What’s the difference between archive and delete in Gmail?

Tell Me

Archiving allows you to move messages out of your **Inbox**. Deleting a message labels it as **Trash**

1. The **Archive** feature can be used to move messages out of your **Inbox** and into your **All Mail** label
   a. **All Mail** is your archive
   b. To see a list of archived messages, click on **All Mail**. Archived messages are also available by searching, and under any assigned labels
2. When someone responds to a message you’ve archived, the conversation containing that message will reappear in your inbox
3. Messages in **Trash**...
   a. Will be deleted in 30 days
   b. Will not be available in **All Mail** or in search results unless you use advanced search options and include the query **in: anywhere**

Related FAQs

- How does a supervisor request temporary access to an employee’s Gmail account?
- How do I set up "Send mail as" permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?