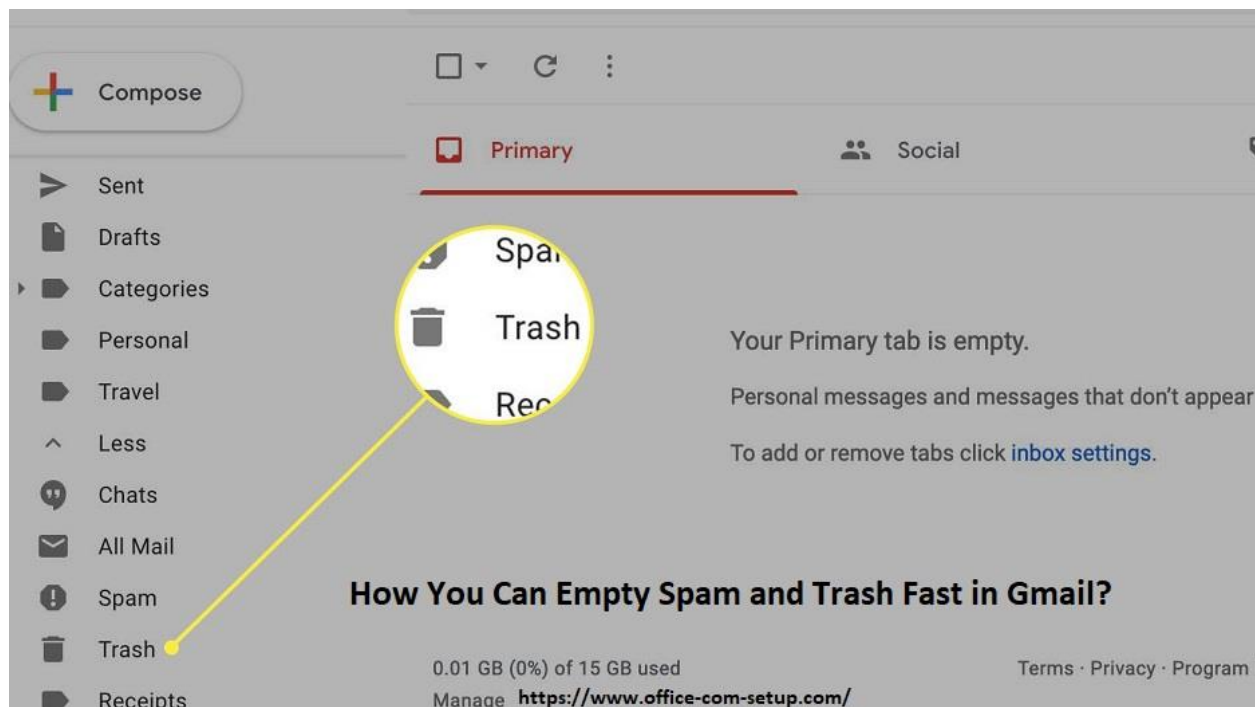


How You Can Empty Spam and Trash Fast in Gmail?

In case, you never empty the Trash and Spam folders, then you don't have to worry Gmail does it for you automatically after 30 days. Because, there are lot of unwanted mail and spam stores in 30 days, and all these messages stores in your Gmail storage quota. These mails can impact on your privacy. So, in this blog you will learn how you can empty spam and trash in Gmail. If you need assistance, then just contact to the expert of [Microsoft via www.office.com/setup](https://www.office.com/setup).



Permanently delete all messages with labels Spam and Trash: [office.com/setup](https://www.office.com/setup)

For this, first you have to select the Trash label. It will be under More option, which is in the left sidebar of the Gmail screen. If you enable the Gmail keyboard shortcuts, then you can reach it just by pressing GL on the keyboard to create a label search. After this, you should type trash in the search field. And then select Enter key and then all the messages labeled Trash will display on your screen. Now, you have to select Empty Trash which is at the top of the Trash messages. Then, just select OK button under Confirm deleting messages. Here, no messages will be there with the Trash label.

Delete all messages in the Spam label in Gmail:

You should select the Spam label in the left side of the screen. After this, you should select Delete all spam messages now. At this point, you should select OK button under Confirm deleting messages.

Empty Trash and Spam in Gmail on iOS (iPhone, iPad):

You should open the Gmail app. And then you have to use the menu icon which is located in the left side of the screen to see the list of labels. After this, you should click on the Trash or Spam label. Now, you have to click on Empty Trash Now or Empty Spam Now. Then, you have to select OK button in the deletion confirmation screen which opens.

Access Gmail Using the iOS Mail App using IMAP:

For this, you have to open the Mail app. And then you have to go to the list of Gmail labels just by selecting < to expand view. Now, you should click on the Trash or Junk label just to open a list of the emails labeled. Then, you have to click on Edit which is at the top of the screen. At this point, you should click on the circle to the left of each email which you want to delete. At last, you have to select Delete option.

Also Read – [How to Troubleshoot Skype Install Error 1618?](#)

Permanently Delete an Email in Gmail:

If you permanently want to delete a single message from Gmail. Then, you should ensure the message is in the Gmail Trash folder. After this, you should check any email which you want to permanently deleted, or you can open an individual message and then select Delete forever in the toolbar.

If the user need any assistance, then just go to the customer care of Microsoft through www.office.com/setup.