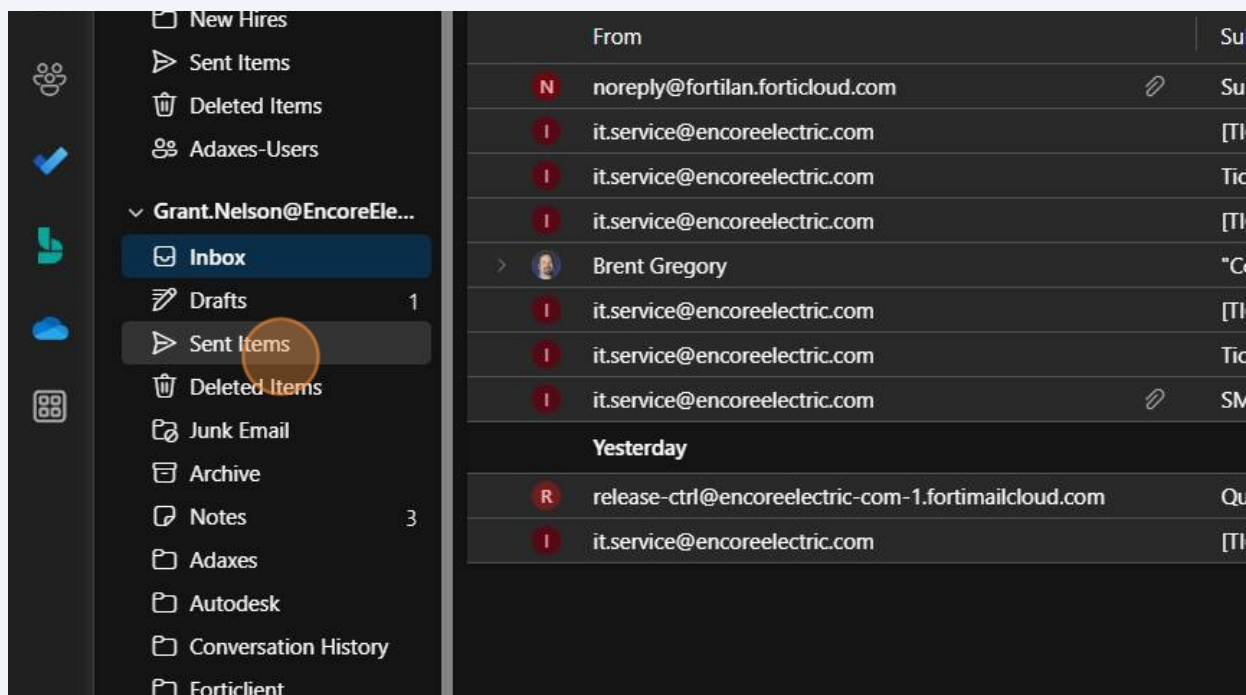


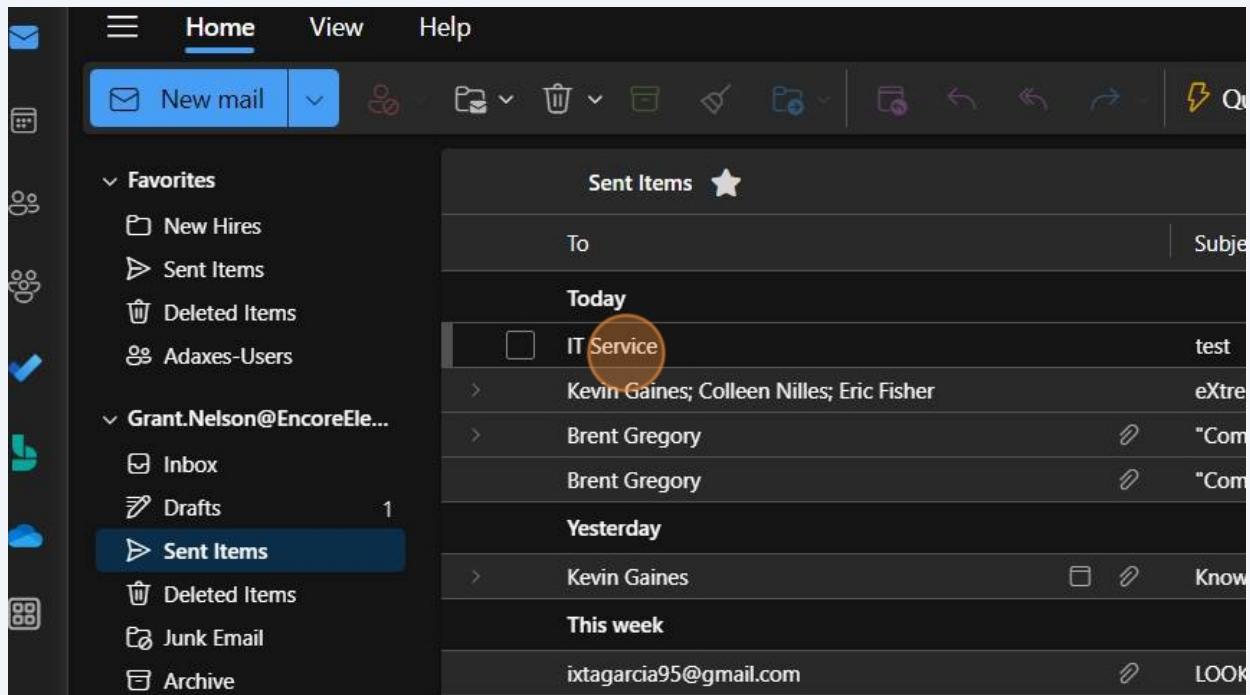
# How to Recall an Email in Microsoft Outlook

