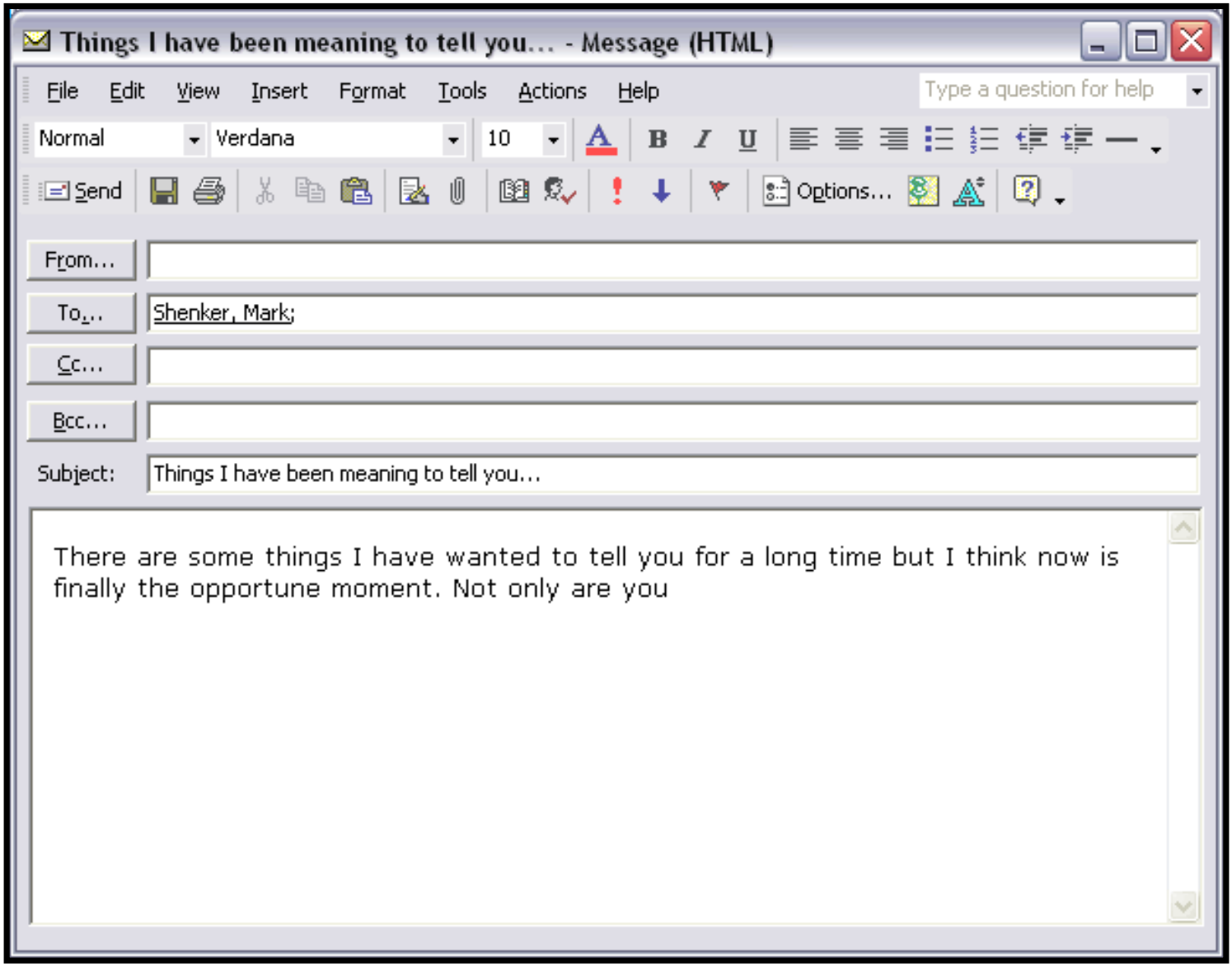
