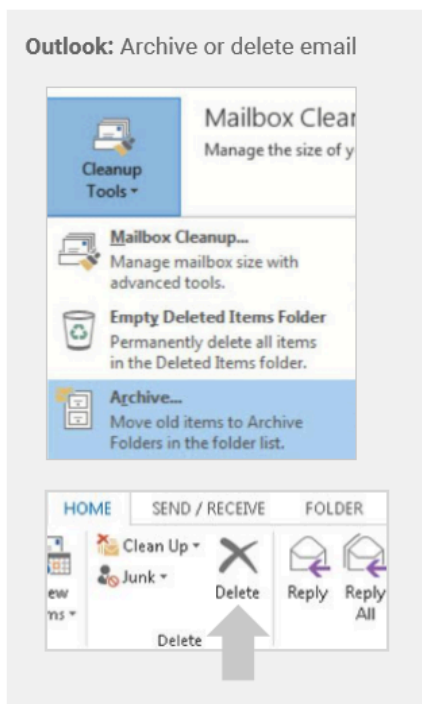




Expert assistance in education

Support Services
by Stockport Council

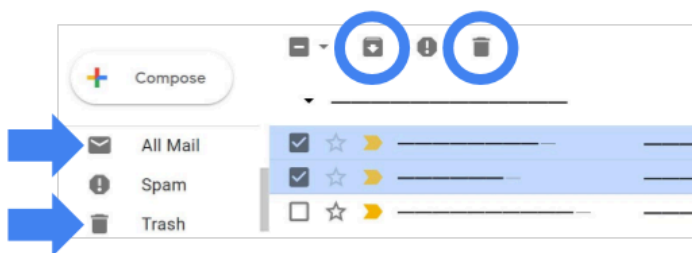
Archiving & Deleting Mail



Gmail: Archive or delete email

Archive  messages you're not using now but might need later. Archiving moves email out of your inbox. You can find them later in **All Mail** or through Gmail search.

Delete  messages you no longer need. Deleted email are moved to **Trash** and then permanently deleted after 30 days.



*Note: If you don't see **All Mail** or **Trash**, scroll to the bottom of the left sidebar and click **More**.*