

Subject: FW: Disaster Recovery - How to recall an email [OFFICIAL]

From: Ashdown-Hoff, Melissa

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To:

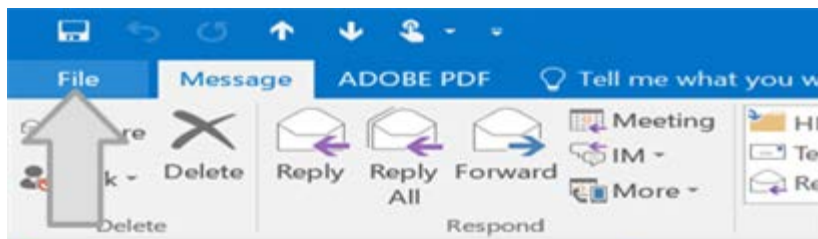
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Classification: OFFICIAL

Happy Monday Everyone,

We have all done it, sent an email to the wrong person, it usually happens of a Friday afternoon when you just want to get home. I will fess up I have done it too, and just when you need to recall an email the knowledge of how to do this leaves your brain.

Here is a quick guide on how to recall an email.



Go to your sent items and open up the message you want to recall then click on the file tab.



Then click Resend or Recall. Click Recall This Message.



You can then either choose to delete unread copies of the message or delete and replace with a new message.

This will work for all unread internal emails, however it is a bit hit and miss for emails which have been sent to an external email address.

Where personal data has been emailed externally and the recall fails, then you will need to report this as a data breach to dpo@westyorkshire.pnn.police.uk

As always feel free to contact me if you have any Data Protection queries.

Many Thanks

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