



## How to Delete Old Emails From Gmail (In a bunch)

Launching the Gmail on a laptop or phone can be a little hectic. You may not have checked the mail for days, and what is waiting can be terrific. Numbers of unread mails, mainly the newsletter or spam that you don't want to sign in for with the few mails that important for you. As you may get deep to remove all the junk altogether, the quantity of forgot letters in the inbox overpowers you. You want to sign out and don't want to sign in again.



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### Remove Old Mails

If you have always delayed removing the mails, you may have to clear it now. A normal Gmail account offers 15 GB of the storage space. If the accumulated capacity of the mail reaches a saturation point, then Gmail will inquire about removing older emails and it becomes more annoying.

If you still want to delay and don't want to remove mails, then you have to get the paid account. Though most of the users won't pay for using the mail address and so removing junk is the better option. Follow the given instructions to get the idea to remove the mails in bulk, individually, or by the date.

### Removing Particular Emails

If you wish to remove particular emails, then pursue the given instructions:

#### Step 1

Sign in to the Gmail account.

#### Step 2

Gmail will launch the inbox of the account by default. If the inbox does not appear because of any reason, then tap on the top left of a page.

### **Step 3**

Choose the emails that you like to remove by ticking on the boxes at the left of the senders' names. Click on as many mails as you want to remove and tap on the trash can option under the search box. You will then get the notification at the bottom left by informing that all the mails have sent to the trash.

### **Step 4**

Keep in mind though your mails have removed from the inbox, they will be in the trash folder. If you need to raise the Gmail space, you have to clear the trash too. You can do it by scrolling down to the More at the left of a page. New options will be there like Trash, Spam, Receipts, and many more.

Tap on Trash. The entire removed files will be there. Tick the boxes that you need to remove and then press the Delete Forever option under the search option. You can also remove all the mails together by ticking the boxes under the search box and then tap on Delete forever option.

### **Remove Mails by Date**

If you need to remove the mails, you get before the specific date. You first have to insert the particular date in the search box to filter the mails before the date. For instance, if you need to remove all the mails you get before the 5th of January, you have to insert 2019/05/1 in the search box.

You have to insert the date in YYYY/DD/MM format.

All emails will appear below. If you like to remove all the mails, then tick box under search bar tap on the trash can tab beside it. If you need to remove mails separately, tick only those boxes beside the mails that you need to remove.

[Smith](#) is an inventive person who has been doing intensive research in particular topics and writing blogs and articles on [webroot.com/safe](http://webroot.com/safe) and many other related topics. He is a very knowledgeable person with lots of experience.

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