Intro to Email 2: Beyond the Basics
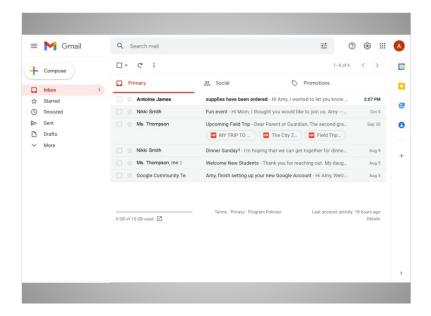## Organizing and Deleting Emails

In the previous lesson we learned how to deal with unwanted emails. In this lesson, Amy will learn about how to organize and delete emails.

When we receive mail through the postal service at home, we keep some things, and recycle or throw away others. 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.
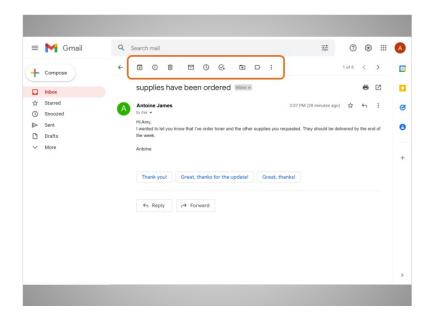
Let's take a look at Amy's Inbox. In today's example, Amy is using Gmail.
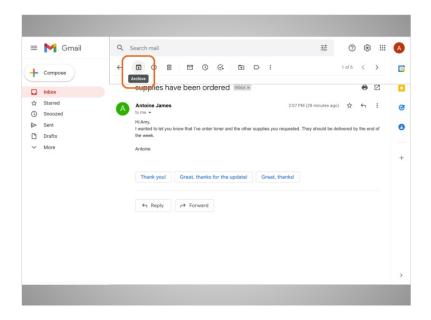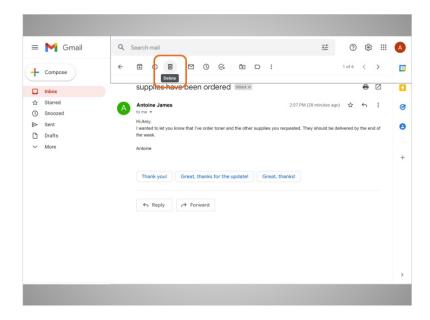
First, Amy will open an email.

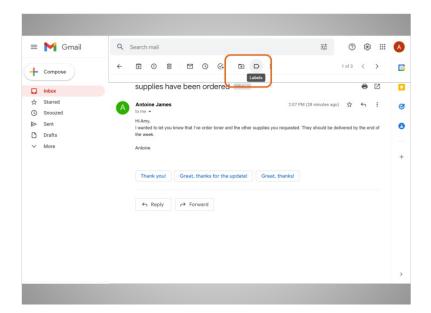After she reads it, she can use these icons to move the message out of her inbox.

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.
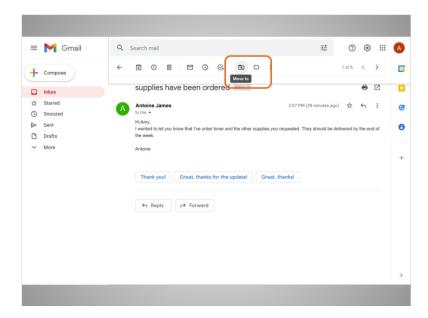

The Delete button will delete the message. It will stay inside the Trash folder temporarily – usually about 30 days – and then be deleted permanently.
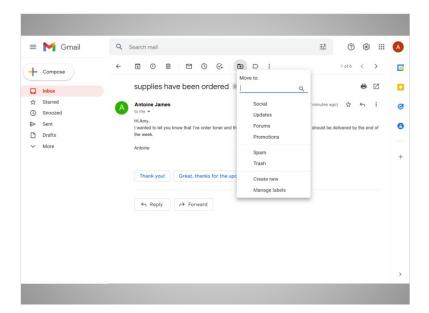
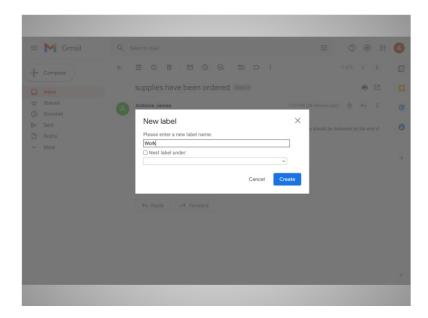You can also use these icons to give the message a label …

or move it into a different folder. Amy would like to create a label for emails related to her job, so that she can find them later. Some email providers call these "folders," which are used to organize your emails. She clicks the Move To button, …
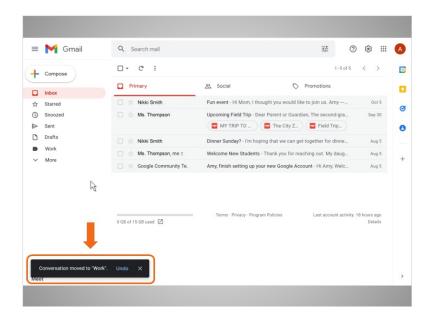
then chooses Create New.

