Tip of the Week

You have the option to turn on **Unsend** and designate how long (up to 30 seconds) Google should wait until the email is sent.

1. While in Mail open **Settings**.

| Dis | splay density: |
|-----|-----------------|
| / | Comfortable |
| | Cozy |
| | Compact |
| | Configure inbox |
| | Settings |
| | Themes |
| | Get add-ons |
| | Send feedback |
| | Help |

- 2. From the **General** tab, in the **Undo Send** section, click the box to **Enable Undo Send**.
- 3. Use the dropdown to choose the desired length of time.

| Undo Send: | Enable Undo Send | | |
|------------|--|--|--|
| | Send cancellation period: 30 V seconds | | |
| | 5 | | |
| | 10 | | |
| | 20 | | |
| | 30 | | |

- 4. Scroll to the bottom of the page and click Save Changes. Save Changes
- When this has been enabled, once you click the send button, you will see the option to Undo the message. Click Undo if you do not want the message to be sent. The message will reopen to allow for necessary changes.

Your message has been sent. Undo View message

Note: Once the cancellation period has elapsed, you will no longer be able to unsend the message.

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300 option 3, Monday through Friday, 6:00 a.m. to 5:00 p.m.