

## Recalling an email

Brought to you by  
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(in MT-403)



This Tip of the Week was inspired by one of your co-workers (a non-IT person who works here at DOPM). Do **YOU** have an idea for a future Tip of the Week, that others might benefit from? (If so, please let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu) or 934-7662.)

### SITUATION/QUESTION:

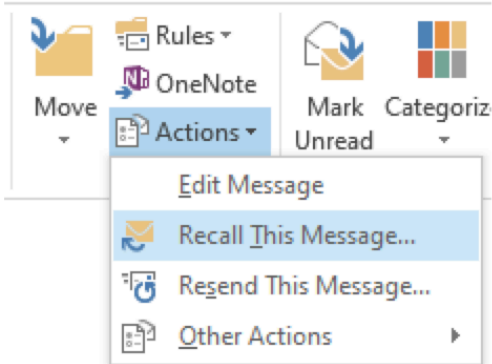
Help. I just sent an email that I shouldn't have. Can I recall it?

### SOLUTION/ANSWER:

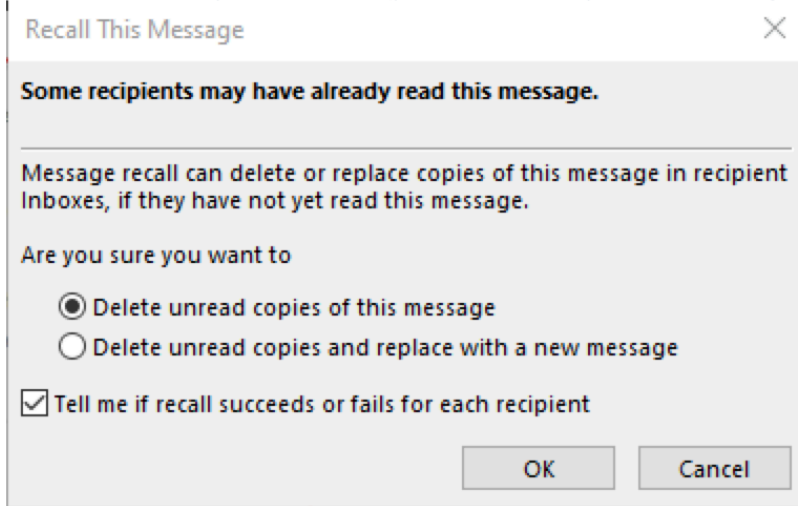
Maybe yes. Maybe no.

Try this:

1. Go to Sent Items
2. Open the Sent email (not just in a preview pane, but actually open it)
3. Choose Actions and then Recall This Message



4. Choose to Delete unread copies which is to Recall (you can also choose to replace with a new message which is to Resend)



5. If the message hasn't been read, then it will simply disappear from the recipients Inbox. You can also get notified if Recall/Resend is successful

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?  
Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <https://www.uab.edu/medicine/dopm/dopm-it/weekly-tips>