She types in "Work" as the name for her label. When she clicks Create the message will be moved.
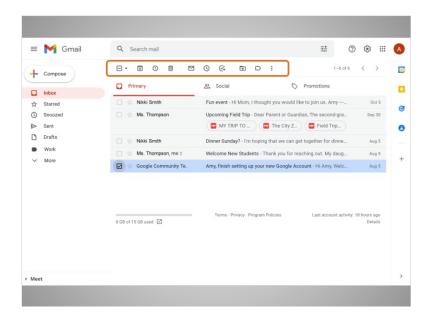
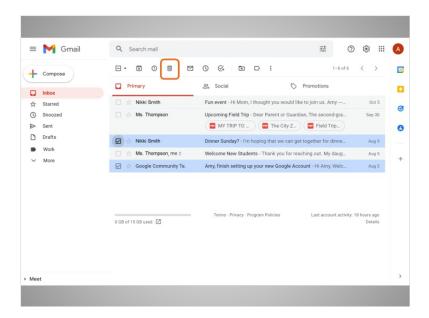Now she can access it at any time by clicking the Work button on the left.

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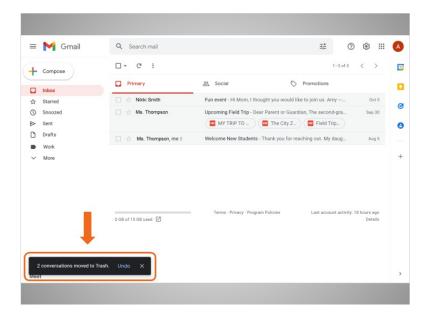
You can even select several messages at the same time, then delete or move them all at once.
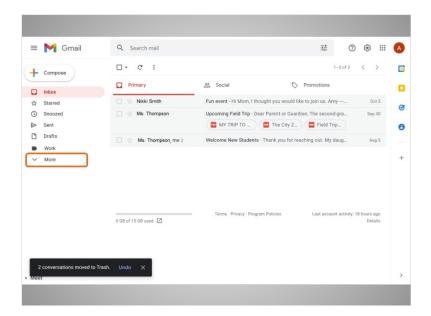
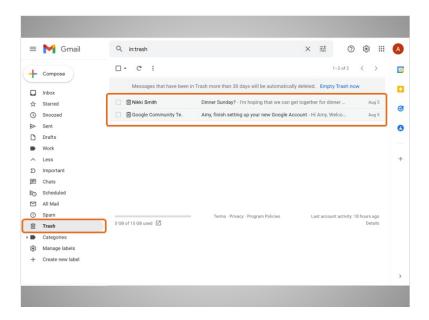Amy will delete these two checked messages.

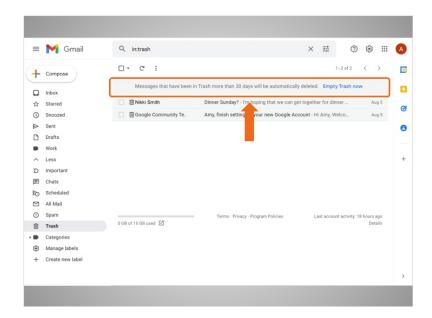Now you can see the messages were moved to the Trash.

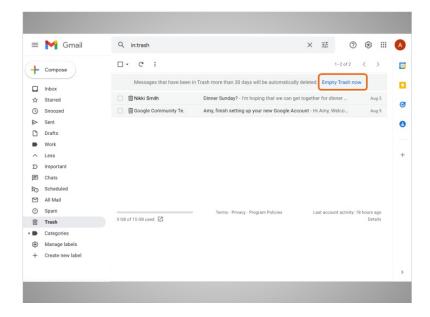To look at the Trash folder, Amy goes to the sidebar, and clicks More to see all the folders.

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.
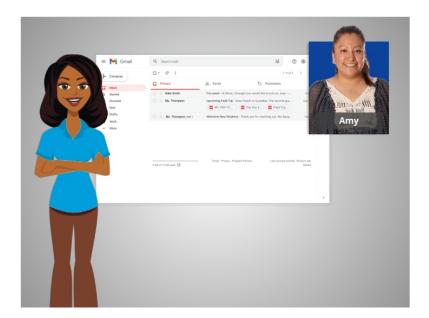
Once emails are deleted, you can still view them in the Trash folder for 30 days before they're permanently removed from Gmail. Check your email provider for trash folder expiration dates.

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!

In this lesson Amy learned how to organize her email. In the next lesson, Amy is going to learn about how to search for email messages.