


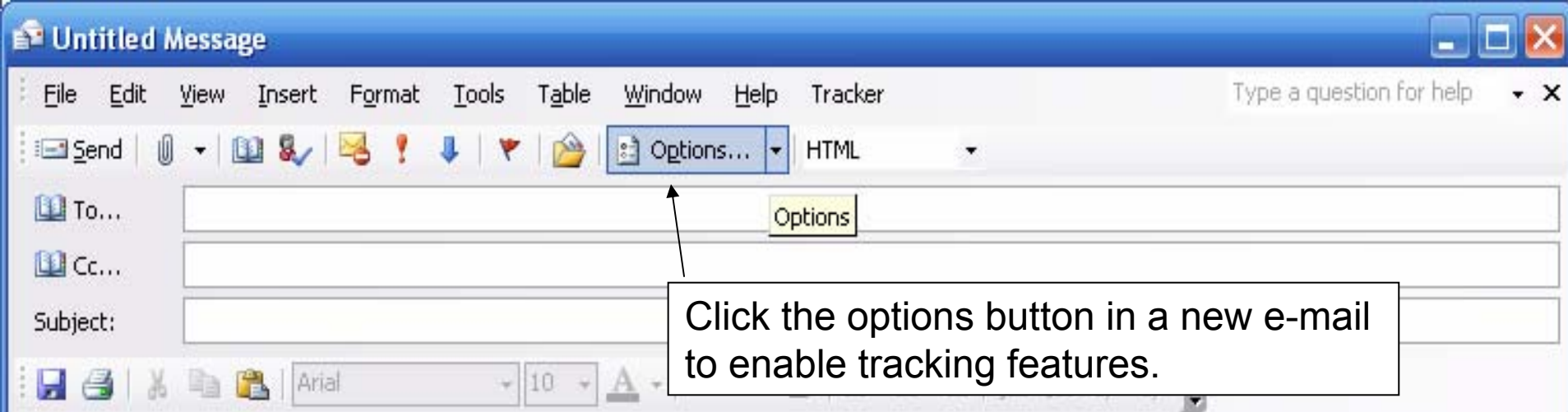
A stack of white papers with blue lines, slightly blurred, set against a purple background.A globe showing the Americas, set against a pink and purple background.

HISTORY & UNSEND FEATURES IN OUTLOOK

A stack of white papers with blue lines, slightly blurred, set against a green background.A yellow alarm clock with a red base, set against a yellow background.

In First Class we had the History and Recall features. In Outlook these features are called Tracking & Recall.



**The History feature was proprietary to First Class.
The comparable feature in Outlook is called Tracking.**

Marc J. Hetcher
(609)597-9481 Ext. 317
mhetcher@srsd.net
Network Technician
Southern Regional School District
105 Cedar Bridge Road
Manahawkin, NJ 08050



GO RAMS!!



Message Options

Message settings



Importance: Normal ▼

Sensitivity: Normal ▼

Security



Change security settings for this message.

[Security Settings...](#)

Voting and Tracking options



Use voting buttons: ▼

Request a delivery receipt for this message

Request a read receipt for this message

Delivery options



Have replies sent to:

Save sent message to:

Do not deliver before:

Expires after:

Attachment format: Default ▼

Encoding: Auto-Select ▼

There are two options you can enable for this e-mail.
Delivery receipt which informs you when the e-mail is received by the recipient.
Read receipt which informs you when the e-mail is Read by the recipient.

[Contacts...](#)

