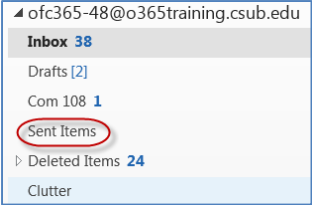

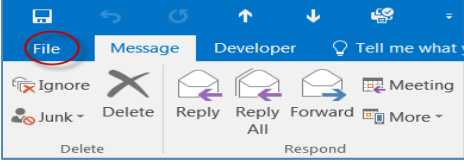
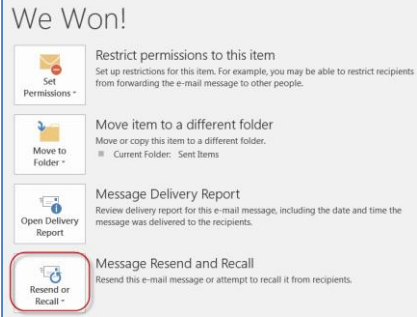
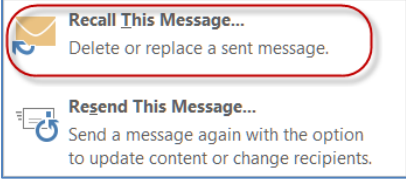
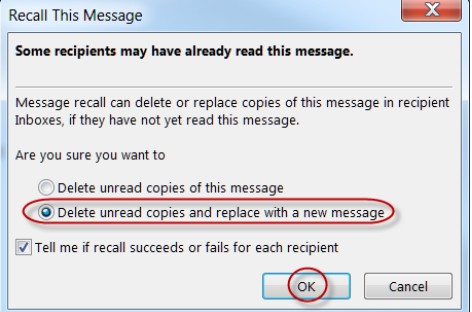


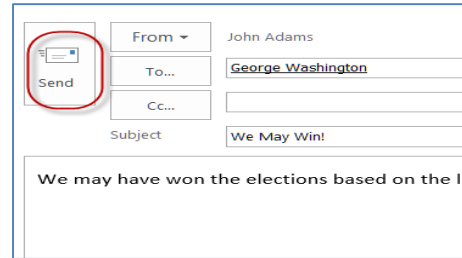


Unsending or Recalling an email

You can un-send or recall an email message. These instructions will guide you in this process.

<p>1. From your folder pane, click your Sent Items folder</p>	
<p>2. From your Sent Items, double-click the email you want to recall.</p>	
<p>3. Click the File tab</p>	
<p>4. From the center pane, click Resend or Recall</p>	
<p>5. From the menu, click Recall This Message...</p>	
<p>6. On the Recall This Message screen,</p> <ul style="list-style-type: none"> • Check the Delete unread copies and replace with new message box • Click OK 	

7. When your message opens, make your changes or attach a file. When satisfied, click Send.



8. The recalled message will say in your Sent Items. However, it will indicate that you attempted to recall the message.

