

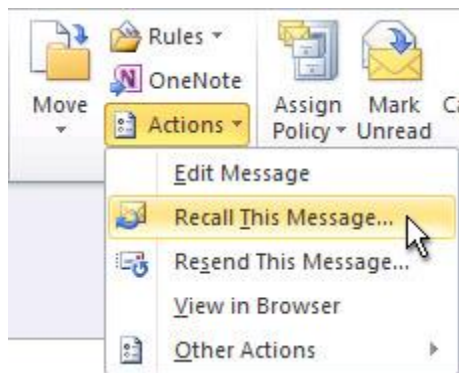
Outlook 2010 Tips and Tricks

Computer Training Source
1.925.847.2656

Recall a message

1. In Mail, in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes buttons for the Mail, Calendar, and Tasks views and the folders within each view. Click a folder to show the items in the folder.), click Sent Items.
2. Open the message that you want to recall.
3. On the Message tab, in the Move group, click Actions, and then click Recall This Message.
4. Click Delete unread copies of this message.

Note If you don't see the Message tab, make sure that you have opened a sent message as described in steps 1 and 2.



Quick Tips

To Send an email using the keyboard

1. Use Ctrl + Enter – The first time using this shortcut, Outlook will ask to confirm.