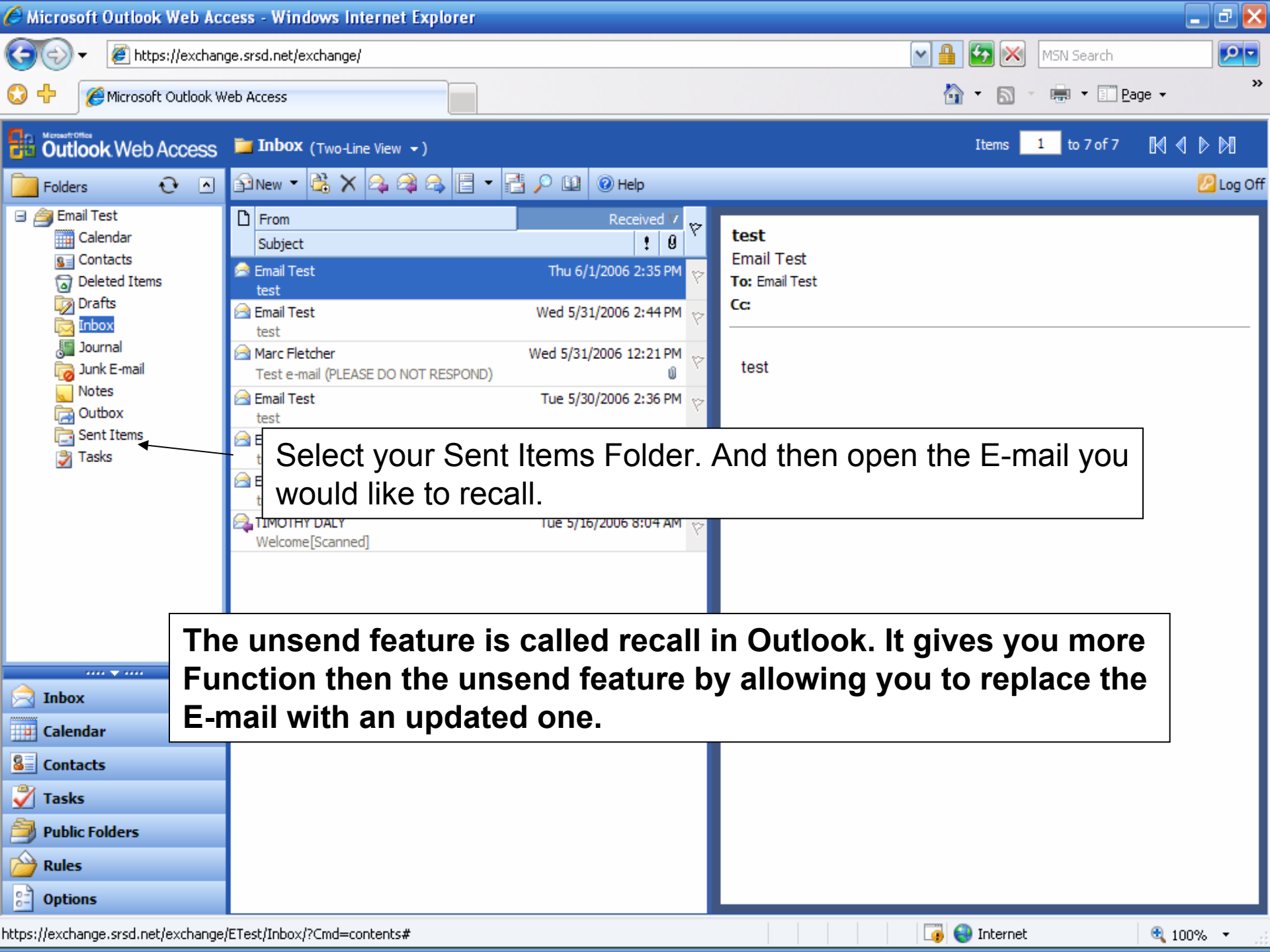
[Categories...](#)

[Close](#)

