

**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 .
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 **, 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

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