Do you ever send something that you didn't mean to send? We have great news there is a way to take back that email you just sent to all the wrong people! How you may ask this is possible? All you have to do is following these quick steps to get started:

1) In Gmail, go to Settings located under the Gear Icon

Display density:			
 Comfortable (on larger displays) 			
Cozy (on larger displays)			
Compact (current view)			
Configure inbox			
Settings			
Settings Themes			
Settings Themes Send feedback			

2) Under the General Tab go to **Undo Send:**

General Labels Inb Labs Offline Theme	ox Accounts Filters and Blocked Addresses es	Forwarding and POP/IMAP Chat
Maximum page size:	Show 50 ▼ conversations per page Show 250 ▼ contacts per page	
Images:	 Always display external images - Learn more Ask before displaying external images 	
Default reply behavior: Learn more	● Reply ● Reply all	
Default text style: (Use the 'Remove Formatting' button on the toolbar to reset the default text style)	Tahoma $\neg _{T}T \neg \underline{A} \neg \underline{\mathcal{I}}_{X}$ This is what your body text will look like.	
Conversation View: (sets whether emails of the same topic are grouped together)	 Conversation view on Conversation view off 	
Send and Archive: Learn more	 Show "Send & Archive" button in reply Hide "Send & Archive" button in reply 	
Undo Send:	✓ Enable Undo Send Send cancellation period: 30 ▼ seconds	

3) Check mark "Enable Undo Send" and select desired time interval for cancellation.

You may now be wondering, how do I use it? What a great question! Here are the following steps to use the undo send:

1) Oh no you sent that email!



2) Click "Undo", which will appear right after the email is sent near the top of the browser window. The option will only available for the time set for cancelation.

Your message has been sent. Undo View message

Unfortunately, this setting is only compatible with desktop and laptop devices, and will not function on mobile devices.