## Step 01

Follow the below steps to resend/recall an email:

Navigate to the "Sent" folder and double-click the email you would like to recall
Go the "File" tab within the Outlook application.
Click "Message Resend and Recall"
Under this section, you will see an option to "Recall This Message"
Choose either to Delete or Replace the message you wish to recall.

Step 02

Outlook will recall and update the email with any new information that you provided. If the recipient has already read your email however the recall will be declined.
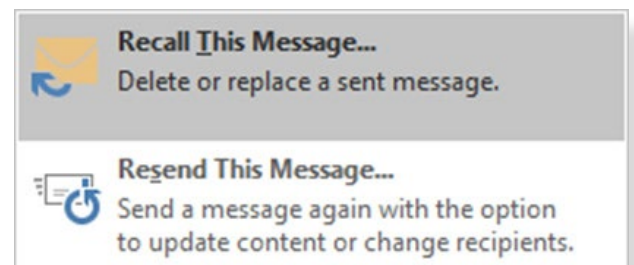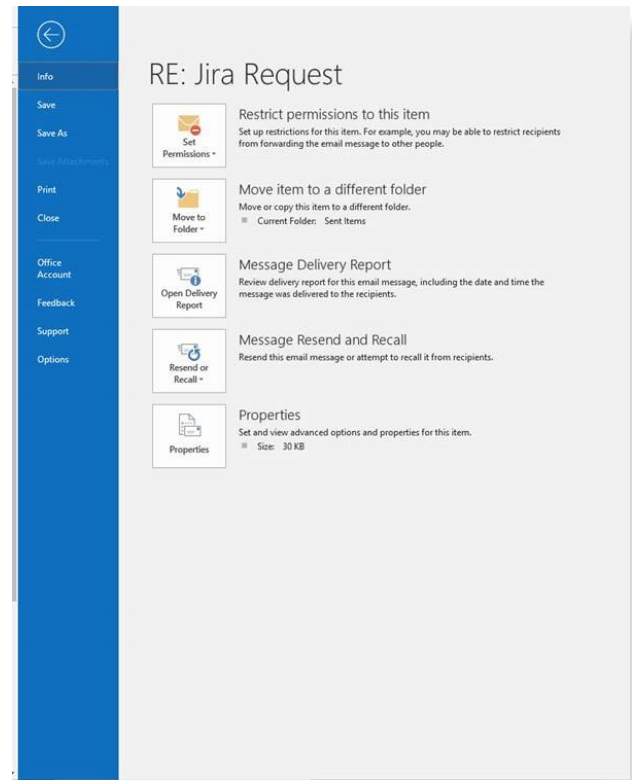
If you are stuck and in need of assistance please submit a help desk ticket to HELPDESK@TRIAFED.COM and a technician will reach out.