

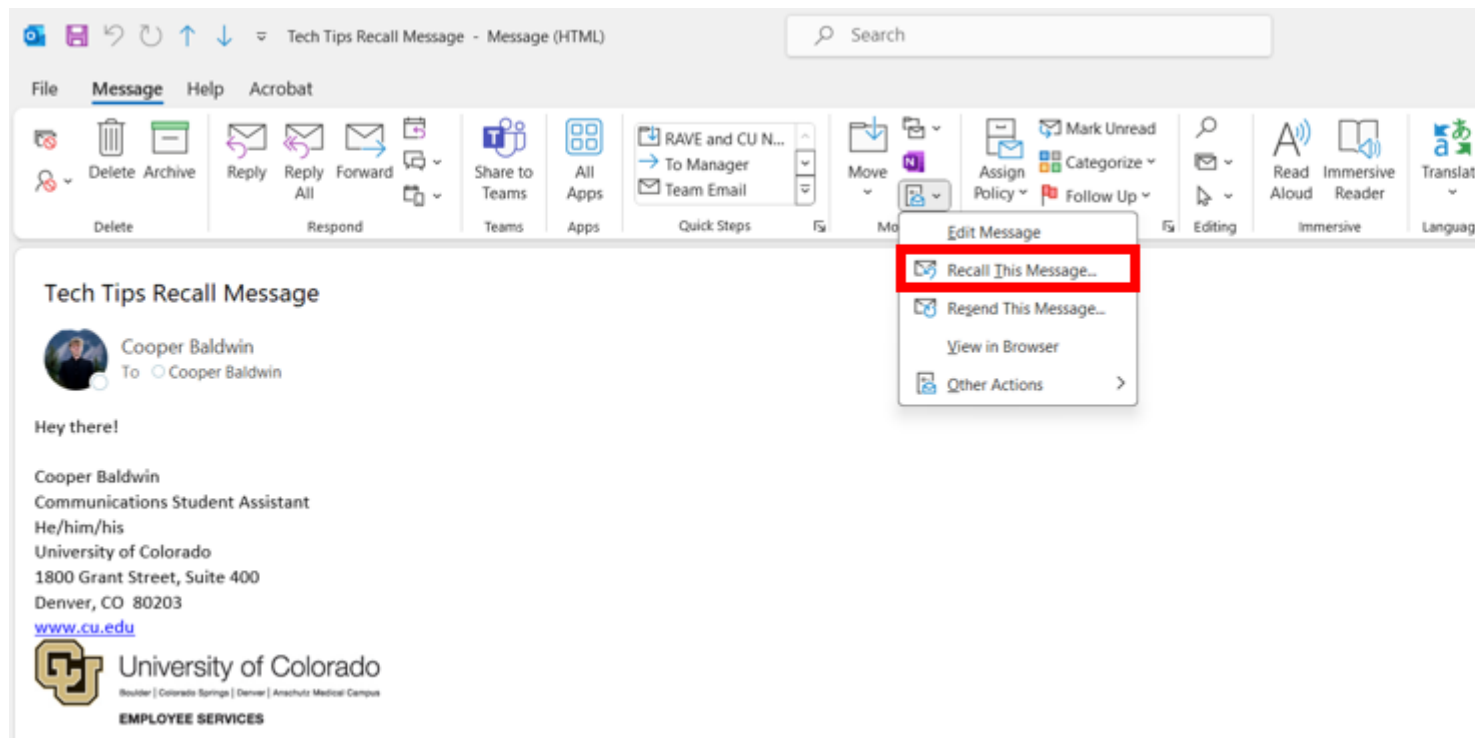
How to recall a sent email in Outlook ^[1]

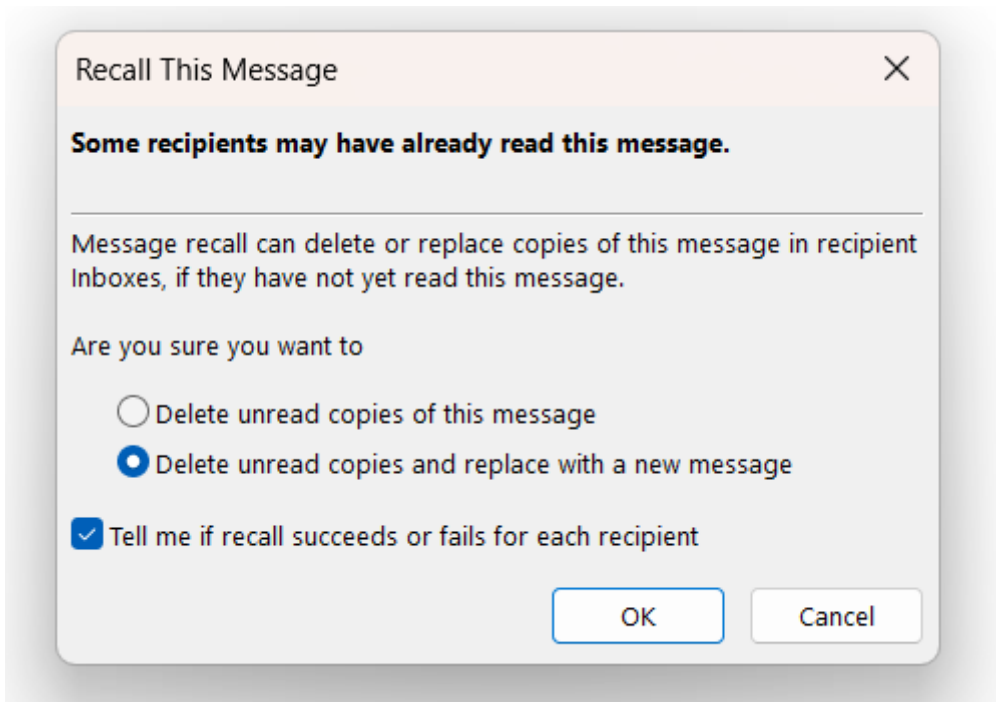
July 22, 2024 by [ES and UIS Communications](#) ^[2]

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.





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]

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How to recall a sent email in Outlook

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