

## Recall a sent email in Outlook <sup>[1]</sup>

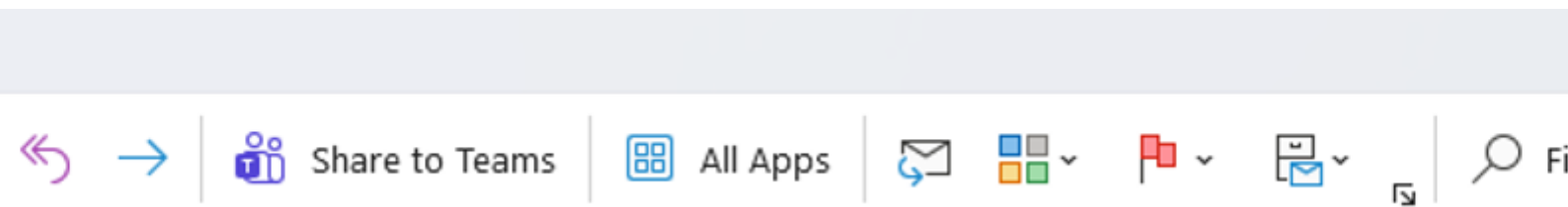
April 27, 2026 by [ES and UIS Communications](#) <sup>[2]</sup>

Sending an email to the wrong person or without an attachment is an easy mistake to make. Outlook's message recall feature lets you delete or replace a sent email — provided the recipient has not yet read it.

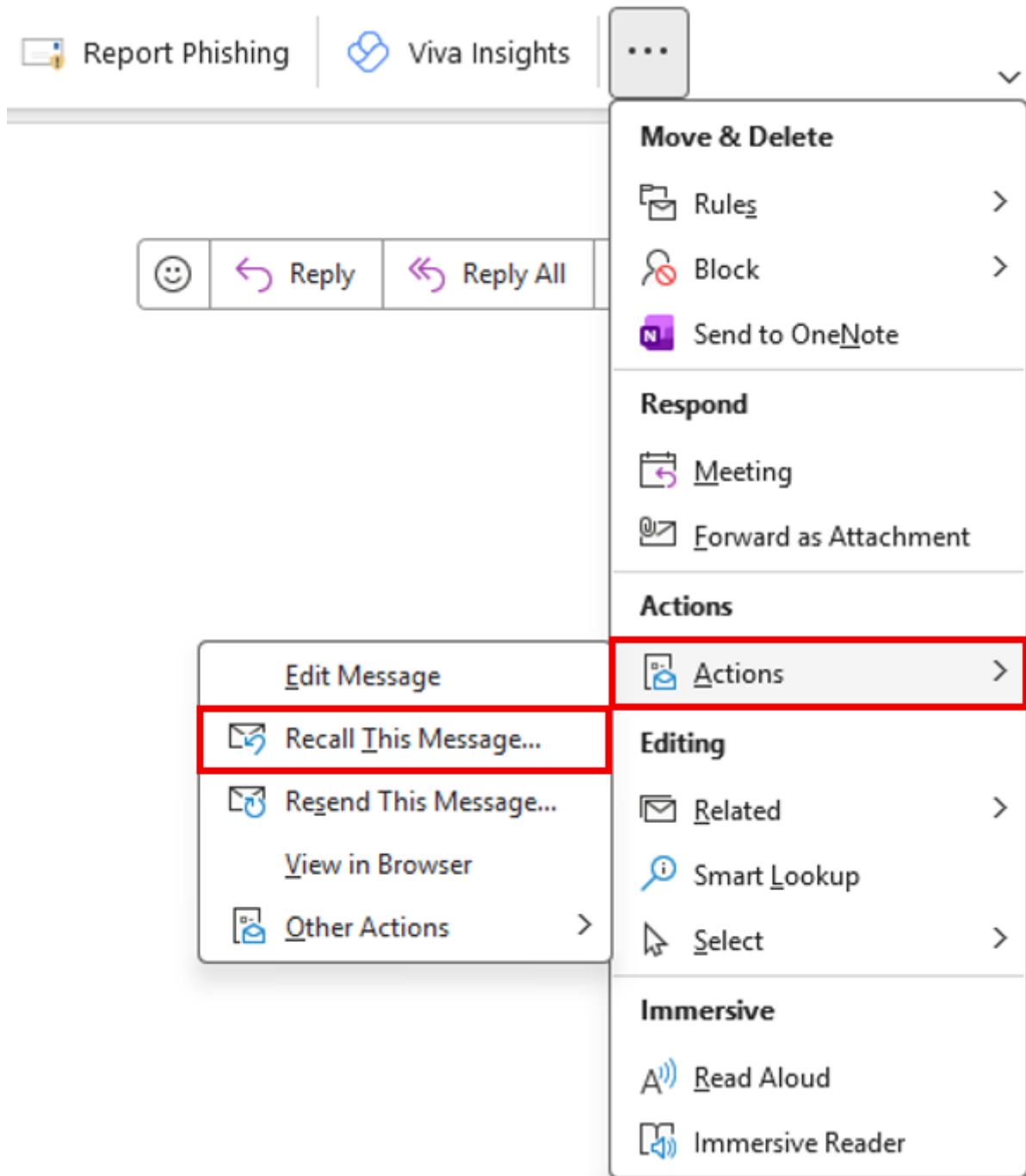
### Recall a sent email

**NOTE:** Message recall does not work for emails sent through Outlook on the web, emails sent to recipients outside CU System or messages that have already been read.

1. Open your **Sent Items** folder and select the message you want to recall.
2. Double-click the message to open it in a new window.
3. In the **Message** tab, select the **More commands** icon.



4. From the dropdown menu, select **Actions**, then **Recall This Message**.



5. In the dialog box, select one of the following options:

- **Delete unread copies of this message** — removes the email from the recipient's inbox.
- **Delete unread copies and replace with a new message** — removes the original and opens a new draft so you can send a corrected version.

**TIP:** Check **Tell me if recall succeeds or fails for each recipient** in the dialog box to receive a confirmation email for each recall attempt.

Recall This Message ✕

Some recipients may have already read this message.

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Message recall can delete or replace copies of this message in recipient Inboxes, if they have not yet read this message.

Are you sure you want to

Delete unread copies of this message

Delete unread copies and replace with a new message

Tell me if recall succeeds or fails for each recipient

6. Select **OK**.

7. If you selected **Tell me if recall succeeds or fails for each recipient**, you will receive an email containing your message recall report. Click the link to view the results of the recall attempt.

## Message Recall Report for message: "Tech Tips"



Office365Reports@microsoft.com  
To

### Your message recall request

You tried to recall the message described below. Click this link to view the recall results in your browser:

[View Message Recall Report](#)

### Recalled Message

**Subject:** Tech Tips  
**To:**

### More information

- If prompted, login with your email address and password.
- The recall status might show "Pending" for up to several minutes. The more recipients there are, the longer it can take. We'll continue trying to recall for up to 24 hours.
- Access to this report will expire after 7 days.

[Outlook email](#) <sup>[3]</sup>

**Display Title:**

Recall a sent email in Outlook

**Send email when Published:**

No

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