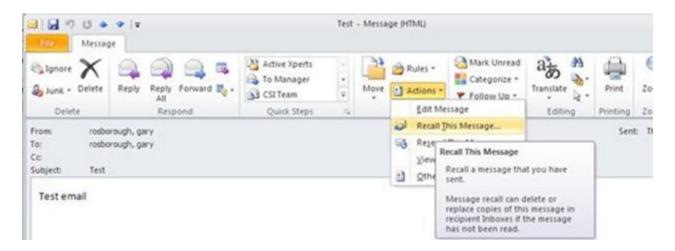1.   Open the email from your **Sent Items** folder and click on **Actions** > **Recall This Message**.

2.   Choose **Delete unread copies of this message** or **Delete unread copies and replace with a new message**. Check the box for verification.

NOTE: This will only work for e-mails sent within the Exchange system. You cannot recall a message sent to someone using GroupWise or to an External address.