

Enabling G Suite Emails to be Unsent

Users can enable the setting to unsend a message sent through G Suite Mail up to 30 seconds after it has been sent. After 30 seconds, a sent message cannot be retracted. The following steps outline the process for enabling this feature.

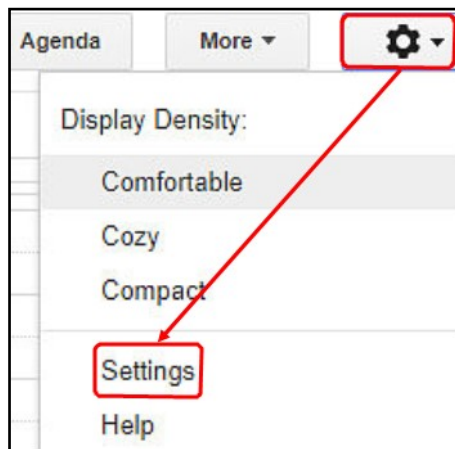
NOTE: Enabling this feature will also delay the delivery of your message **up to 30 seconds**.

Enabling the G Suite Un-send feature

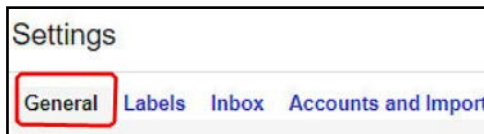
1. Sign into your G Suite account by connecting to the website, Google.com.
2. Select **Mail** from the upper right corner of the screen.



3. From the upper right corner of your mailbox, select the **Settings** icon, then select **Settings**.



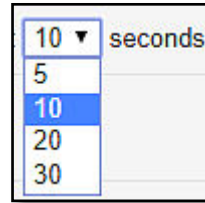
4. While in **Settings**, select the **General** tab (left most option).



5. Scroll down to the **Undo Send:** section.
6. Select the box, **Enable Undo Send**.



7. Select the send cancellation period (5, 10, 20, or 30 seconds.)

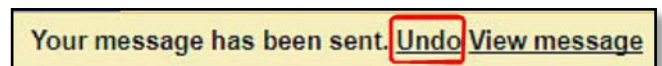


8. Scroll down to the bottom of the screen, then select **Save Changes**.

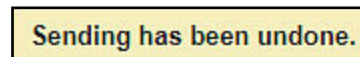


Un-sending an email in G Suite

1. After sending an email, please follow the steps below to un-send the email.
2. Select the **Undo** option.
NOTE: The Undo option will only be visible for the time frame you selected in step 7.



3. If it is successfully un-sent, you will see this message:



4. Update your message and resend it.