5.16 Undo Send and Outgoing

In browser Email, selecting **Send** holds the message for 30 seconds by default. A small dialog shows the recipients, subject, countdown, **Undo send**, and **Send now**.

Choose your delay

Open **Settings → General → Sending**, or use the Sending section at the top of **Outgoing**. Set **Delay before sending** to **Off — no delay**, **30 seconds**, **1 minute**, **2 minutes**, or **5 minutes** . Both controls change the same saved preference for the current mailbox. Wait for the Saved confirmation.

Changes apply to future messages sent from browser Email. Messages already waiting keep their existing times. Explicitly scheduled messages use their chosen delivery time without an extra delay. Off removes the deliberate delay and the Undo window.

Send immediately

Select **Send now** in the small countdown dialog or beside a waiting message in **Outgoing** to skip the remaining wait. The message starts sending without the remaining delay. Normal processing and delivery can still take a few seconds, or longer if service is interrupted. Once sending starts, it can no longer be canceled.

Undo and edit

1. Select **Undo send** while it is available.
2. Wait for confirmation that sending was canceled and the message was saved to Drafts.
3. Select **Open Drafts**, or close the dialog and choose Drafts in the sidebar.
4. Open the recovered message, edit it, and send it again when ready.

Recovery retains the message and its attachments. If the message was originally a saved draft, an earlier draft may also remain. Check before deleting either copy.

Closing the countdown dialog or browser does not cancel sending. Once sending has started, Undo is no longer available. This is a delay before sending, not a way to recall mail already delivered. External mail apps use their own sending behavior and do not use this webmail Undo window.

Open Outgoing

A number beside **Outgoing**, such as **Outgoing (2)**, counts messages waiting or currently sending, including scheduled messages. It disappears when none remain. While Email is visible, it refreshes automatically, normally within ten seconds. A question mark means the count is temporarily unavailable; open Outgoing to check. Completed, canceled, and failed messages are not included in this count.

The **Outgoing** sidebar link shows waiting and scheduled messages. From there, use **Send now** to release a waiting message, or cancel it and choose **Save to Drafts** to edit it. The full Outgoing list remains available even after you close the small countdown dialog.

Successful sends leave the default list after about 30 seconds. Look in Sent for the message, or check **Show recent completed messages** to see recent status history.

Recovery and uncertain results

- **Not sent:** recover the message as a draft, correct the problem, and send again.
- **Delivery uncertain:** check Sent and confirm with the recipient before sending another copy.
- **Sent — the Sent copy or mailbox update could not be confirmed:** delivery was accepted, so do not resend solely because the Sent copy is missing.

If recovery could not be confirmed, check Drafts first. If the message is missing, use **Retry saving to Drafts** when offered. **Download message** provides an additional copy for

recovery. Downloading does not open the webmail editor or cancel a waiting send.

Recovery copies for canceled, failed, or uncertain messages are retained in Outgoing for seven days after their status update. Recover them promptly. Drafts already saved to your mailbox remain there independently of Outgoing history.

Attachment reminder

If you write a phrase such as “I’ve attached the report” but have no file attached, browser Email offers **Back to message** or **Send anyway** before queuing the message. For scheduled messages, choose **Schedule anyway** to keep the selected time. Closing the reminder or pressing Escape returns without sending. The reminder also works when Delay before sending is Off.

Quoted replies and recognizable signatures are excluded. Inline signature images do not count as attached files. This reminder recognizes some common English phrases in the regular editor; it cannot detect every missing file and does not inspect external encrypted editors.

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