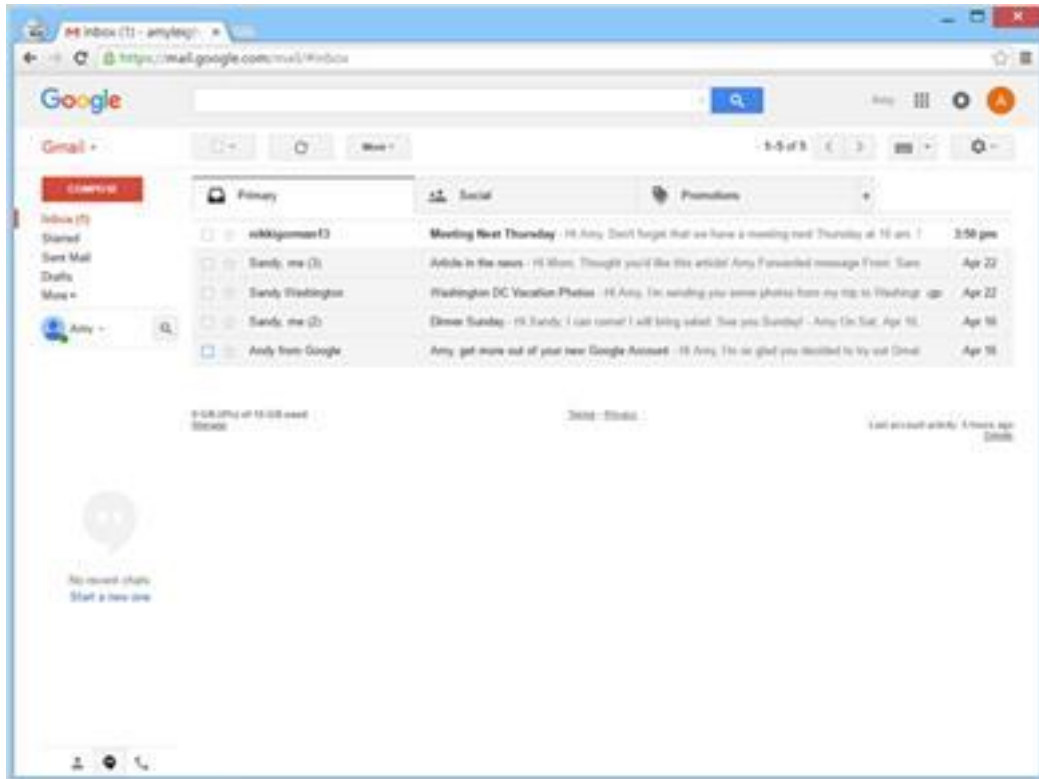


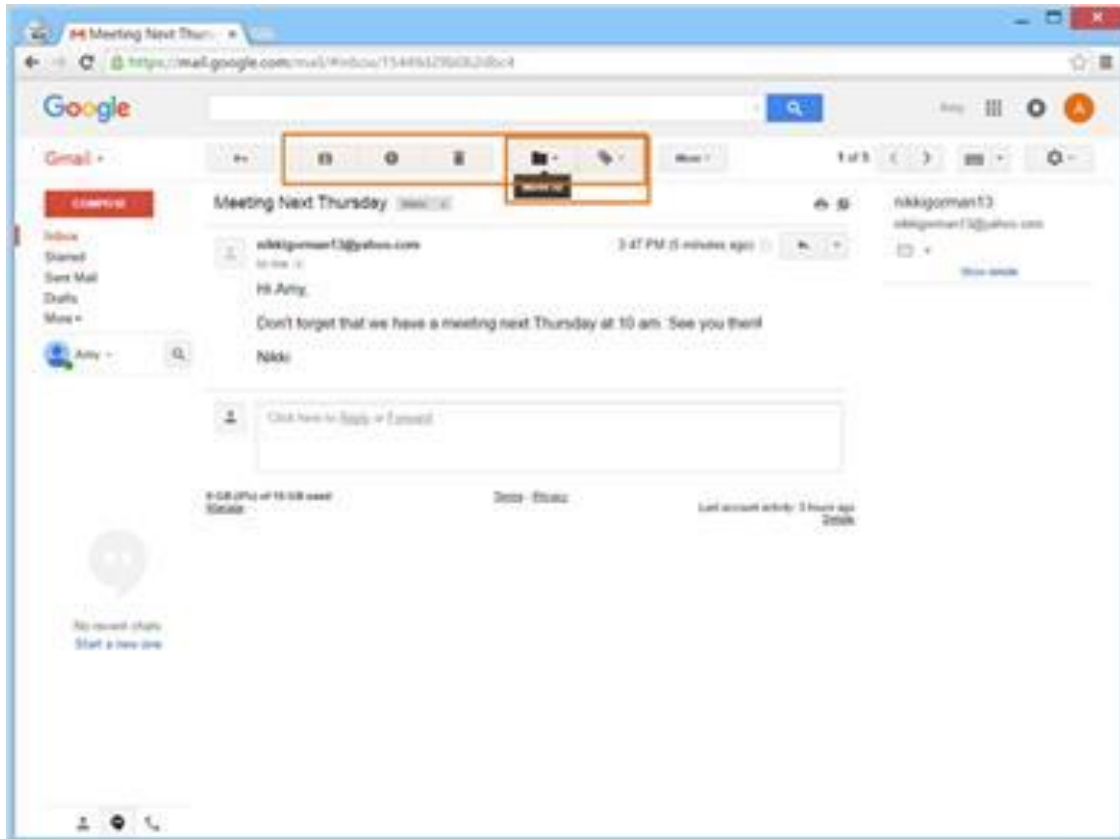
# Organizing & Deleting



When we receive mail through the postal service at home, we keep some things, and throw other things away.

**It's the same way with email.** Sometimes we want to keep emails, and sometimes, we need to