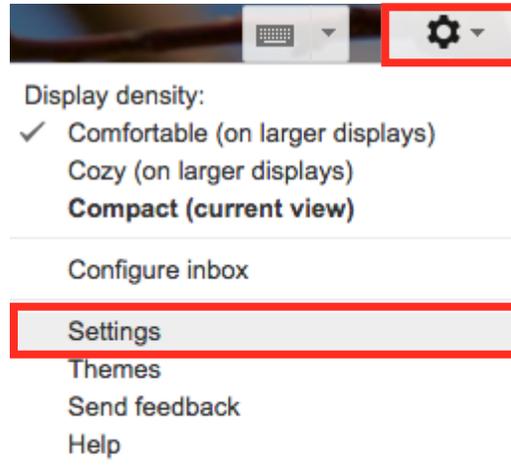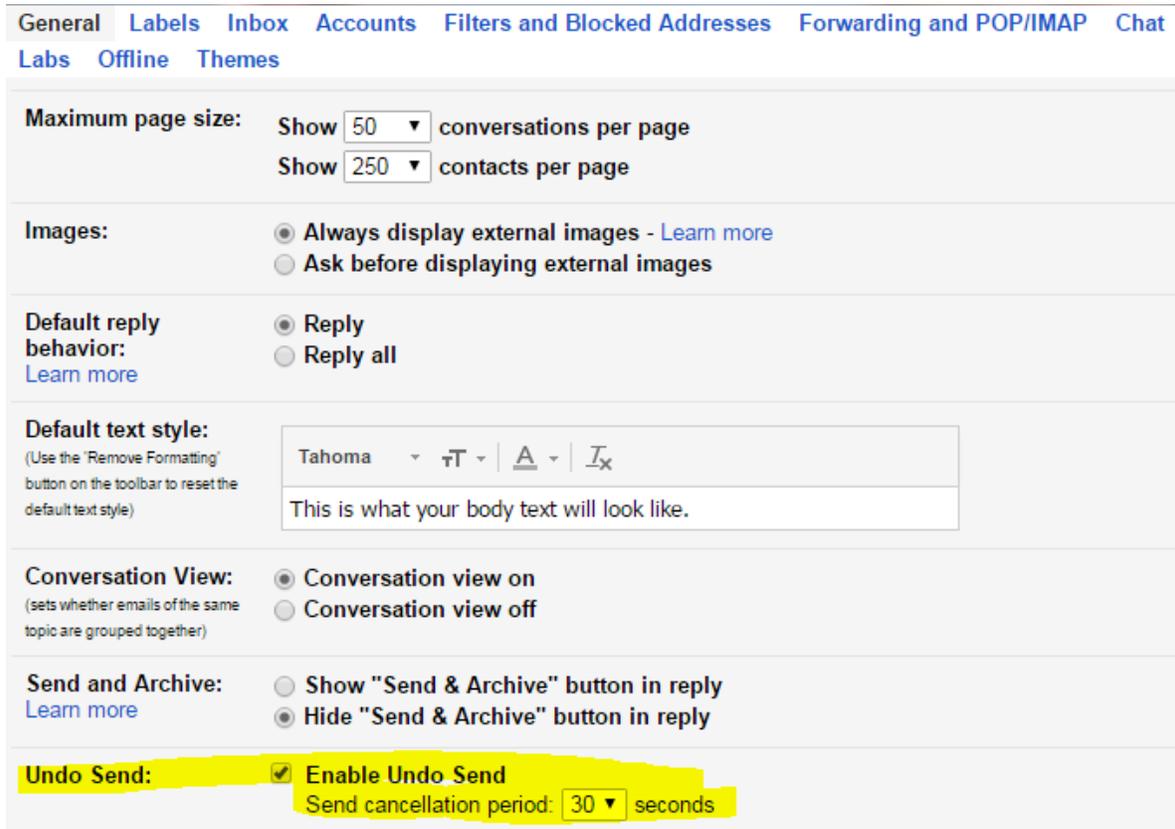Do you ever send something that you didn't mean to send? We have great news there is a way to take back that email you just sent to all the wrong people! How you may ask this is possible? All you have to do is following these quick steps to get started:

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

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

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.

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