

Recall a message in Outlook

Message Recall is available on the Exchange Server using the Microsoft Outlook application.

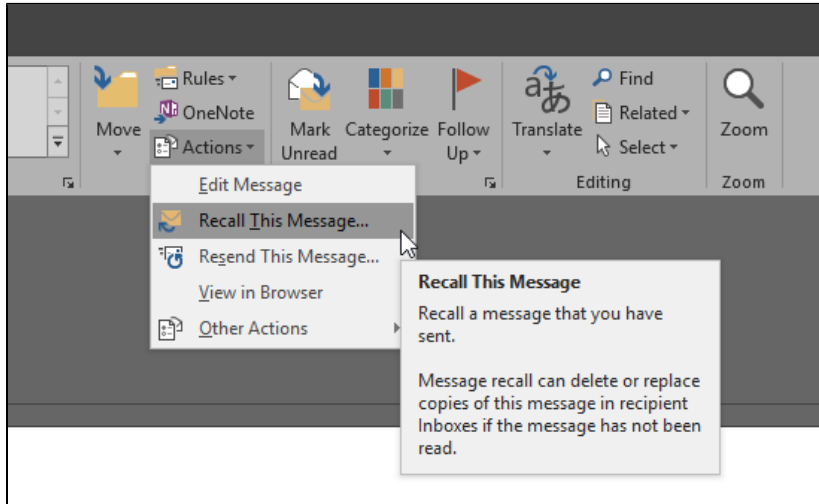
The recipient of the message you want to recall must also be using an **Exchange email account**. This option is **not** available using the Microsoft Outlook Web App (OWA) or Outlook 2011 for Mac.

Step-by-step guide

In **Mail**, in the **Navigation Pane**, click Sent Items.

Open the message that you want to recall or replace.

On the **Message** tab, in the **Actions** group, click on Other Actions, and then click **Recall This Message**.



For further details, please click the link to view instructions from Microsoft: [How Message Recall Works In Outlook 2013](#)

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For further assistance, please visit the ITS4U Help Desk located in NYS 215 or call 203-254-4069 during business hours.

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