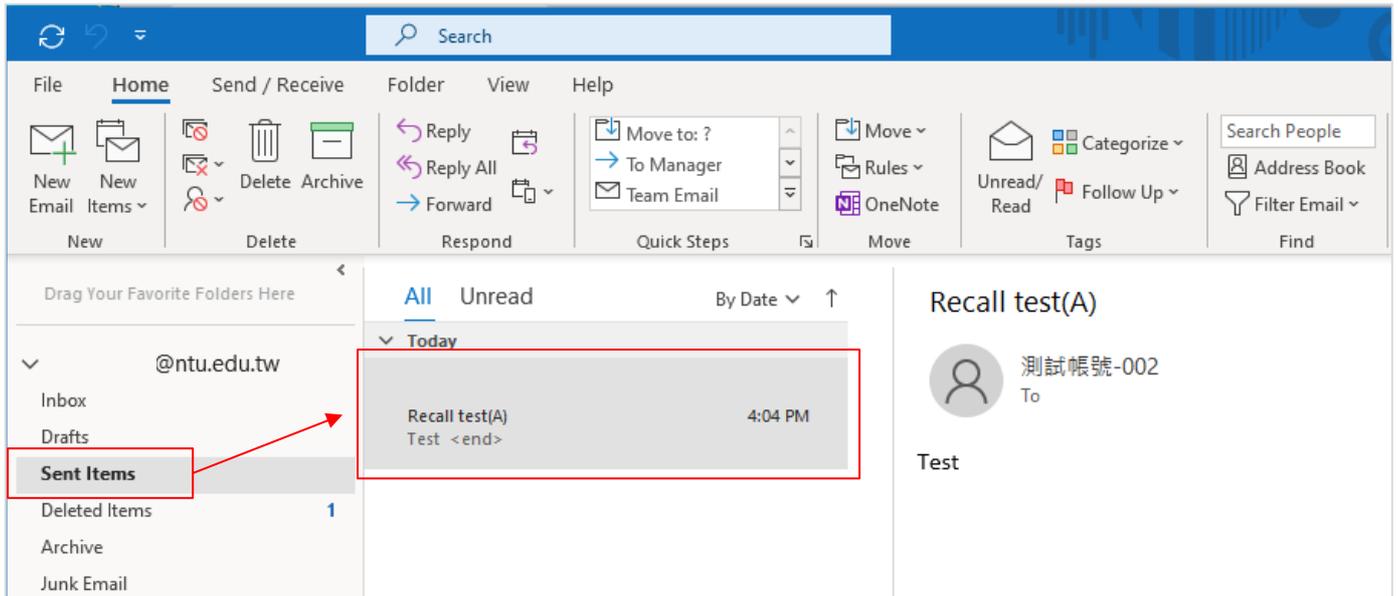


How to recall an email in Outlook

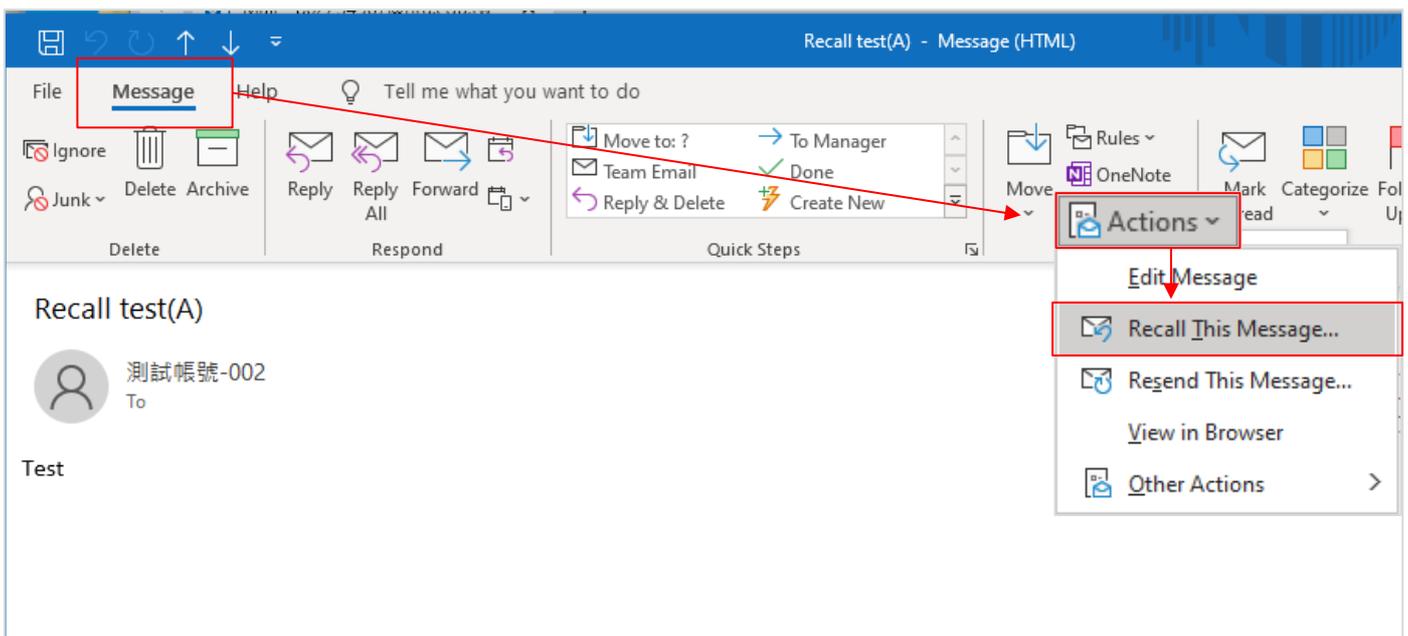
The Recall feature is only available for accounts that use the Exchange protocol, and it will only be successful if the recipient has not yet read the email.

