



Archiving your messages

Should I Archive or Delete?

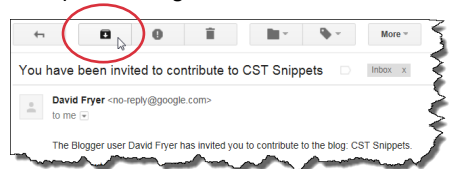
When you're positive you won't need a message again, use the **Delete** button to send it to the **Bin**. Deleted messages and conversations (replies and replies to replies) are permanently removed from Gmail 30 days after you send them to the **Bin**.

Archive a message if you want to keep it for future reference. When you archive a message, it is moved from your **inbox** into **All Mail** and it's associated label (if you assigned a label). **All Mail** is a storage place for all the mail you've ever sent or received, but have **not** deleted. A message can be archived when closed or open.

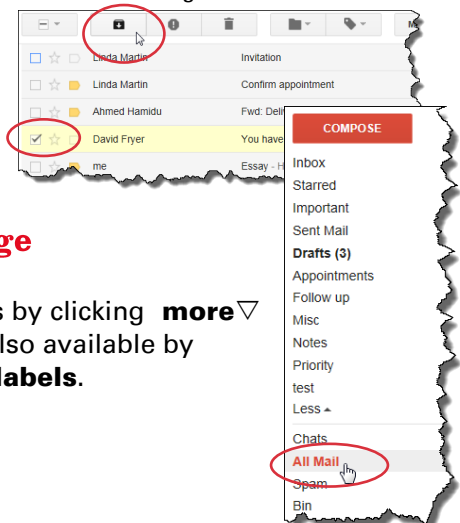
To Archive a Message

1. Open the mail message.
Alternatively, if the message is closed. Select the message by clicking the box next to the sender's name.
2. Click the **Archive** button.

An open message



A closed message



Accessing an Archived Message

You can see a list of archived messages by clicking **more** ▾ and **All Mail**. Archived messages are also available by Gmail search, and under any assigned **labels**.