

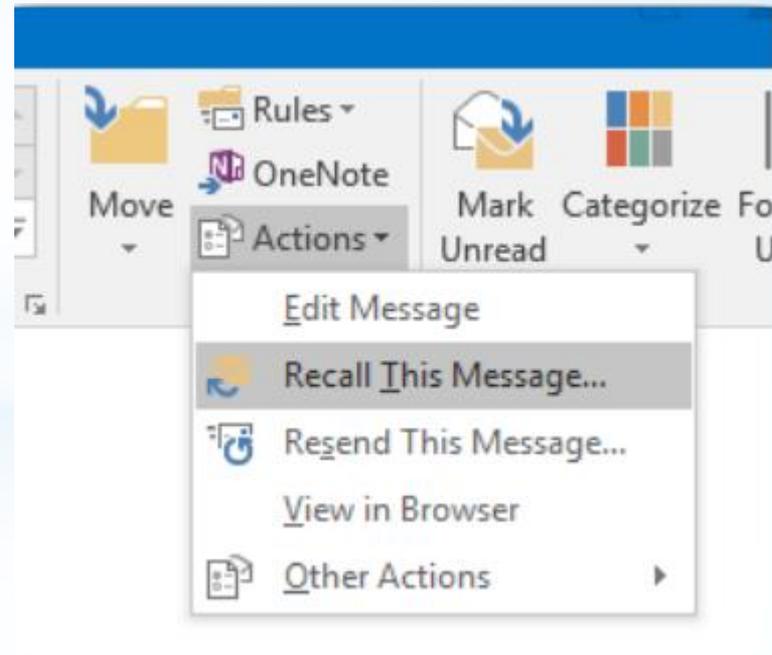
Recall & Replace

- With message recall: A message that was sent can be retrieved (recalled) from the mailboxes of the recipients who haven't opened it. We can also substitute that message with a replacement message.
- If we forgot to include an attachment, we can also try and retract the message and then send a replacement message with the attachment.

□ Recall or Replace a message

Choose Sent Items > Open the message that needs to be recalled > Under Message tab

Choose Actions> Recall this message





- Choose: Delete Unread copies.
- Choose: Delete Unread copies and replace with new message.

If message has been already opened or read... the system won't be able to recall it.