

Permanently deleting a message

First go to **gmail.com** and log in with your email address and password (if you're already signed in with another account you may need to sign out of that before you can sign in with this account).

Then

1. Select Settings from the Cog Wheel
2. Select Forwarding and POP/IMAP
3. Select Enable IMAP
4. Tick Auto-Expunge Off
5. Tick Move the Message to the trash
6. Click Save Changes

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat Labs Offline Themes

Forwarding:
Learn more

Add a forwarding address 2

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
Learn more 1

1. Status: **POP is enabled** for all mail that has arrived since 04/06/2008

- Enable POP for all mail (even mail that's already been downloaded)
- Enable POP for mail that arrives from now on
- Disable POP

2. When messages are accessed with POP keep Gmail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Gmail from other clients using IMAP)
Learn more 3

Status: **IMAP is enabled**

- Enable IMAP
- Disable IMAP

When I mark a message in IMAP as deleted:

- Auto-Expunge on - Immediately update the server. (default)
- Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

- Archive the message (default)
- Move the message to the Bin
- Immediately delete the message forever

Folder Size Limits

- Do not limit the number of messages in an IMAP folder (default)
- Limit IMAP folders to contain no more than this many messages 1,000

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Save Changes Cancel

Display density:
 Comfortable
 Cosy
 Compact

Configure inbox

Settings
Themes

Get add-ons

Send feedback
Help

7. Go back to Settings and Select Forwarding and POP/IMAP
8. Click Disable iMap
9. Click Save Changes