## The Undo Send Feature

1. Click on the Settings Gear Icon and go down and click on "Settings".

	U					
	Gmail +	C C	More -		<b>\$</b> -	
	COMPOSE	Primary	🚨 Social	Display density:	olays)	
I	Inbox			Cozy (on larger displays)		
	Starred			Compact		
	Important			Configure inbox		
	Sent Mail					
	Drafts (2)	Your Primary tab is empty. Personal messages and messages that don't appear in other tabs will b		Settings		
	Personal			Themes		
	Saved Emails (4)			ther tabs will b Help		
Travel		o bhe oT	To add or ramova take click inhow eattings			

2. Click on the "Labs" tabs.

0				
Gmail -	Settings 🗘 -			
COMPOSE	General Labels Inbox Accounts and Import Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline Themes			
Inbox Starred Important	Gmail Labs: Some crazy experimental stuff. 🁔			
Sent Mail	Gmail Labs is a testing ground for experimental features that aren't quite ready for			

3. Search for "Undo Send". When you find it, click enable and save changes.

Buford Elementary School	M Settings hosstestuser@mm; X	_ @ ×
• → C A https://ma	iil.google.com/mail/u/0/#settings/labs	
Google		م الله bcsstestuser@gmail.c
Gmail +	Settings	\$-
COMPOSE	General Labels Inbox Accounts and Import Filters Forwarding and Offline Themas	POPIMAP Chat Web Clips Labs
Starred	Gmail Labs: Some crazy experimental stuff. 👔	
Important Sent Mail	Gmail Labs is a testing ground for experimental features that aren't quite ready for	
Drafts (2) Personal	primetime. They may change, break or disappear at any time. If (when) a Labs feature breaks, and you're baving trouble loading your inhox, there	's an
Saved Emails (4)	escape hatch. Use https://mail.google.com/mail/u/0/?labs=0.	
Travel More 🕶	Search for a lab: undo send e.g. syarch, gadget, preview	
Search people	Save Changes Cancel	
adam.meador	Available Labs	Ţ
bcsstest.userr	Sending Cancel by Yuzo F	<ul> <li>Enable</li> <li>Disable</li> </ul>
	sage has been sent. Undo Oops, hit "Send" too soon? Stop messages from sent for a few seconds after hitting the send butto	being Send feedback n.
	Looking for something we don't have? Suggest a Labs feature.	
	0.02 GB (0%) of 15 GB used ©2015 Google - <u>Terms</u> - <u>Privacy</u> <u>Manage</u>	Last account activity: 5 minutes ago <u>Details</u>

4. When it takes you back to Gmail, click on the Settings Gear Icon again.

	0				
	Gmail -	G More -			<b>Q</b> -
	COMPOSE	Primary	🚨 Social	Promotions	+
I.	Inbox Starred				

5. Under the General tab, scroll down to the Undo Send settings and dial in your cancellation period. You can have a full thirty second delay in place to undo sends. Don't forget to save changes. Done!

- o Gmail -	Settings	\$ ~
COMPOSE	General Labels Inbo Offline Themes	x Accounts and Import Filters Forwarding and POP/IMAP Chat Web Clips Labs
Starred Important	lmages:	<ul> <li>Always display external images - Learn more</li> <li>Ask before displaying external images</li> </ul>
Sent Mail Drafts (2) Personal Saved Emails (1)	Default reply behavior: Learn more	<ul> <li>Reply</li> <li>Reply all</li> </ul>
Travel More -	Default text style: (Use the 'Remove Formatting' button on the toolbar to reset the default text style)	Sans Serif $\sim _{T} \sim   \underline{A} \sim   \underline{I}_{x}$ This is what your body text will look like.
Search people adam.meador	Conversation View: (sets whether emails of the same topic are grouped together)	<ul> <li>Conversation view on</li> <li>Conversation view off</li> </ul>
bcsstest.userr	Send and Archive: Learn more	<ul> <li>Show "Send &amp; Archive" button in reply</li> <li>Hide "Send &amp; Archive" button in reply</li> </ul>
	Undo Send:	Enable Undo Send Send cancellation period: 10 • seconds
	Stars:	Drag the stars between the 10 successively. To learn the na 20 Presets: 1 star / star for search, hover your mouse over the image.