remove them. Removing old emails can clean out your inbox and make your important emails easier to find.

Let's take a look at Amy's Inbox in her Gmail account.

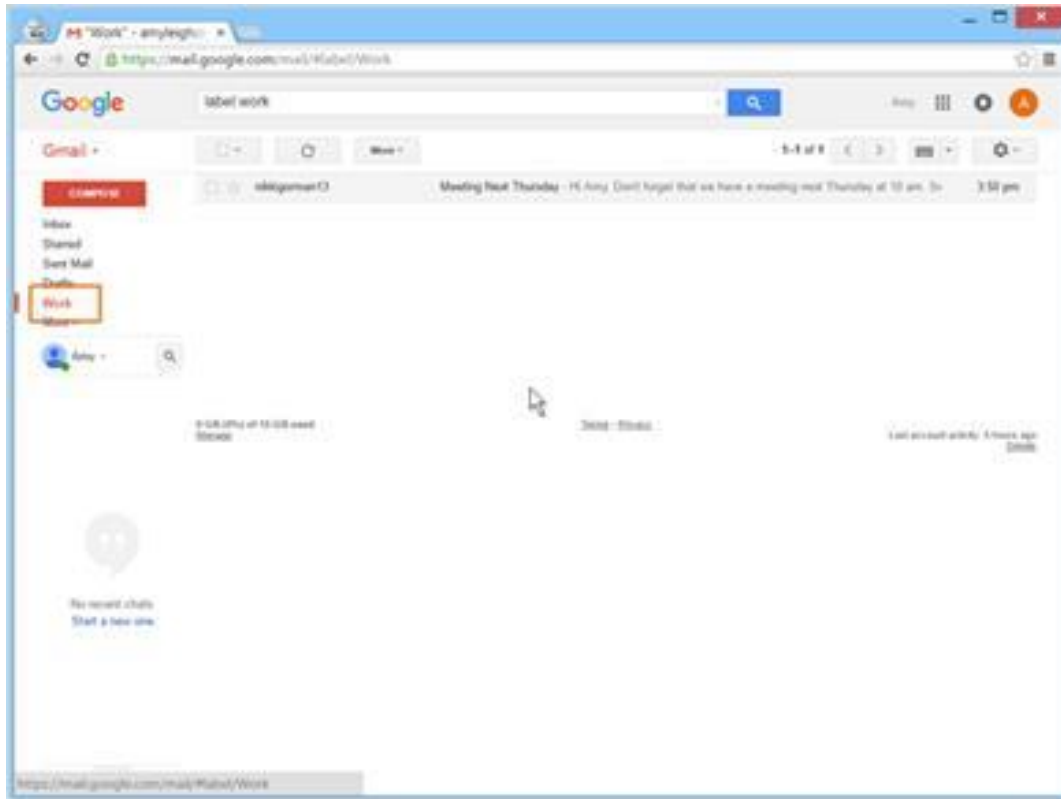


First, Amy will open an email. After she reads it, she can use these icons to move the message out of her inbox.

