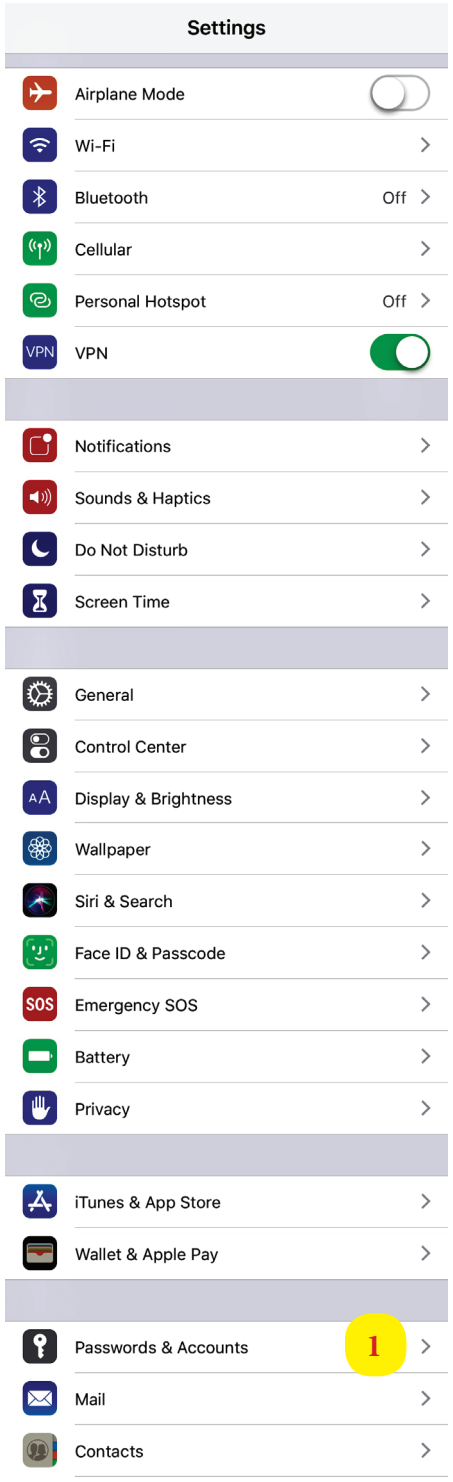
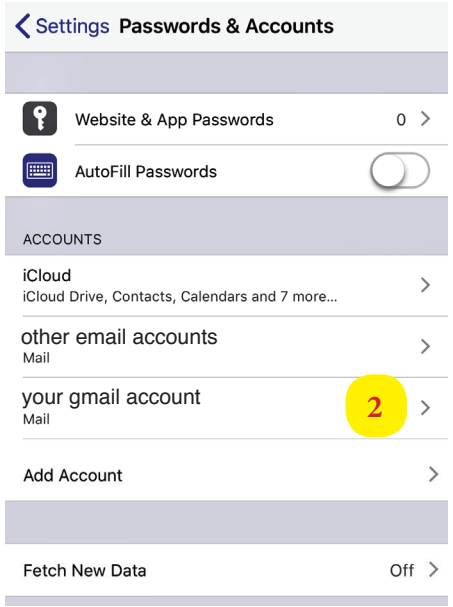
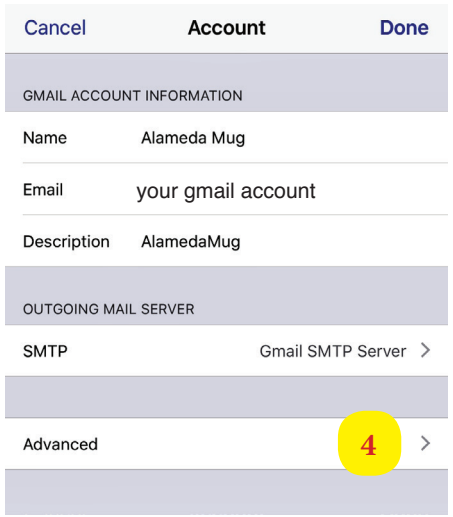
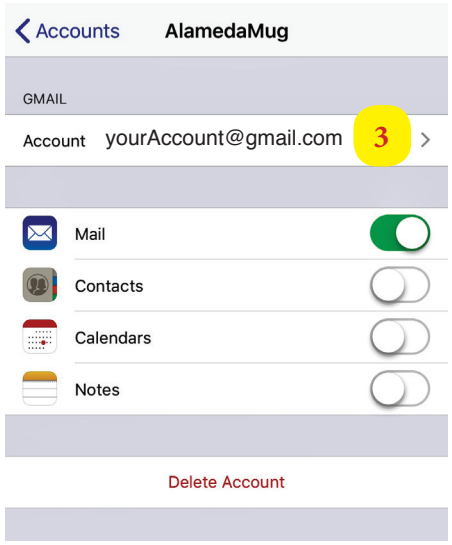
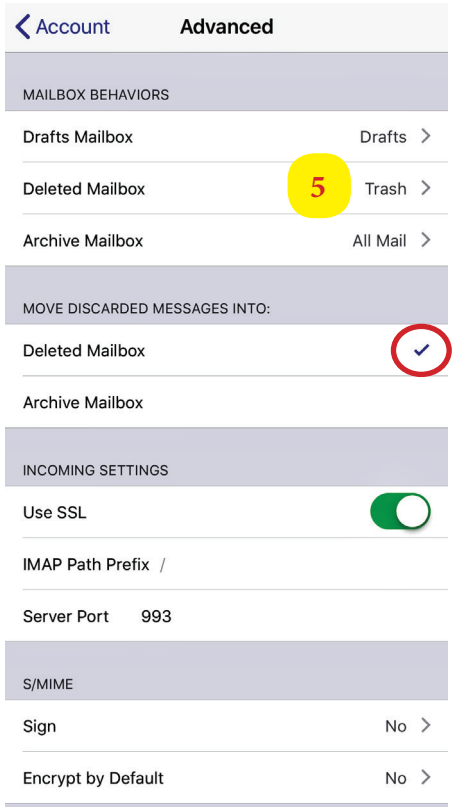






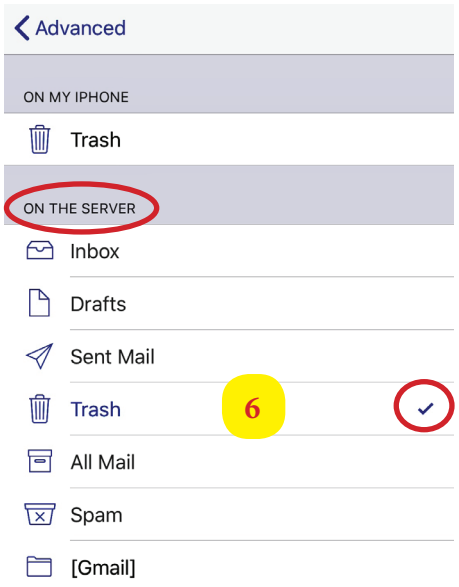
All screenshots captured using iOS 12.3.1 on an iPhone Xs





iOS Settings to Discard Gmail to Trash instead of saving it in Google's default email Archive

Hint: it's not in the Mail settings.

1. Settings > **Passwords & Accounts**
2. Select > for your Gmail Account
3. Click on email account name >
4. Click the Advanced >
5. Click > for Deleted Mailbox
6. Set Trash as target on the server for deleted email messages.

Distributed for Alameda MUG July 2019 in response to a temporarily unanswered question in the June 2019 class about why swiping left on email messages sometimes sends it to Trash when for other accounts (gmail) it goes to Archive. (Google's default is to archive email for long-term data collection.)