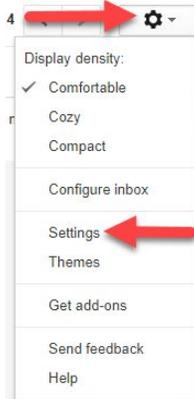


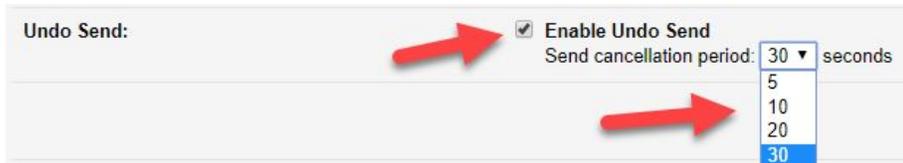
Tip of the Week

You have the option to turn on **Unsend** and designate how long (up to 30 seconds) Google should wait until the email is sent.

1. While in Mail open **Settings**.



2. From the **General** tab, in the **Undo Send** section, click the box to **Enable Undo Send**.
3. Use the dropdown to choose the desired length of time.



4. Scroll to the bottom of the page and click **Save Changes**.
5. When this has been enabled, once you click the send button, you will see the option to **Undo** the message. Click **Undo** if you **do not** want the message to be sent. The message will reopen to allow for necessary changes.



Note: *Once the cancellation period has elapsed, you will no longer be able to unsend the message.*

For more step-by-step guides and quick videos, please visit training.ccsd.net.

If you need account assistance, please contact the User Support Help Desk at (702) 799-3300 option 3, Monday through Friday, 6:00 a.m. to 5:00 p.m.