E-mail is a fast way to communicate with your co-workers, schedule meetings, and share documents. However, sometimes in the rush you might forget to attach a file, or send out information only to realize after clicking **Send** that you need to change something. If you are using Outlook 2007 Exchange, you can recall your email and resend it with the correct information.

To recall and replace your email, follow these steps:

1. In **Mail**, in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), click **Sent Items**.

2. Open the message that you want to recall and replace.

3. On the **Message** tab, click **Other Actions,** and then click **Recall this Message**

If you are using Outlook 2010: go to the **Move** group, and then click **Recall This Message**.

4. Click **Delete unread copies and replace with a new message**. If you are sending the message to a large number of people, you may want to clear the **Tell me if recall succeeds or fails for each recipient** check box.

5. Click **OK**, and then type a new, corrected message.

6. Click **Send**

Note: if the email is read before you recall it you will receive a "failure to recall" email.

**Recalling messages will only work for emails with OCDE. This feature requires you to use a Microsoft Exchange account; you cannot recall messages through Outlook Web Access. The recipient of the mail you want to recall must also be using an Exchange server e-mail account. For example, you cannot recall a message sent to someone's personal Internet service provider (ISP) (ISP: A business that provides access to the Internet for such things as electronic mail, chat rooms, or use of the World Wide Web. Some ISPs are multinational, offering access in many locations, while others are limited to a specific region.) POP3 e-mail account.