Recalling an email can be a very useful tool but, it does have its 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.

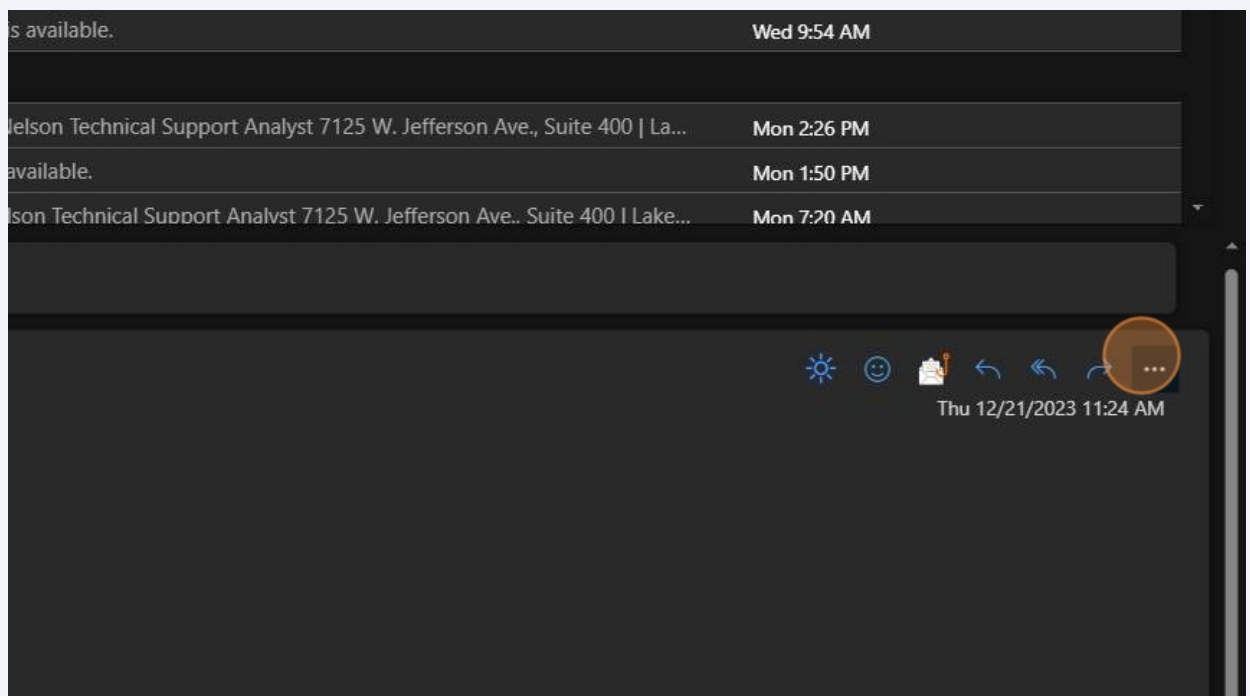
- 1 Move to the "Sent Items" folder within Outlook.



