

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.

Get to Google faster. Switch your default search engine to Google. [Yes, show me](#) [No thanks](#)

Roanoke-Chowan COMMUNITY COLLEGE

Mail

COMPOSE

Inbox (1,318)

Starred

Important

Sent Mail

Drafts (8)

Circles

Search people...

- Abbey Askew
- brenda
- hollomanb
- James Messer
- James Shafer
- Joan Deloatch
- Joan Deloatch
- John Gibson

1-50 of 1,445

Display density:

- Comfortable (on larger displays)
- Cozy
- Compact

Configure inbox

Settings

Themes

Send feedback

Help

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rita, me, Rita (3)	RE: First attempt - Jacob, look for some additional files (should be .wav and a video file).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tomekia C. Holloman	SBC Free Seminar Invitation - You are Invited!!! Let's get the word out! Tomekia M Holloman	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidney Hoggard	Hang Out With Alec! - Dear R-CCC Faculty, Staff, and Students, We would like to invite you	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SecurityServices_NoReply.	ADP Generated Message: Password Reset - The password for your ADP services account	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GameFly	We've Shipped: Hyrule Warriors - This e-mail was sent to you from GameFly. To ensure d	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	support	Welcome Back to GameFly, Jacob! - This e-mail was sent to you from GameFly. To ens	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	support	Billing Information Updated - This e-mail was sent to you from GameFly. To ensure that yo	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	support (3)	Delivery Address Updated - This e-mail was sent to you from GameFly. To ensure that you get all your e-mail, plea	Mar 27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	GameFly.com	Reboot Your Gaming for \$1 - Get 30 Days for One Dollar Having trouble viewing this email? View it online. GameFly.	Mar 27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Amy F Wiggins	Honors Convocation Reminder - Good Morning Waves, This is a reminder that Honors Convocation will be held or	Mar 27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lisa Martin	Wanted Business Major for a part time job - I own a daycare and I need a assistant to help me with the books. Wi	Mar 27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sidney Hoggard	A.L.E.C. Reminder - Dear R-CCC Students, We would like to remind everyone that if you are interested in joining th	Mar 27
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rita Rogers	Creating a Document in Google Drive - This one seems to be incomplete.	Mar 26
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rita Rogers	Another one - Hey could you create another slideshow for the instructions about recalling a message. You have to	Mar 26

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.

Get to Google faster. Switch your default search engine to Google. [Yes, show me](#) [No thanks](#)

Roanoke-Chowan COMMUNITY COLLEGE

Mail ▾ Settings ⚙️

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Sent Mail
Drafts (8)
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General Labels **Inbox** Accounts Filters Forwarding and POP/IMAP Chat **Labs** Themes

Roanoke-Chowan Community College Mail Labs: Some crazy experimental stuff. 🧪

Roanoke-Chowan Community College Mail Labs is a testing ground for experimental features that aren't quite ready for primetime. They may **change**, **break** or **disappear** at any time.

If (when) a Labs feature breaks, and you're having trouble loading your inbox, there's an escape hatch. Use <https://mail.google.com/mail/u/0/?labs=0>.

Search for a lab: e.g. search, gadget, preview

[Save Changes](#) [Cancel](#)

Available Labs

Sending... Cancel	Undo Send by Yuzo F	<input checked="" type="radio"/> Enable
sage has been sent. Undo	Oops, hit "Send" too soon? Stop messages from being sent for a few seconds after hitting the send button.	<input type="radio"/> Disable

[Send feedback](#)

Looking for something we don't have? [Suggest a Labs feature.](#)

[Save Changes](#) [Cancel](#)

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

Get to Google faster. Switch your default search engine to Google. [Yes, show me](#) [No thanks](#)

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- John Gibson

Your message has been sent. [Undo](#) [View message](#)

<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	Rita, me, Rita (3)	RE: First attempt - Jacob, look for some additional files (should be .wav and a video file). Usually Camtasia saves ti	11:57 am
<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	Tomekia C. Holloman	SBC Free Seminar Invitation - You are Invited!!! Let's get the word out! Tomekia M Holloman Administrative Assist	10:12 am
<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	Sidney Hoggard	Hang Out With Alec! - Dear R-CCC Faculty, Staff, and Students, We would like to invite you to join the R-CCC's Art	9:49 am
<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	SecurityServices_NoReply.	ADP Generated Message: Password Reset - The password for your ADP services account has been reset. Use the	Mar 28
<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	GameFly	We've Shipped: Hyrule Warriors - This e-mail was sent to you from GameFly. To ensure delivery to your inbox, pleas	Mar 28
<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	support	Welcome Back to GameFly, Jacob! - This e-mail was sent to you from GameFly. To ensure that you get all your e-i	Mar 27
<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	support	Billing Information Updated - This e-mail was sent to you from GameFly. To ensure that you get all your e-mail, pleas	Mar 27
<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	support (3)	Delivery Address Updated - This e-mail was sent to you from GameFly. To ensure that you get all your e-mail, plea	Mar 27
<input type="checkbox"/>	<input type="star"/>	<input type="star"/>	GameFly.com	Reboot Your Gaming for \$1 - Get 30 Days for One Dollar Having trouble viewing this email? View it online. GameFly.	Mar 27
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For Gmail Help

Contact our [24/7 technical support site](#) or On-campus support at 252 862 1242 or online@roanokechowan.edu or visit the library, Room 09.

