

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**.

