

TIPS & TRICKS


DADE COUNTY TECHNOLOGY

Week of January 6, 2014

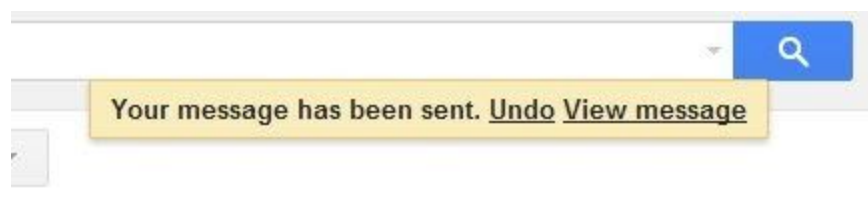
Uh Oh...

Ever sent an email and then thought... "Oops. I wasn't finished with that!"

Gmail has a feature called **Undo Send**. This feature allows the sender about 10 to 12 seconds to hit an undo button that will stop the message from being sent.

To enable this feature, click on the gear icon () at the top right of the email window. Then click the **Labs** link in the menu at the top of the page that comes up. Next, scroll down to the **Undo Send** feature and select the Enable radio button to the right. Finally, click the Save Changes button at the bottom of the page.

Now... you will have 10 to 12 seconds to cancel a message from sending. The following message appears at the top of your email window:



Selecting the Undo link will stop the email from sending.

If you choose to undo the sending of the email, it will appear on the screen and be listed under the Drafts folder.

When this feature is enabled, it will no longer be listed under **Available Labs** on the **Labs** list. it will move to the top and appear under the heading **Enabled Labs**. You'll need to look there if you want to disable this feature.

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.