

## Recalling an Unread Message

It is possible to recall or replace messages you have sent to recipients who are using Outlook and have not read the message or moved it out of their Inboxes.

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### Recalling an Unread Message

1. *Click on Sent Items folder*
2. *Open the message you want to recall or replace*
3. *Click on Actions menu for that message*
4. *Choose Recall This Message*



5. *Decide which option you want*
6. *Click OK*

## Adding Voting Options

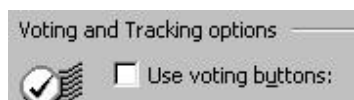
When you need to ask a question to a number of people in your office, you can use Outlook's voting buttons. It makes conducting a survey quick and easy!

### Using Voting Buttons

1. Create a message that asks a question



2. Click on the Options button
3. Click once on Use Voting Buttons



4. Click in the down arrow to select the voting buttons you want to use
5. Click Close

***I don't see no voting buttons!***  
*Only the recipients of the message will see the buttons*

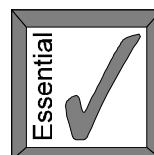


6. Click Send

### Creating Your own Voting Buttons

1. Click in the space next to Use Voting buttons
2. Type your options, for example: Small;Large;Extra Large

***You must separate your options with a semi-colon (;)***



3. Click Close