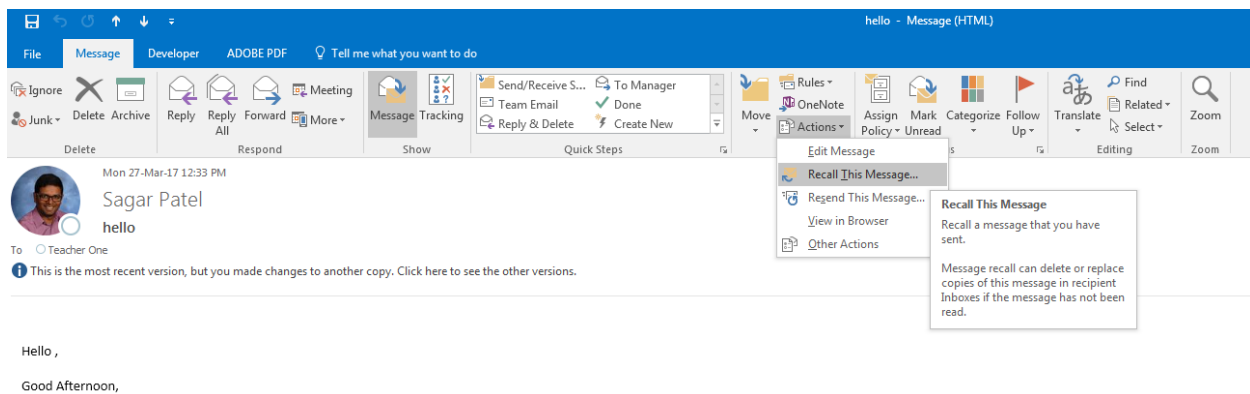


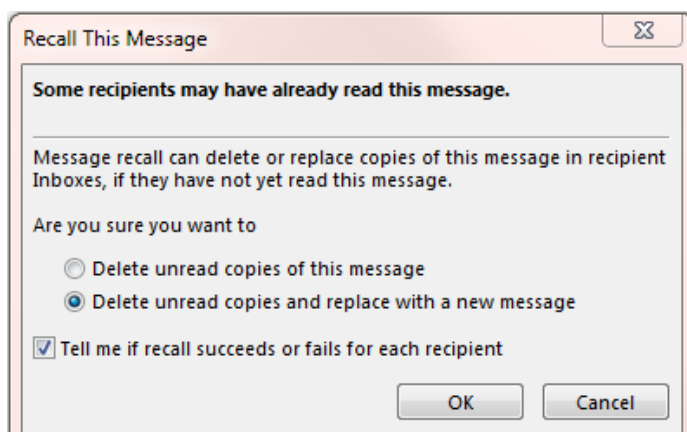
## How to recall a message in Outlook Client

To recall or replace a message, follow these steps:

1. Locate the Sent Items folder.
2. Open the message that you want to recall or replace.
3. Click **Actions** on the ribbon or menu, and then click **Recall This Message**.



4. Enable the **Delete unread copies of this message** option to recall the message. Or, enable the **Delete unread copies and replace with a new message** to replace the message with a new one.



5. To receive a notification about the success of the recall or replacement, enable the **Tell me if recall succeeds or fails for each recipient** option.
6. Click **OK**. **If you chose the replace option, type your new message and send it.**