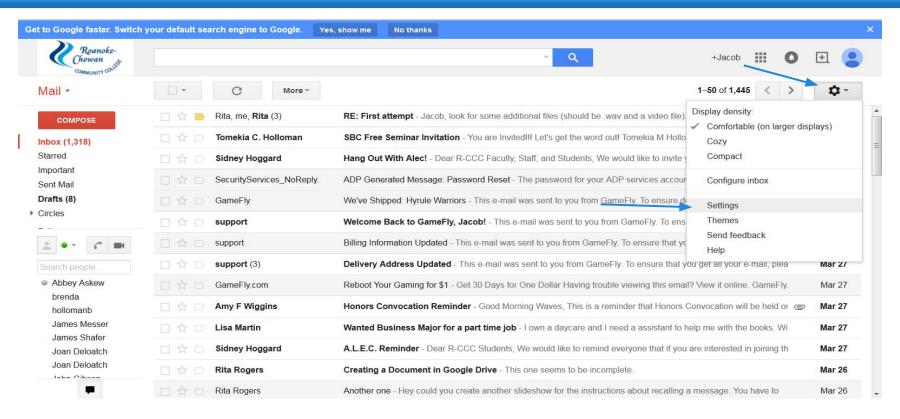
Recalling a Sent Message

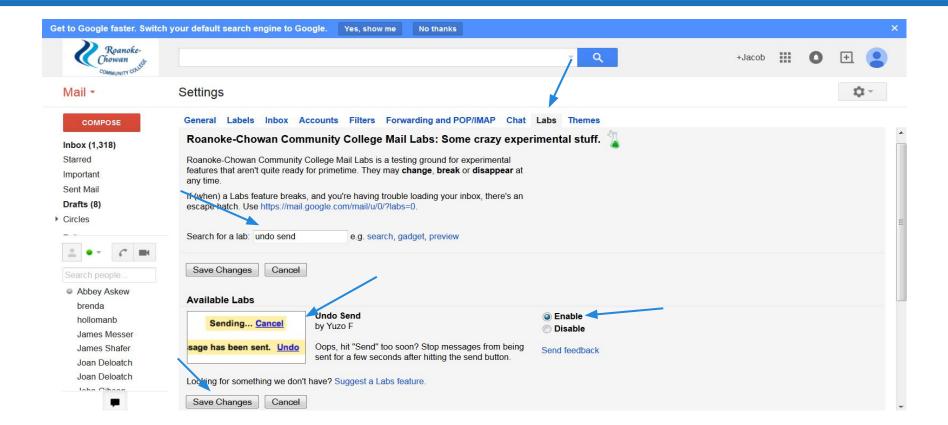
Why recall a message?

Recalling, or undoing a "send message" command, is useful if you have accidentally sent an email before it's finished, if you see an error in the email after it's been sent, or if you have sent the email to the wrong person.

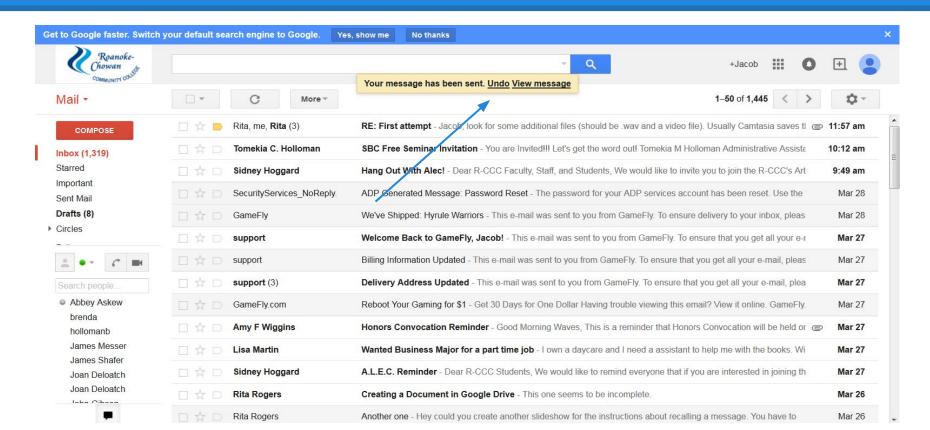
Log into your R-CCC Gmail. Press the gear button on the right of the screen. Then press the "Settings" option.



When you're in the settings page, press the "Labs" button. On the "Search for a lab" bar type in "undo send." Below the "Available Labs" is an Undo Send lab by Yuzo F. Click the "Enable" button on the right of it. When you've finished all of these press the "Save Changes" button on the bottom of the screen.



The next time you send a message, you will get the option to Undo it immediately by pressing the "Undo" button.



For Gmail Help

Contact our <u>24/7 technical support</u> site or On-campus support at 252 862 1242 or <u>online@roanokechowan.edu</u> or visit the library, Room 09.

