How to Recall a Message After It’s Been Sent

Outlook 2007 with Exchange Server gives you the ability to recall a message after it has been sent. To do this:

1. Go to your Sent Items folder
2. Open the message you want to recall
3. Click on the Other Actions button
4. In Other Actions click on Recall This Message
5. You will be present with a box with different options in it. Select the ones that you would like to use and click OK.