


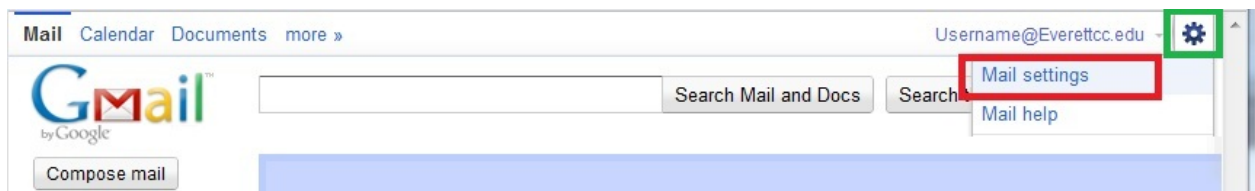
Google Apps - "Undo Send"



 **WARNING:** Everything within **Google Labs** is in a state of being tested and is **experimental**. As such, the **features can unexpectedly go away without any warning**, may **contain bugs** or/and **alter and slow down** your **Google Mail** experience **significantly**. Due to the nature of the Google Labs, we are unable to offer anything other than **limited support** for them.

Getting Started

- To enable “**Undo Send**”, click the **Gear** in the upper right hand corner of your mailbox, then click **Mail Settings**



- Next go to the “**Labs**” tab...

Settings

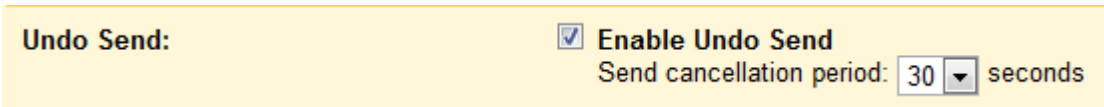
General [Labels](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Web Clips](#) **[Labs](#)** [Inbox](#) [Offline](#) [Themes](#)

- In the **Search for a lab:** box type in “**Undo**” it should then reduce the list to just one choice....

A screenshot of the 'Undo Send' lab settings page. On the left, there is a yellow box with the text 'Sending... Cancel' and 'message has been sent. Undo'. To the right, the lab name 'Undo Send by Yuzo F' is displayed. Below the name, there are two radio buttons: 'Enable' (which is selected) and 'Disable'. At the bottom right, there is a link 'Send feedback'.

- **Click** the radio button to **Enable**.
- **Scroll down** to the bottom of the page and click the “**Save Changes**” button.

- Your inbox will reload. Go to the gear symbol in the upper right corner again and select **Mail Settings**.
- Part way down the page you should see a option for how many seconds you would like the ability to “Undo” a Sent item. **Note** it will not send the email until this timer has reached 0, effectively delaying your sent mail 30 seconds in this example below. 30 seconds is the maximum possible delay.



- Now when you send an email you should immediately see the following prompt at the top of your screen:

Your message has been sent. [Undo View message](#)

- If you click the **Undo link** in time it will let you know it was successful.

Sending has been undone.

- **It will also save the message you “Undo” as a draft**, so you can make the modifications you need to correct the email message.
- If you click the **Undo link too late** it will let you know as well.

Too late, the message has already been sent!

DOH!