## How to Recall an Email in Microsoft Outlook



Recalling an email can be a very useful tool but, it does have it's limits. An email in outlook can only be recalled within 120 minutes of the email being sent or until the recipient opens the email whichever comes first.

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-	· Deleted Items - 응 Adaxes-Users -		it.service@encoreelectric.com		Г
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## 2 Select the email that was mistakenly sent



## **3** Select the three dots to open a drop down menu

s available.	Wed 9:54 AM
lelson Technical Support Analyst 7125 W. Jefferson Ave., Suite 400   La	Mon 2:26 PM
available.	Mon 1:50 PM
lson Technical Support Analyst 7125 W. Jefferson Ave Suite 400 I Lake	Mon 7:20 AM
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You will get a pop up letting you know the email is being recalled.



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Once the email is recalled the recalled email will still be in the sent items folder but now with a time stamp of when the email was recalled.

S		30 30 10 30	
	This week		
	ixtagarcia95@gmail.com	D	LOOK ASAP Thank you, Grant Ne
3	Eric Fisher	۵	Ticketing review No preview is av
	> Zach Lien	N	Dell Steps Thank vou. Grant Nels
ı History	test		
	Recall attempted at 12/21/2023 11:24 AM.		
	Grant Nelson To: IT Service		
	Test email please delete		
	Thank you, Grant Nelson		

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