TRACKING E-MAILS

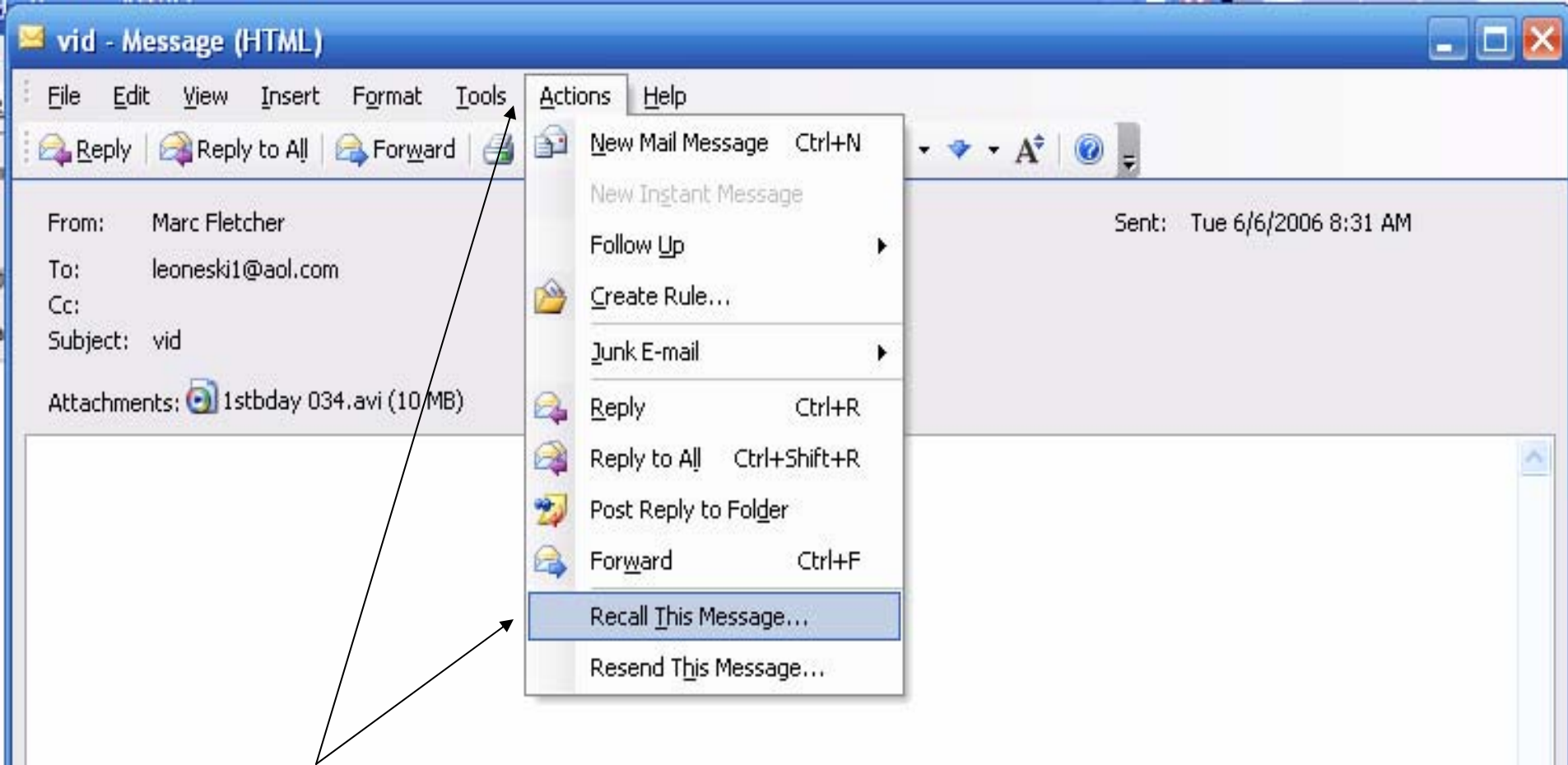
- Receipt's can be enabled by individual e-mail or for all your mail.
- You will receive a receipt confirmation e-mail.
- When tracking is enabled the recipient will receive a notice that you have asked for a receipt. They then have the option of not sending you one.





Select your Sent Items Folder. And then open the E-mail you would like to recall.

The unsend feature is called recall in Outlook. It gives you more Function then the unsend feature by allowing you to replace the E-mail with an updated one.



With the e-mail now opened select Actions on the toolbar. And then Recall This Message. A dialog box will appear like the one on the next page. Select The options you need and hit ok.

Recall This Message



Some recipients may have already read 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
- Delete unread copies and replace with a new message
- Tell me if recall succeeds or fails for each recipient

OK

Cancel

RECALLING E-MAILS

- Only unread e-mails are recalled.
- This function does work outside of our system as long as the recipient has outlook.

