Tip Tuesday

Ever Wish You Could Un-send an Email?

Easily activate the option in Gmail:

1. In the top right corner of Gmail, click the gear [⚙ ▾]
2. Choose "Settings"
3. Scroll down to *Undo Send*
4. Check the box "Enable Undo Send" and choose the period of time to allow for cancellation (up to 30 seconds)

> Undo Send: ☐ Enable Undo Send
>   Send cancellation period: [10 ▾] seconds

5. Click "Save Changes" (all the way at the bottom)

To Retrieve a Sent Message:

After sending an email, this message will appear (at the top) for the number of seconds chosen (in #4)

> Your message has been sent. Undo View message

Click "Undo"

Enable now so next time you click "send" too quickly, you can undo it!