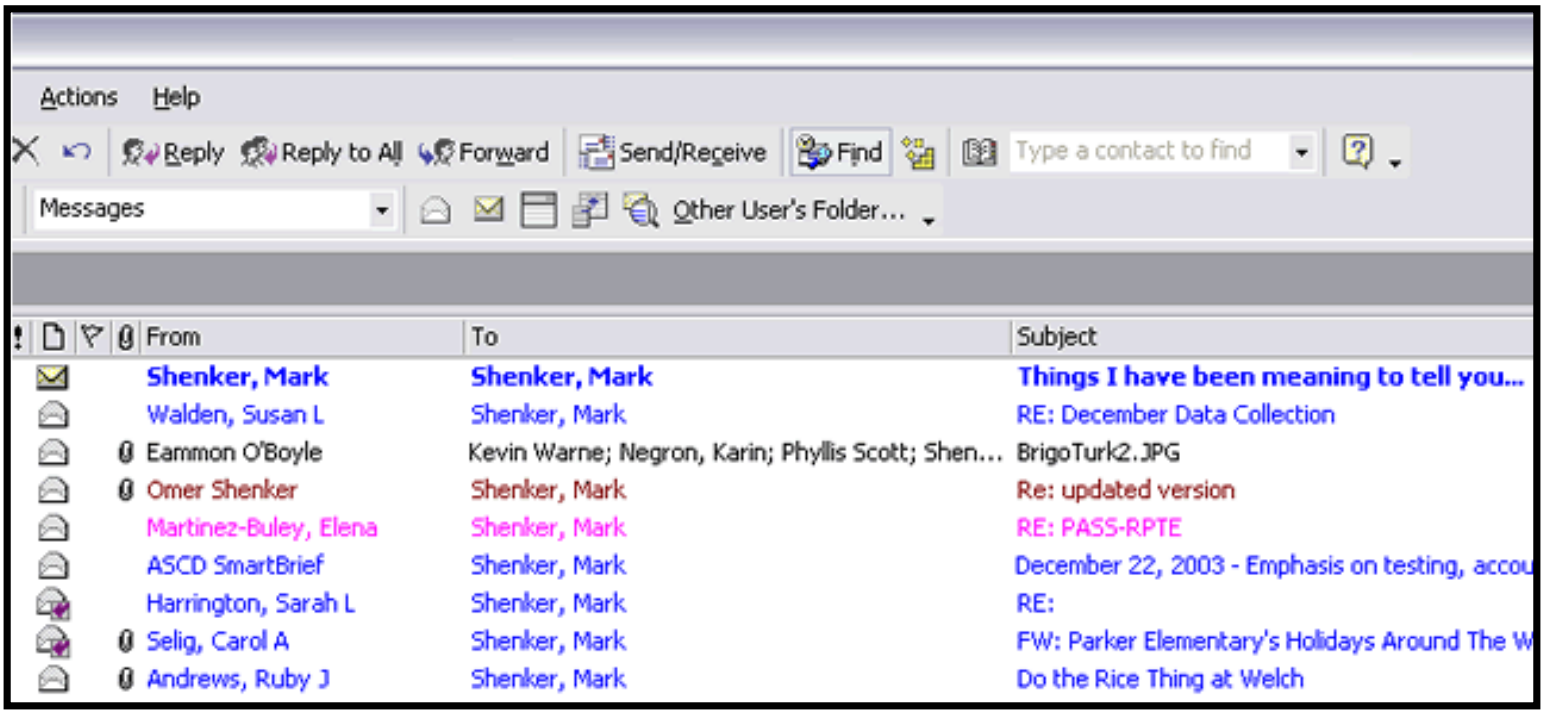
Step 1