**The archive button will save the message inside the “All Mail” folder. She can still find it later, but it won’t show up in her inbox.**

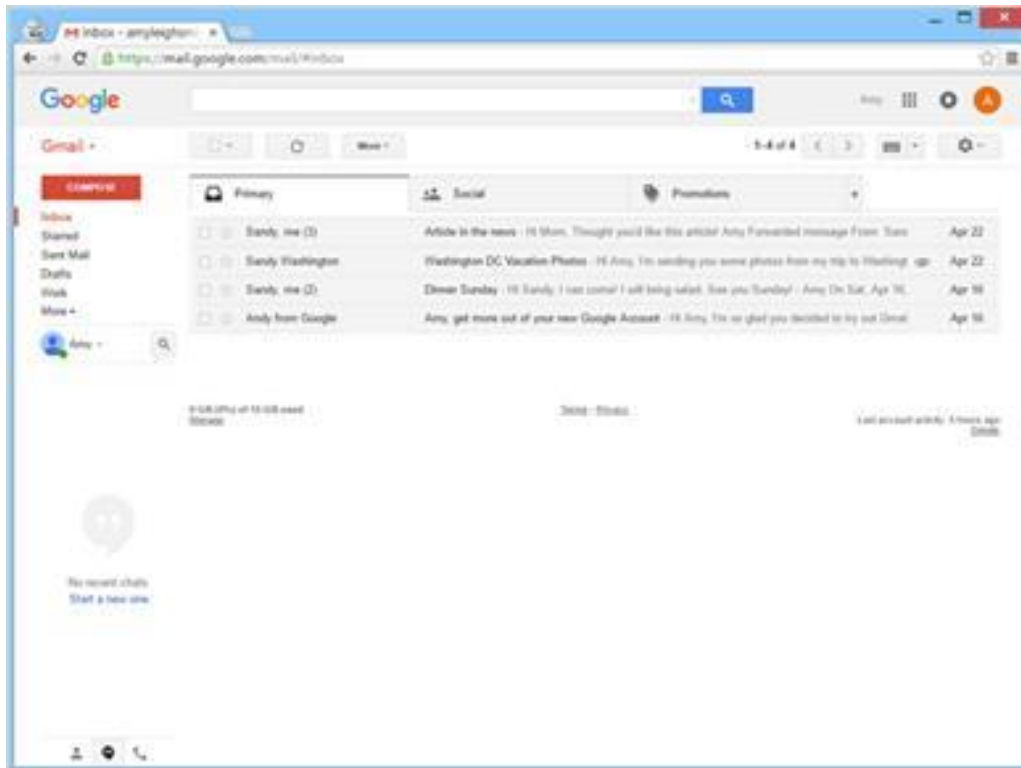
The Trash button will delete the message. It will stay inside the Deleted Messages folder temporarily-- usually about 30 days-- and then be deleted permanently.

You can also use these icons to give the message a label or move it into a different folder.

