

In Outlook 2003 and Exchange 2003, how do I recall an email message?

In order to recall a message, odds of recalling a message increase if the receiving user(s) is also on Exchange. The odds of a successful recall are very small if you are trying to recall a message that is sent to an outside account such as gmail, hotmail, or yahoo.

- 1) In Outlook, click on the Sent Items folder and double-click the message you are trying to recall.
- 2) From the sent message, click on Action – Recall This Message.
- 3) You can choose to either recall any unread messages or to replace the message with another email.
- 4) The Exchange server will try and retrieve the message that you sent. If the e-mail is unread it will retrieve it and depending on the action you selected above will either remove the message and/or replace it. You will receive a success or failure notification in your inbox.

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