

## How to recall a sent email in Outlook <sup>[1]</sup>

May 28, 2020 by [UIS Communications](#) <sup>[2]</sup>

We've all been there – you hit Send on an email only to realize you sent it to the wrong person or forgot to include an attachment. If only there was a way to get that email back before the recipient sees it. Great news – there is! Message recall can delete or replace copies of that email (as long as they have not read the message yet).

To recall an email in Outlook, simply [follow these instructions](#) <sup>[3]</sup> from Microsoft. Outlook can even confirm whether the recall succeeds or fails, allowing you to breathe a little easier knowing the status of your message.

[Outlook email](#) <sup>[4]</sup>

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