Home > How to recall a sent email in Outlook

How to recall a sent email in Outlook III

July 22, 2024 by ES and UIS Communications [2]

We've all been there – you send an email only to realize you sent it to the wrong person or forgot to include an attachment. Great news: There is a way to recall that email before the recipient sees it. Message recall in Outlook can delete or replace copies of that email if the recipient(s) have not read the message yet.

Cancelling sent emails:

- 1. Choose the message you wish to recall in your Sent Items folder.
- 2. Double-click to open the message

3. In the **Message** tab, select the **Actions** option. Select **Recall This Message** from the dropdown menu, then select **Delete unread copies of this message**. You may also select **Delete unread copies and replace with a new message** if you wish to send a corrected email.



Recall This Message	×
Some recipients may have already read this message.	
Message recall can delete or re Inboxes, if they have not yet rea	place copies of this message in recipient d this message.
Are you sure you want to	
O Delete unread copies of	this message
ODelete unread copies an	d replace with a new message
Tell me if recall succeeds or	fails for each recipient
	OK Cancel

NOTE: Emails sent through Outlook on the web, to a recipient outside CU System, or that have already been read cannot be recalled.

Outlook email [3] Display Title: How to recall a sent email in Outlook Send email when Published: No

Source URL: https://www.cu.edu/blog/tech-tips/how-recall-sent-email-outlook-0

Links

[1] https://www.cu.edu/blog/tech-tips/how-recall-sent-email-outlook-0 [2] https://www.cu.edu/blog/tech-tips/author/110439 [3] https://www.cu.edu/blog/tech-tips/tag/outlook-email