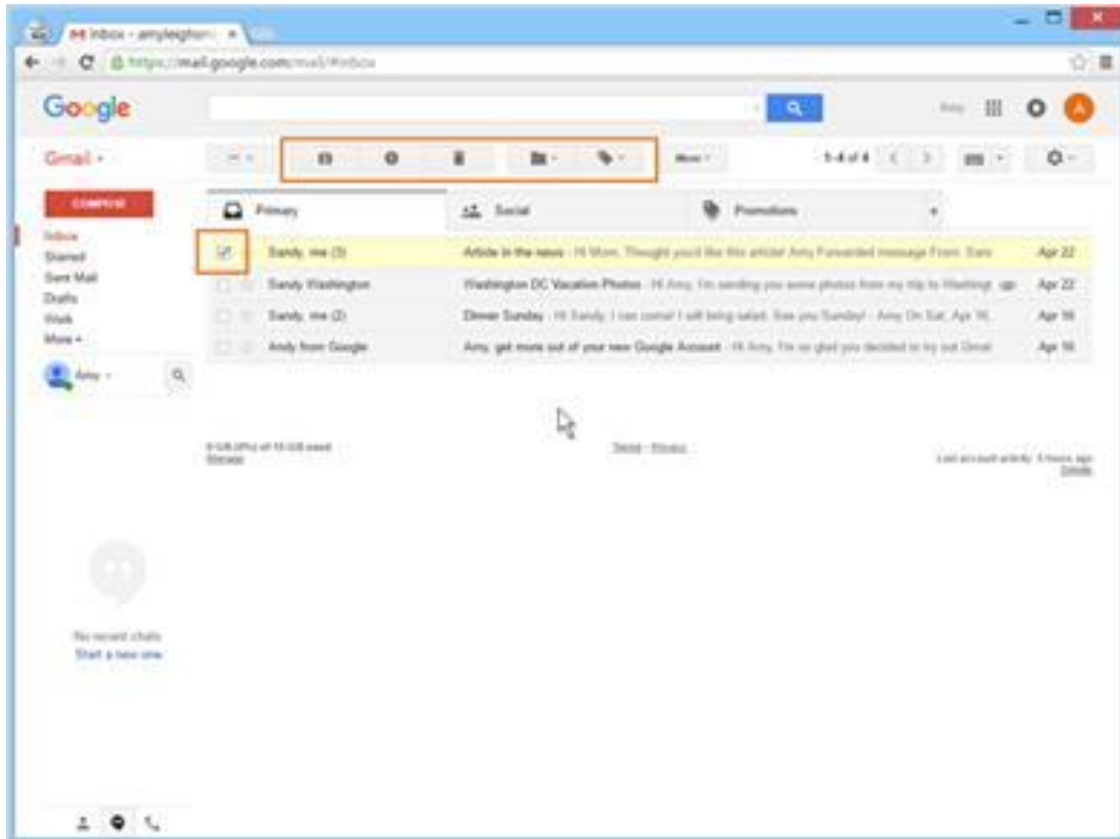


Amy would like to create a folder for emails related to her job, so that she can find them later. She clicks the folder icon, then chooses Create New. **She types in “Work” as the name for her folder.**

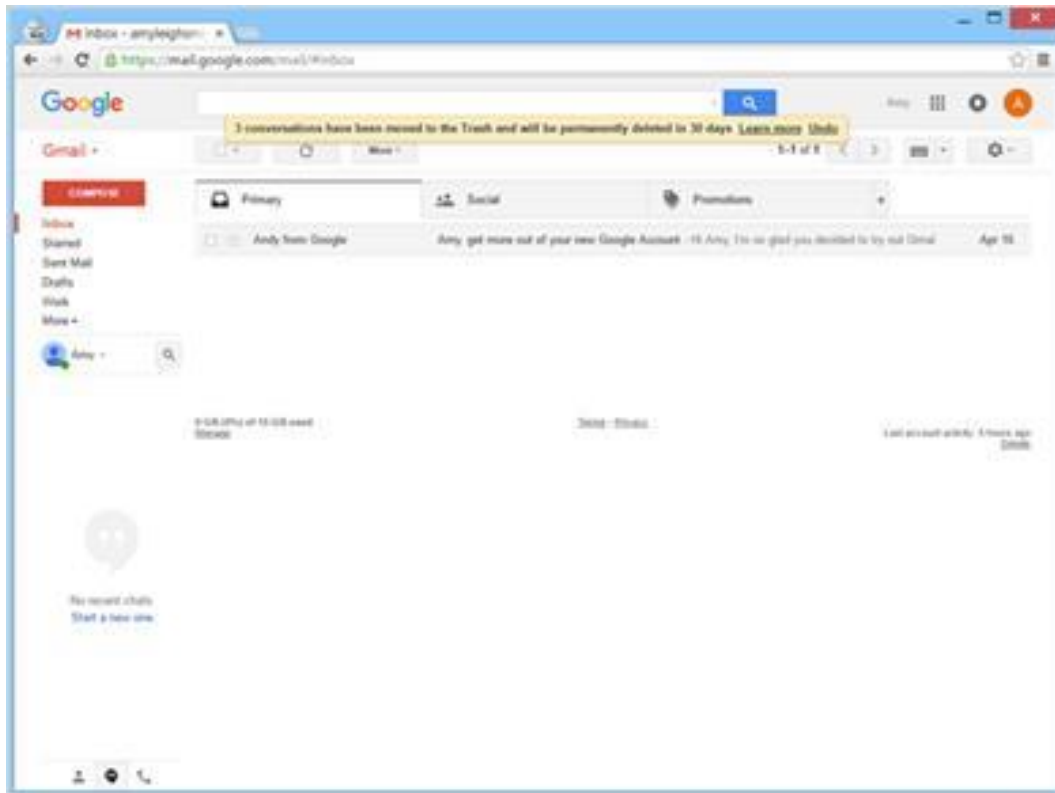
**When she clicks “Create” the message will be moved into the folder.** Now she can access it at any time by opening the Work folder on the left.



