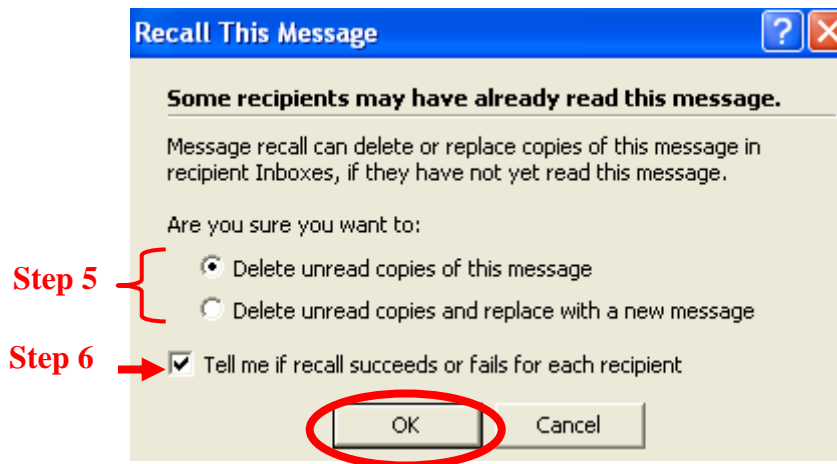


How to Recall or Replace a Message You've Already Sent Out

You can recall or replace only those messages you sent to recipients who are logged on and using Outlook and who have not read the message or moved the message out of their Inbox.

1. If the Folder List is not visible, click the **View** menu, and then click **Folder List**.
2. Click on the **Sent Items** folder.
3. Open the message you want to recall or replace.
4. On the **Actions** menu, click **Recall This Message**. The following dialog box should appear:



5. To recall the message, select **Delete unread copies of this message**.
To replace the message with another, click **Delete unread copies and replace with a new message**, click **OK**, and then type a new message.
6. To be notified about the success of the recall or replacement for each recipient, select the **Tell me if recall succeeds or fails for each recipient** check box.

Note: To replace a message, you must send a new one. If you do not send the new item, the original message is still recalled.