Therefore, it is recommended that users double-check before sending emails.

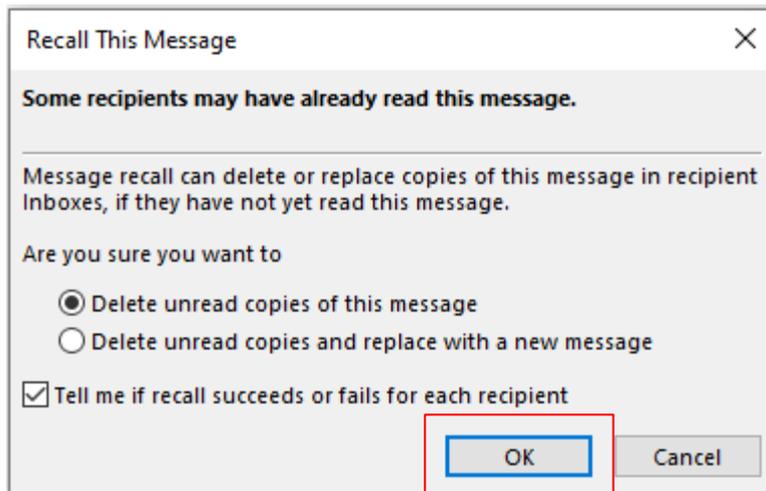
1. Please Click **【Sent Items】** , and select the mail you want to recall.



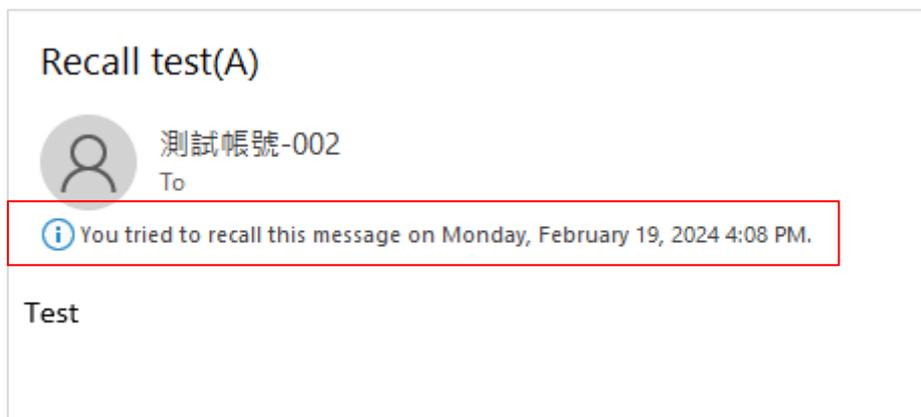
2. Double-click to open the email, click **【Actions】** → **【Recall This Message】** .



3. Pop up confirmation window, choose option you want, then click **【OK】** .



4. You can see a message **【You tried to this message on ...】** displayed in the email.



5-1. If the recall is successful, you will receive a recall notification message.



5-2. If the recall is failed, you will receive a recall notification message.

