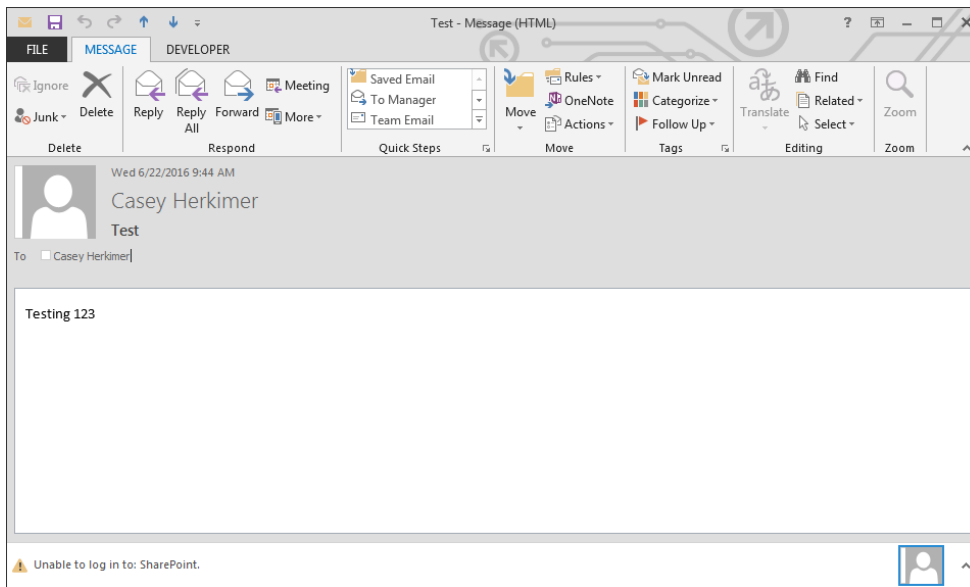
Instructions:

The steps below only work with emails sent internally. To recall a message, do the following:

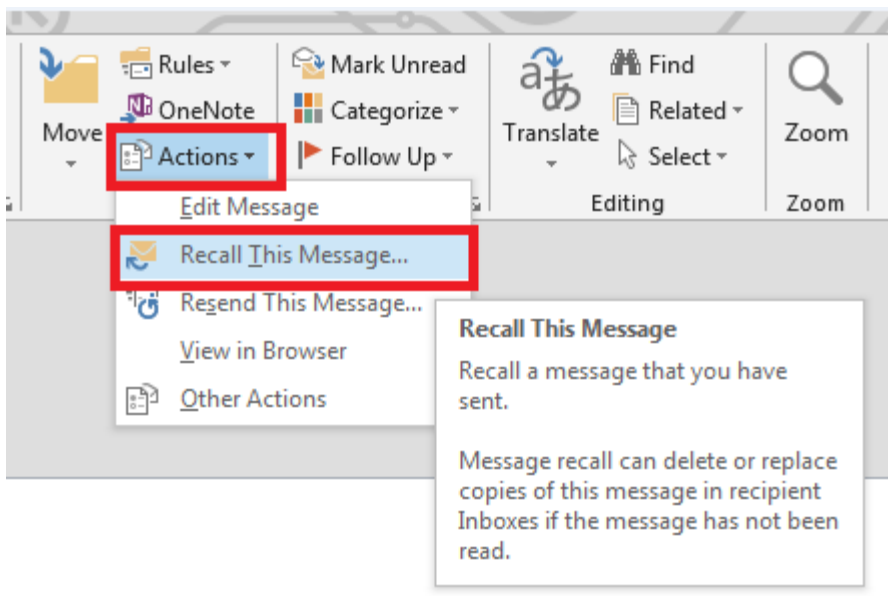
1. In **Mail**, in the Navigation Pane, click **Sent Items**. (see screenshot below)



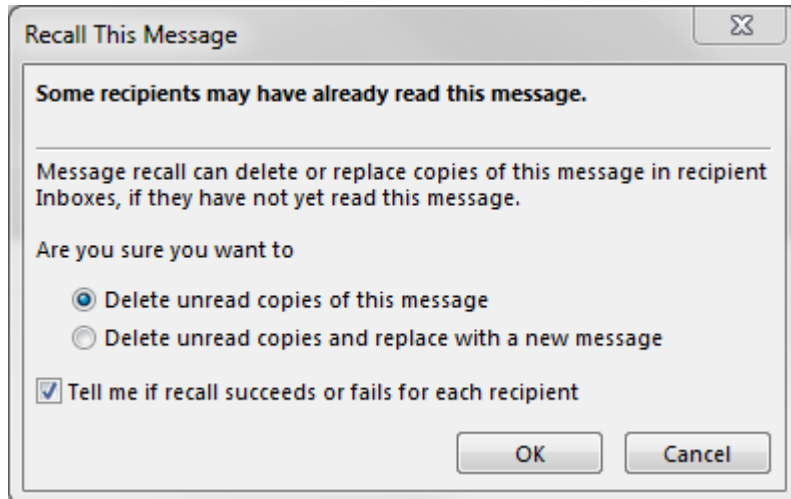
2. Open the message that you want to recall. (see screenshot below)



3. On the **Message** tab, in the **Move** group, click **Actions**, and then click **Recall This Message**. (see screenshot below)



4. Click **Delete unread copies of this message** or **Delete unread copies and replace with a new message**. (see screenshot below)



Source: <https://support.office.com/en-us/article/Recall-or-replace-an-email-message-that-you-sent-81c1ae4a-1ea3-4355-b05f-91785773ac15>