How to Retract/Recall an Email

When using Outlook 2013

1. Go to your Sent Messages folder.

2. Double click the message you want to recall. This will open the message in a new window with more options in a dedicated ribbon at the top.
3. **Click Actions in the Move section** at the top center of the window and **Click Recall This Message**.

   ![Image of Recall This Message window](image1)

   If this works then I will send out the directions.

   Erik Townsend
   VoIP and Exchange Server Administrator
   Durham Technical Community College
   1637 Lawson Street, Durham, NC 27703
   919-536-7261 x6508

   Email correspondence to and from this address may be subject to the North Carolina Public Records Law and shall be disclosed to third parties when required by statutes. (NCGS Ch. 132)

4. **Select Delete Unread Copies Of This Message**. Outlook will warn you if some of your recipients have already read the message, and you won’t be able to recall those messages. If you just want to add an attachment or fix a typo, select “Delete unread copies and replace with a new message” instead. This opens a new window with your message already in edit mode so you can quickly correct your mistake(s).

   ![Image of Recall This Message options](image2)
5. Click ok and wait for outlook to tell you if the recall has been successful. This email will appear in your Inbox.

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1 Cherlynn Low, Laptopmag, http://blog.laptopmag.com/recall-sent-message-outlook