Step 1

🖂 Things I have been meaning to tell you Message (HTML)					
Eile Edit View Insert Format Tools Actions Help Type a question	n for help 🛛 🗸				
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🛛 🖃 Send 🛛 🔚 🎒 🐰 🖻 🎕 🗟 🖉 🔯 🕸 🧏 🕴 🕅 🖓 🚦 V 📰 Send 🔛 Options 🔯 戱 😨 🗸					
F <u>r</u> om					
To Shenker, Mark;					
<u></u>					
<u>B</u> cc					
Subject: Things I have been meaning to tell you					
Subject: Things I have been meaning to tell you There are some things I have wanted to tell you for a long time but I think now is finally the opportune moment. Not only are you					

Suppose you have created the above e-mail by accident... Notice that it is incomplete. Viewers may choose to add the appropriate content.

Step 2

	<u>A</u> ct	ions	s	Help		
×	(k	2	Q	Reply 🕵 Reply to All 🕵	Forward 📑 Send/Receive 🂱 Find 🥁 🔯	Type a contact to find 🔹 😰 🖕
1	Mes	sa	ges	• 🖻	🖂 📑 🚰 🏹 Qther User's Folder 🖕	
		1	1			
:	D	7	0	From	То	Subject
	~			Shenker, Mark	Shenker, Mark	Things I have been meaning to tell you
				Walden, Susan L	Shenker, Mark	RE: December Data Collection
	\square		0	Eammon O'Boyle	Kevin Warne; Negron, Karin; Phyllis Scott; Shen	BrigoTurk2.JPG
	\bigcirc		0	Omer Shenker	Shenker, Mark	Re: updated version
				Martinez-Buley, Elena	Shenker, Mark	RE: PASS-RPTE
				ASCD SmartBrief	Shenker, Mark	December 22, 2003 - Emphasis on testing, accou
	a,			Harrington, Sarah L	Shenker, Mark	RE:
	a.		0	Selig, Carol A	Shenker, Mark	FW: Parker Elementary's Holidays Around The W
	Â		0	Andrews, Ruby J	Shenker, Mark	Do the Rice Thing at Welch

The message arrives in the receipient's mailbox. Luckily the receipient has not yet read the message. Once the message is read (opened) you cannot recall it. If this occurs, it might be a good time to freshen your resume.

Step 3

Recalling a Mail Message

🙆 Sent Items - Microsoft Outlook					
<u> </u>	Actions Help				
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🧐 🖓 🔁 🖾 🖾 🖾	🗧 Sent To 🔹 🖂 🗹	📲 🚰 🏹 Other User's Folder 🖕			
🕁 🖻 🔁 🗇 🗇 🗧 🔁					
Folder List ×	Drag a column header here to group by that colu	Jmn.			
E 🌾 Archive Folders					
Holding	<u>! [] [영 [] To</u>	Subject			
Calendar	🖻 Shenker, Mark	Things I have been meaning to tell you			
🖓 Deleted Items					
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1302)					
Journal					
Mark (9)					
Sent Items (564)					
Tasks					
Outlook Today - [Mailbox - Shenk					
Calendar					
Contacts					
Deleted Items (2)					
Drafts (3)					
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Share					
E Mailbox - southwest	Eropa Shapkar Mark				
Mailbox - Southwest	Subject: Things I have been meaning to tell you				
In the second and the second and second and the sec					
H - M Personal Folders	There are some things I have way	nted to tell you for a long tim			
H- M Public Folders	There are some things I have wat	nea to ten you for a long tim			

Click on your "Sent Items" folder. The message you sent should be listed there. Double-click on the listing of the message to open it.

Step 4



From the Actions menu select "Recall This Message..."

Step 5

Recall This Message 🛛 🔹 🔀		
No recipients have reported reading this message.		
Message recall can delete or replace copies of this message in recipient Inboxes, if they have not yet read this message.		
Are you sure you want to:		
Delete unread copies of this message		
\bigcirc Delete unread copies and <u>r</u> eplace with a new message		
OK Cancel		

Select the appropriate option from the dialogue window that opens. Note the second option provides you a chance to replace the message with something more positive. The recall notice (referred to by the checkbox) may or may not actually arrive. It depends on your settings.

Step 6

	<u>A</u> ctio	ns	Help		
×		g	🖗 <u>R</u> eply 🏽 🕵 Reply to All 🕵 i	For <u>w</u> ard 📑 Send/Re <u>c</u> eive 👺 Find 🙀 🔯	Type a contact to find 🛛 🗸 👔 🖕
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1	D	7 0	From	То	Subject
			Walden, Susan L	Shenker, Mark	RE: December Data Collection
	\square	0	Eammon O'Boyle	Kevin Warne; Negron, Karin; Phyllis Scott; Shen	BrigoTurk2.JPG
	\square	0	Omer Shenker	Shenker, Mark	Re: updated version
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	a		Harrington, Sarah L	Shenker, Mark	RE:
	a	0	Selig, Carol A	Shenker, Mark	FW: Parker Elementary's Holidays Arou
	Ā	0	Andrews, Ruby J	Shenker, Mark	Do the Rice Thing at Welch

Notice that the message has disappeared from the receipient's inbox.

Recalling a Mail Message