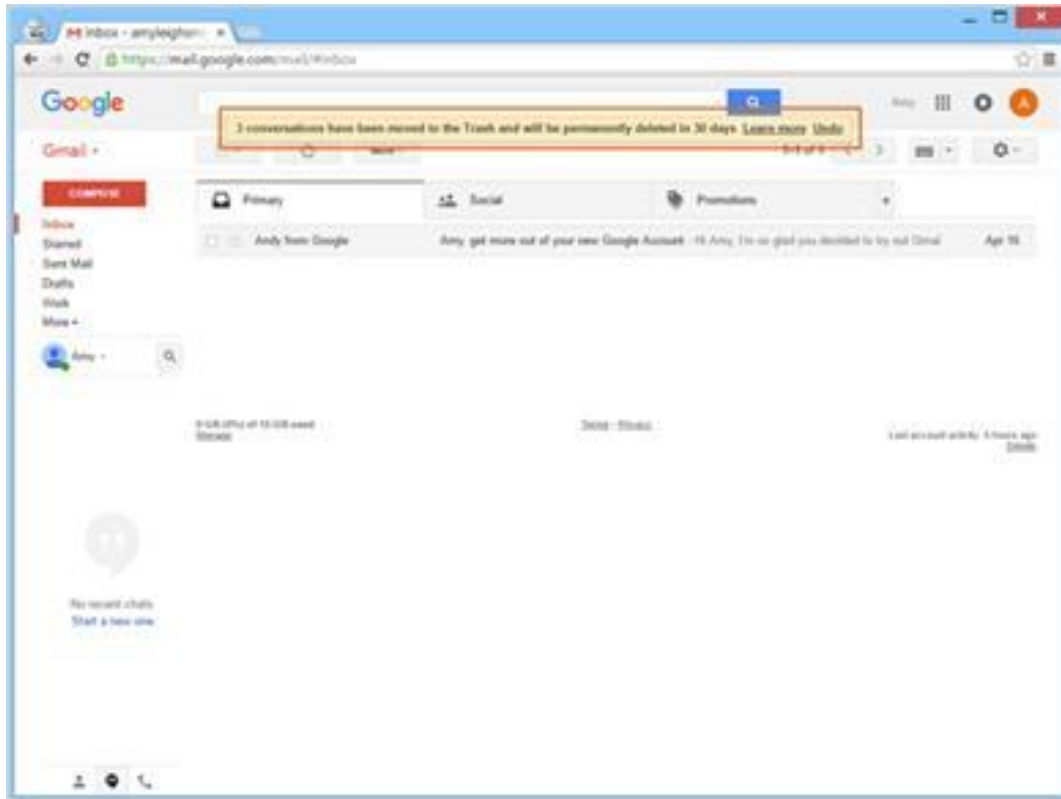
We can also delete or organize emails from the inbox without opening them.



