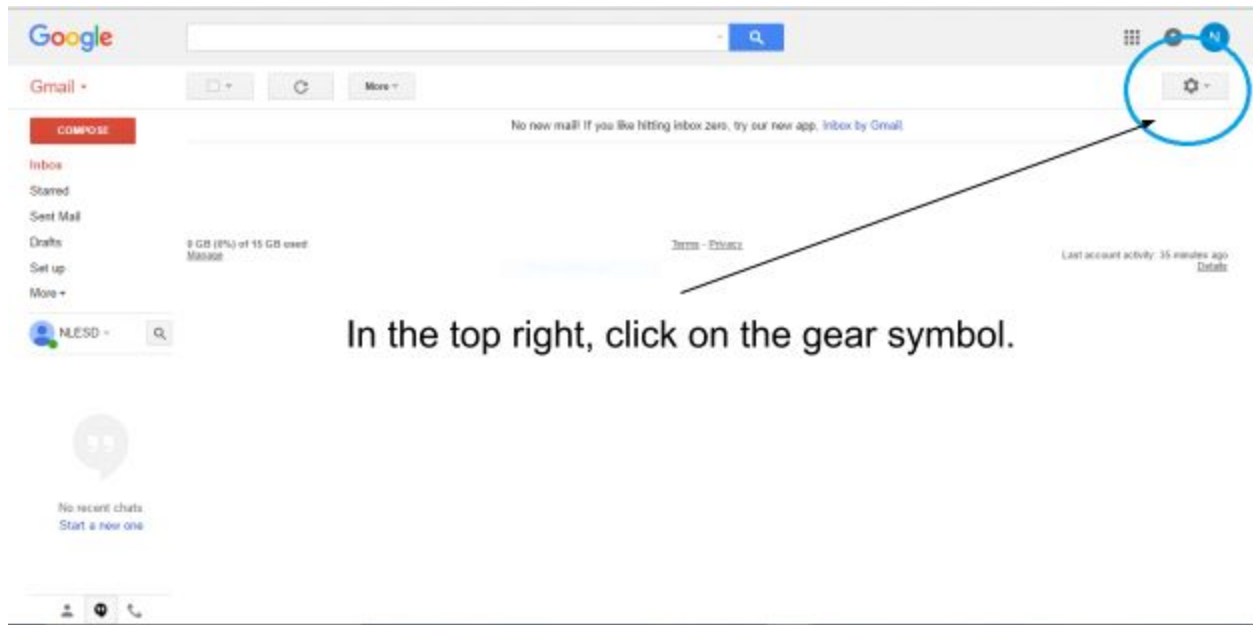




## Undo Send Feature in Gmail

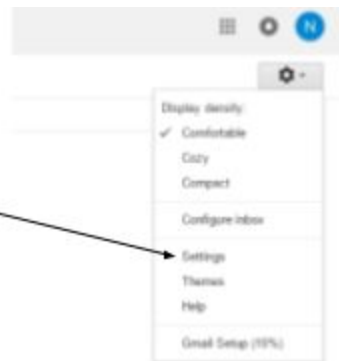
If you make a typo, change your mind or forget an attachment when sending an email, you can take back an email using the **Undo Send** feature.

First, make sure **Undo Send** is enabled in your settings:



A drop down menu will appear.

Select **Settings**

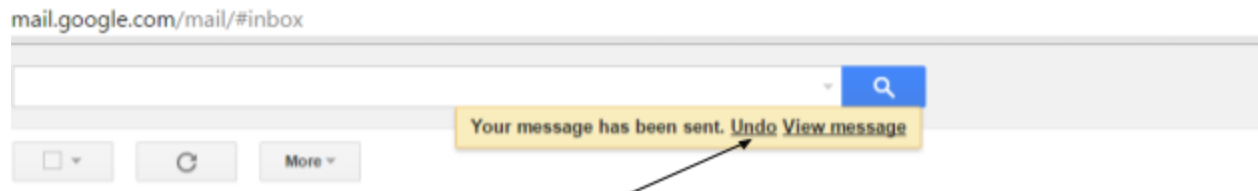






Now you can take back an email using the **Undo Send** feature.

After you send an email, you will see this message at top of the page:



You must click on **Undo** within 30 seconds to retrieve your email. Otherwise, it will be sent to the recipient.