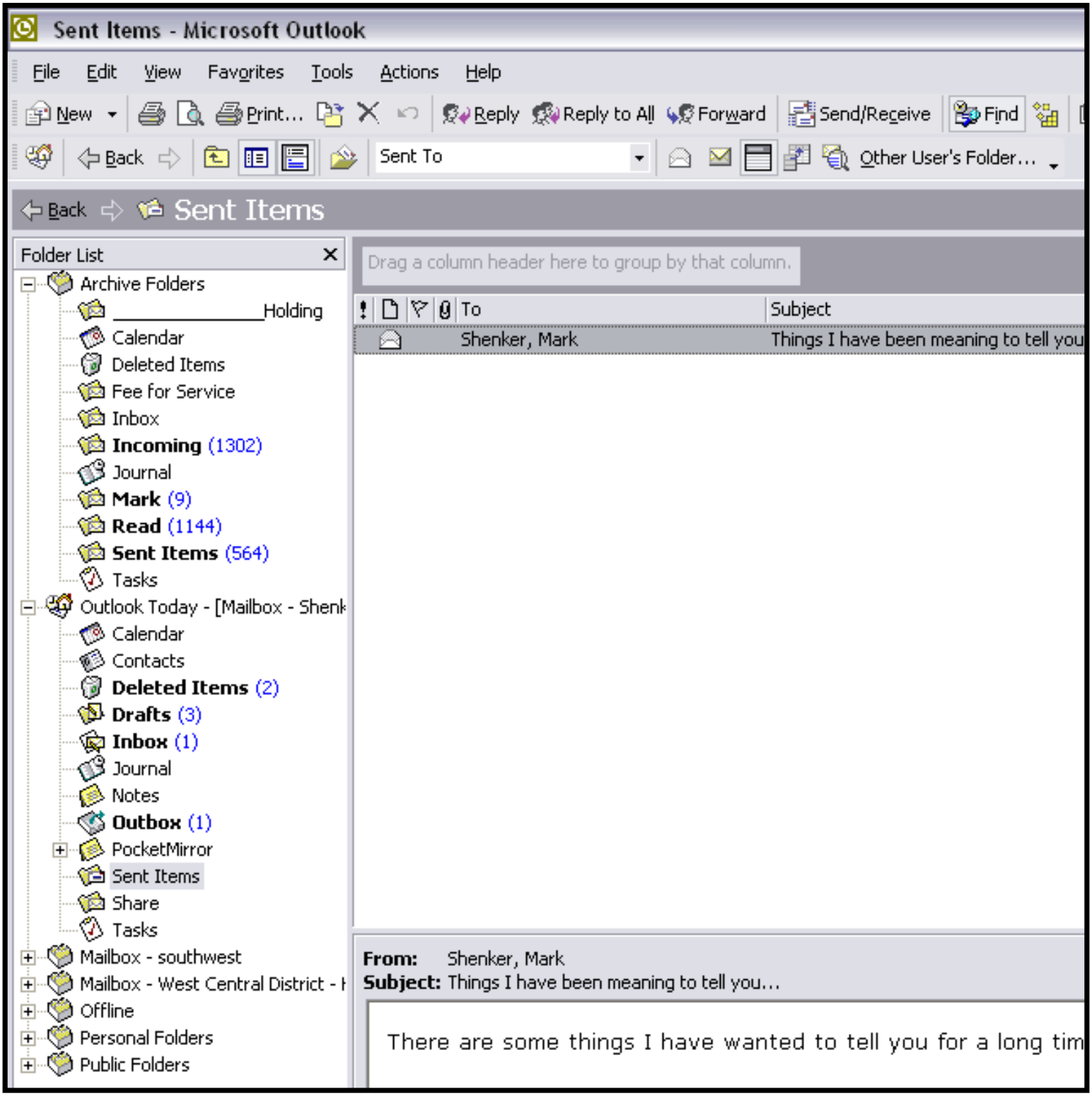
Suppose you have created the above e-mail by accident... Notice that it is incomplete. Viewers may choose to add the appropriate content.