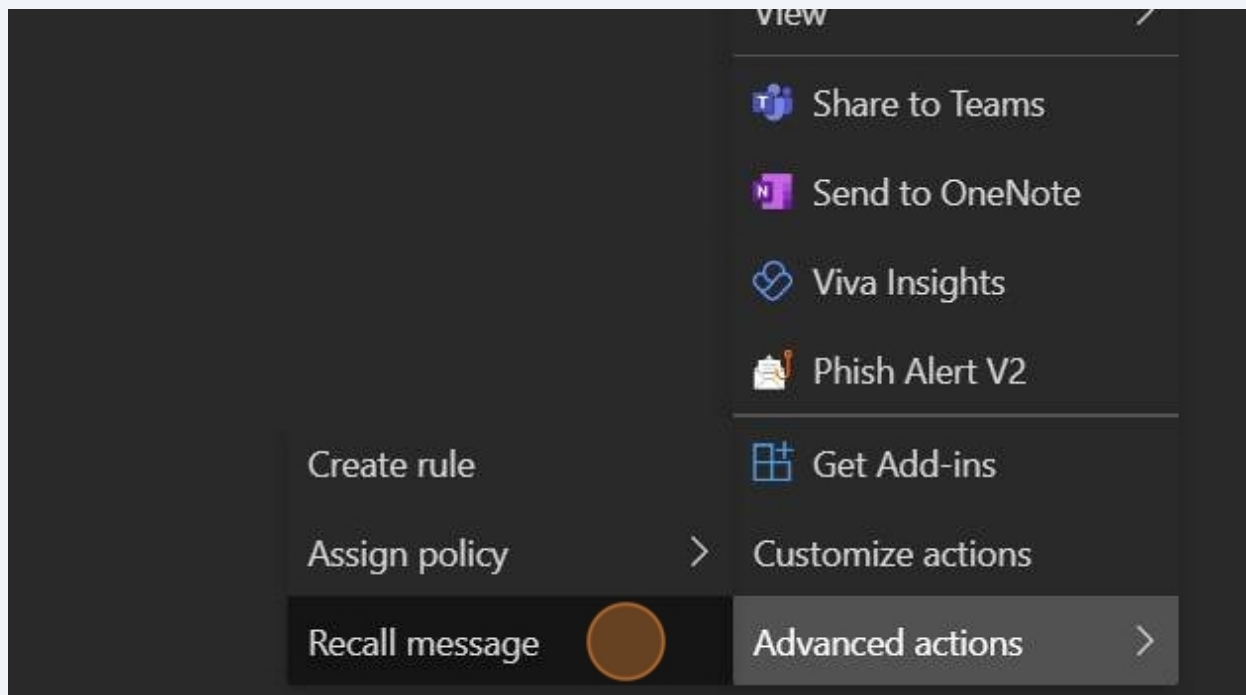
## 2 Select the email that was mistakenly sent



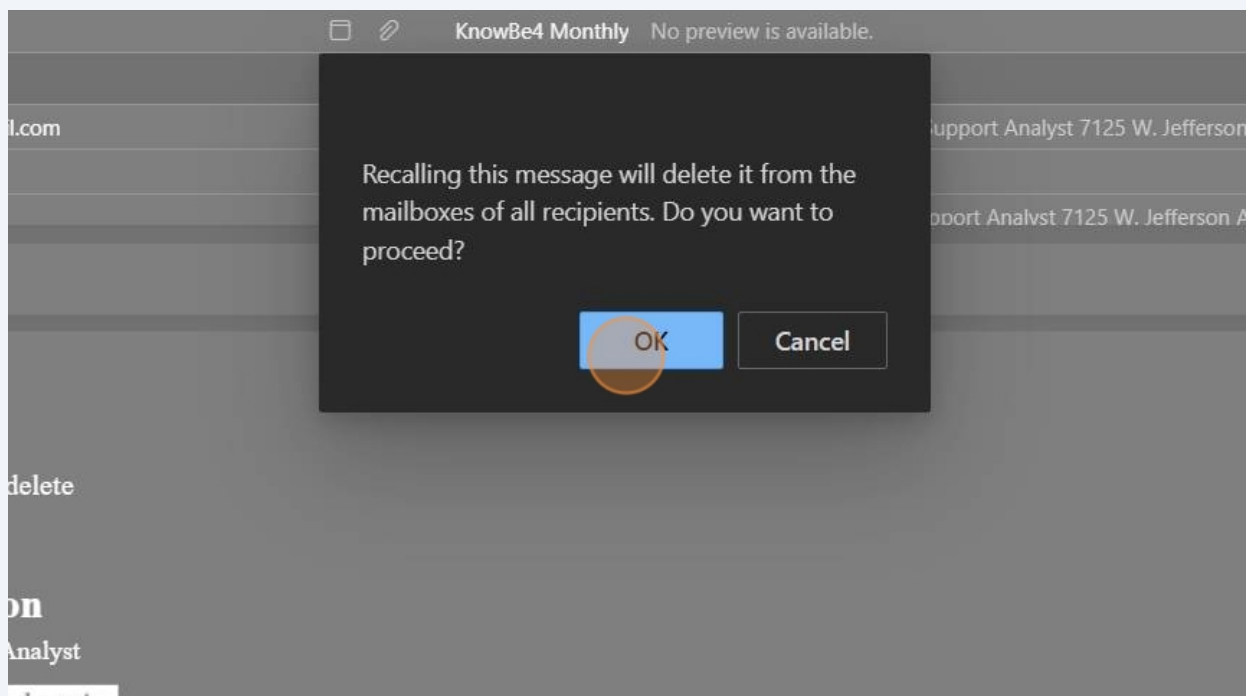
## 3 Select the three dots to open a drop down menu



4 Select Advanced actions > Recall message



5 You will get a pop up letting you know the email is being recalled.



6

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.