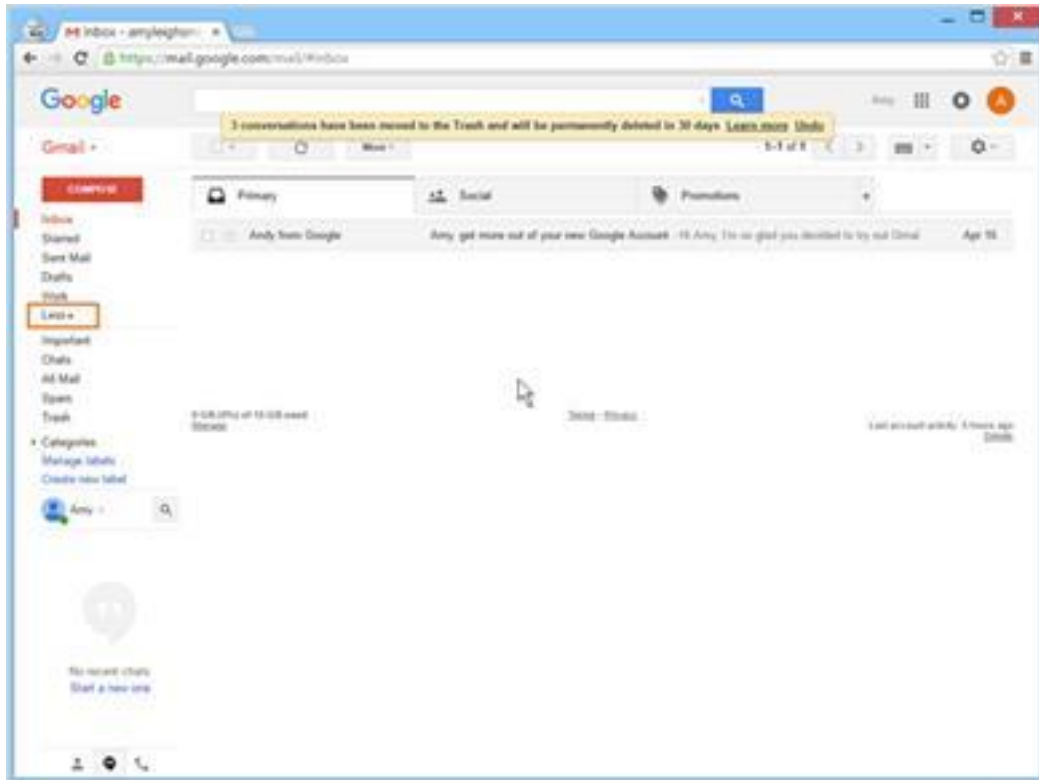
When Amy checks a message in the list, she can use the same icons on the top to archive the message, delete it, move it to a folder, or add a label.



You can even select several messages at the same time, then delete or move them all at once. Amy will delete all of these messages.