Step 2



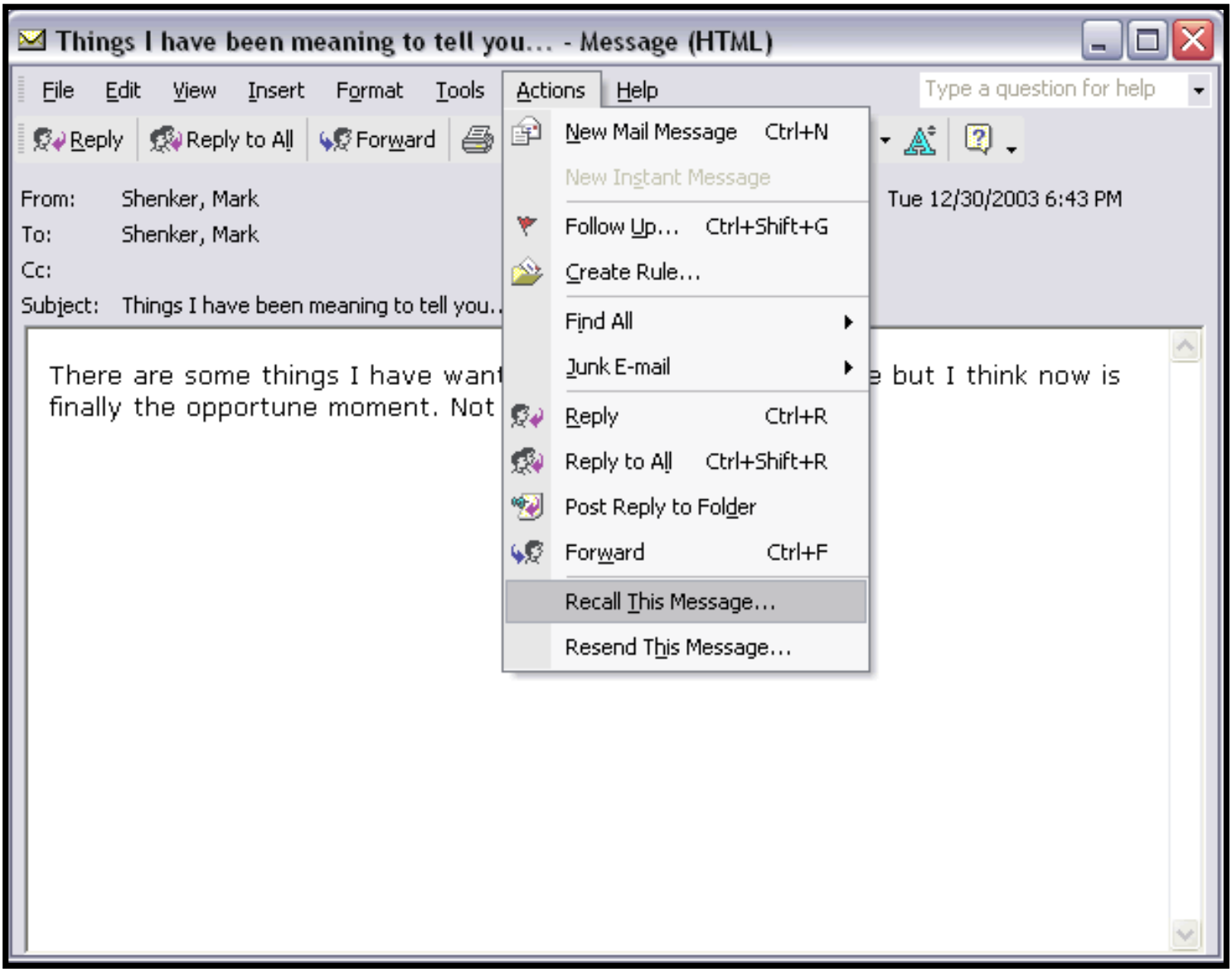
The message arrives in the receipient's mailbox. Luckily the receipient has not yet read the message. Once the message is read (opened) you cannot recall it. If this occurs, it might be a good time to freshen your resume.

