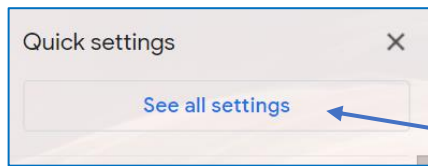


STEPS TO SET UP UNDO SEND ON GMAIL

This feature allows users to unsend a message after clicking send. To use the feature Undo Send must be activated in settings and the time limit needs to be set. After clicking send, a message will show in the bottom left corner of the email window where you can click undo and make changes to your email.

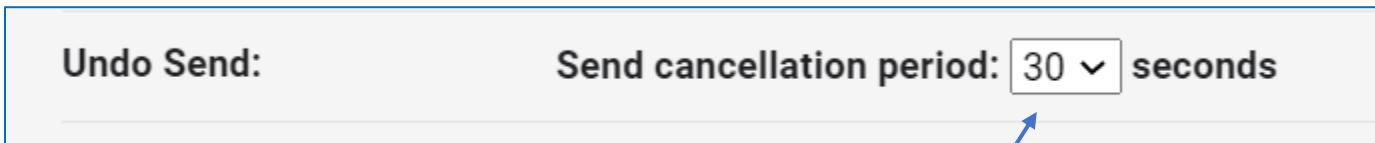


1. Open Gmail -click the settings icon on the upper right side of the window (gear icon.)

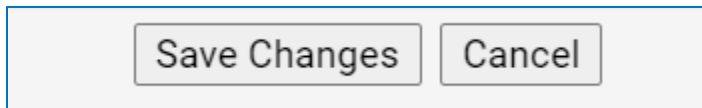


2. Click See all Settings

3. Scroll to the Undo Send option – click the check box to enable it.



4. Select the cancellation time in seconds – five, ten, twenty, or thirty seconds.



5. Scroll to bottom and click Save Changes.