

## **Recall or replace a message you've already sent in Microsoft Outlook (Windows 2000/XP)**

\* This feature requires Microsoft Exchange services.

You can recall or replace a message only if its recipient is logged on and using Microsoft Outlook and has not read the message or moved it from their inbox.

In Microsoft Outlook:

1. If the **Folder List** is not visible, click the **View** menu, and then click **Folder List**.
2. Click **Sent Items**.
3. Open the message you want to recall or replace.
4. On the **Actions** menu, click **Recall This Message**.
5. Do one of the following:
  - a. Recall the message
  - b. Replace the message

**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.