Step 3



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

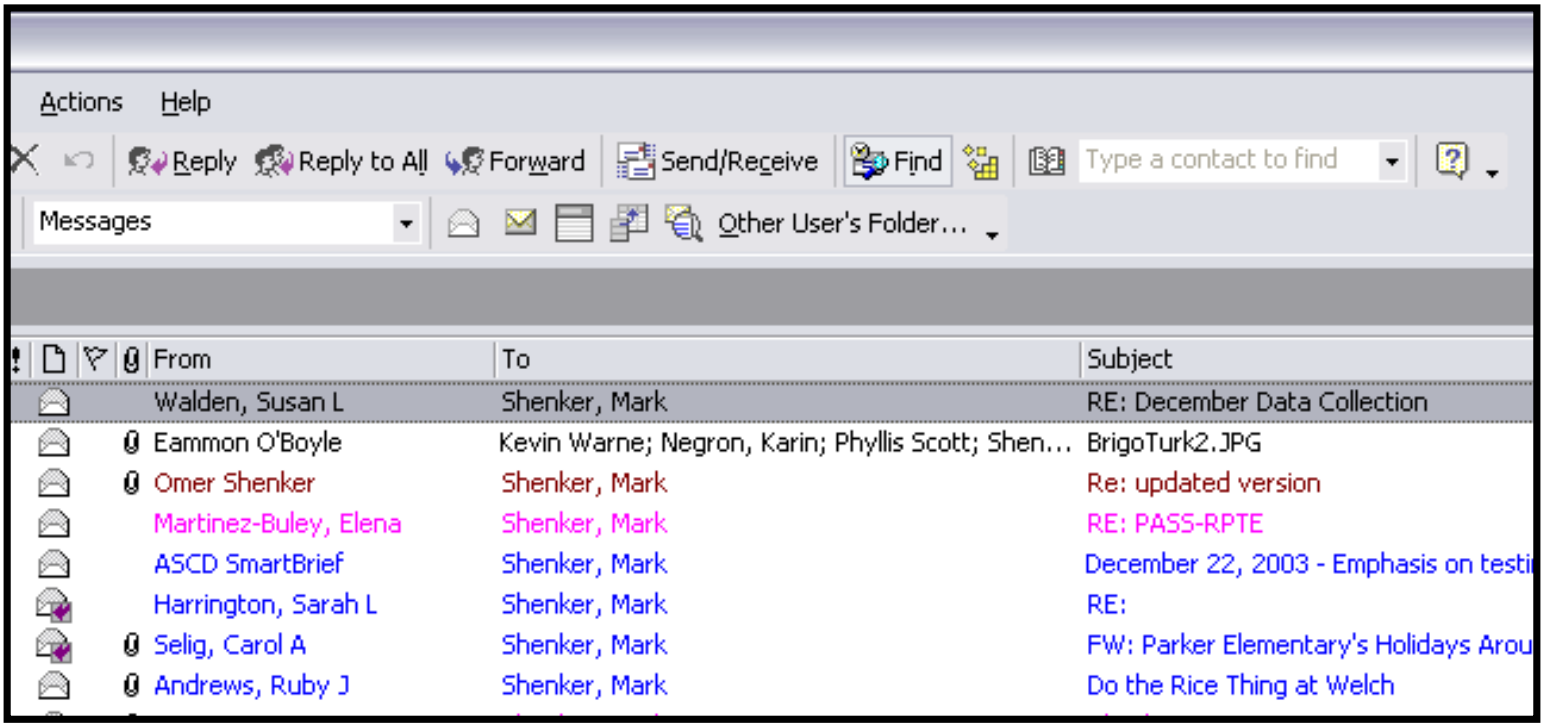


From the Actions menu select "Recall This Message..."

Step 5

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



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