

**WCS Bookkeepers’ Blogs**

**Karen Widener, Technology Secretary/Bookkeeper**

# Current Forum questions/Topics:

Undo sending your mail. This topic comes to us from Lisa Okes here in the Technology Department.

# Solutions:

If you make a typo or regret sending a message, you can undo the action by enabling the "Undo send" lab. This lab will give you the option to take back a message you just sent.

To enable the lab:

1. Click the gear in the top right https://ci6.googleusercontent.com/proxy/EumbjsktQc4JEn553ms7U96Srxlpcsay1QsJyWvpw4MyJnYcfiMsl2fQjFzNA3A4drvlYqpKVBJONp2obcKPaci9j7Q7ZcpDfgYxqJbz=s0-d-e1-ft#https://www.google.com/help/hc/images/mail/mail_gear.png.
2. Select **Settings**.
3. Click the **Labs** tab.
4. Find the "Undo Send" lab and select the **Enable** radio button.
5. Click **Save Changes** at the bottom of the page.

Select the amount of time you have to undo sending a message by clicking the **gear icon https://ci5.googleusercontent.com/proxy/kHXIGrskzJVs0Ri40WXAWrKCJvDT9XJ_83_ULGfjvG0aVnWgpc0SN-DmUJZiUVSd54SzyRLObnsKvK7vIGQGrNttll5KQIm-h-_qEai1zxeYB76SYEkxqA=s0-d-e1-ft#https://www.google.com/help/hc/images/mail/mail_6567_gear_icon.png**, and finding the "Undo Send:" section in the General tab of your Settings.

**Note: Logout/login of Gmail to see the change.**

Enjoy!

*Lisa Okes,*SIS Support Technician

Collapse this imageExpand this image

## Image of butterflies**Additional Comments**:

Collapse this imageExpand this image

Collapse this imageExpand this image