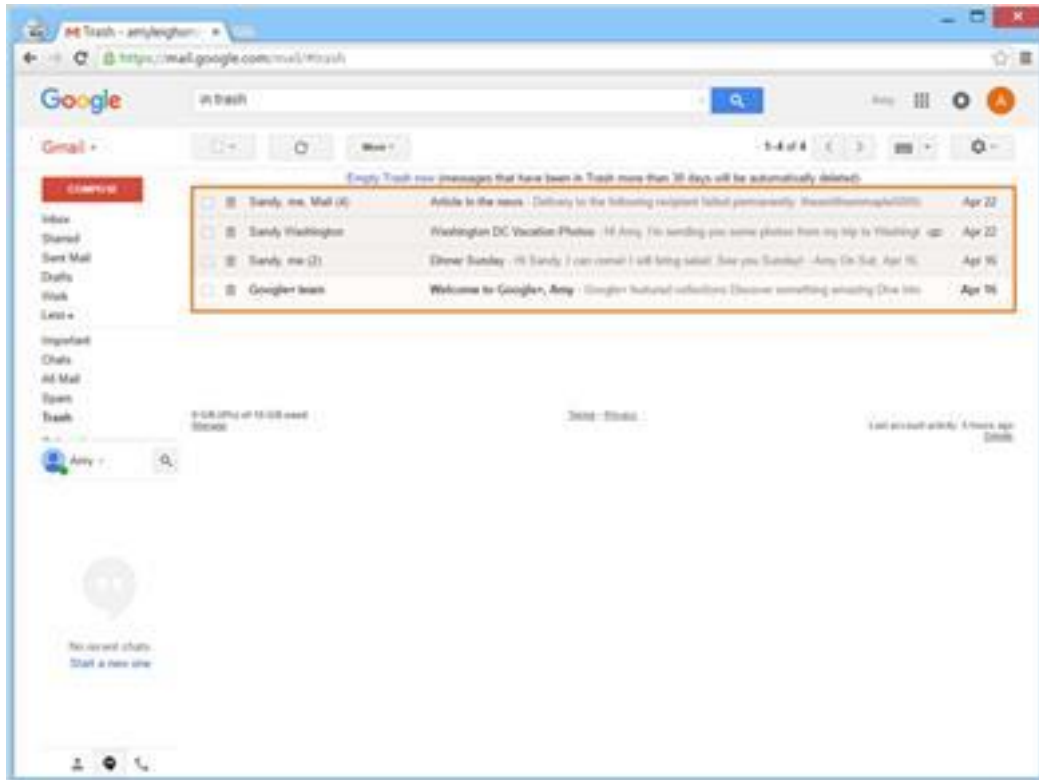


Now, you can see the messages were moved to the trash.

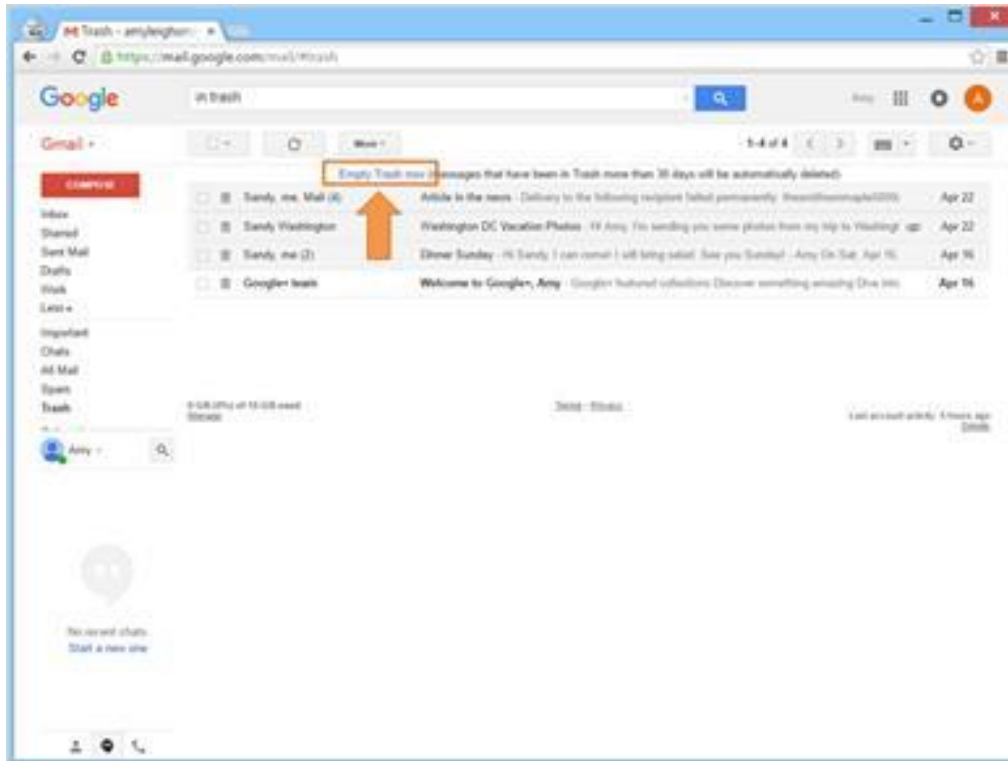


Once emails are deleted, you can still view them in the Trash folder for 30 **days before they're** permanently removed from Gmail. To look at the trash folder, Amy goes to the sidebar, and clicks More to see all the folders.





Then she clicks on Trash. All the messages in the trash folder can be opened, replied to, or forwarded, just like messages in the Inbox.



If you want, you can click on Empty Trash Now to permanently delete everything in the Trash folder.

**Be careful with this, because you won't be able to retrieve those messages once they're gone!**