Whether your Gmail account is hacked, you want to create a better account, or have gotten tired of using <u>Google Mail</u> and want to deactivate Gmail permanently, there is a step-by-step process on how to delete a Gmail account. Just make sure you are prepared to lose all your Google files and folders when you delete your account. Also, this article has got you covered on how to delete only Google emails.

# Step 1: Open Your Google Mail Account



First of all, access Gmail at <u>http://mail.google.com/mail/</u> on your computer. If you are using an Android phone or Apple device, access Gmail using the official Gmail app. However, you need to <u>create a Google account</u> if you are still not registered to Google.

**D**Note

Note: It only takes a few minutes to sign up for Gmail at <u>https://accounts.google.com/signup</u>. Without an account, you can't access Google Mail and the rest of its features.

## Step 2: Go to Data & Privacy and Delete Your Account

Google Account	Q Search Google Account	? #
Home  Personal info  Data & privacy	Data & privacy Key privacy options to help you choose the data saved in your account, the ads you see, info you share with others, and more	
Security People & sharing Payments & subscription	Privacy suggestions available Take the Privacy Checkup and choose the settings that are right for you	
i About	Review suggestion (1) Your data & privacy options	
Privacy Terms Help About	<ul> <li>Info you can share with others</li> <li>Data from apps and services you use</li> <li>Things you've done and places</li> </ul>	

Once you are already signed in to Gmail, visit

https://myaccount.google.com/data-and-privacy. Scroll below and look for "Your data & privacy options." Then click "More options" followed by "Delete your Google account." Then, follow the instructions given on how to delete your Gmail account, especially when Gmail asks for verification that you are the one actually deleting your account.

## Step 3: Delete a Google Service



The second step given earlier may not apply to you if your Google account is under work, school, or any organization. That means you need to contact your administrator in deleting the account. However, you can delete a specific Google service. Under "Data & privacy," scroll down and head to "Data from apps and services you use." Then, click "Delete a Google service." Choose the service/s you need to deactivate and save changes.

### **Step 4: Delete Google Emails**



If you simply want to delete emails from your Google account, then there is no need for deactivation. Just open Gmail and head to "Inbox." From there, you can use the tick box beside each email to mark the emails you want to delete. Once you are done selecting the unwanted emails, click the "Delete" button which is represented in a trash icon. And that is how simple deleting emails is.

### What happens if I delete my Gmail account?

Deleting a Gmail account means you will lose all your Gmail or Google data such as emails, calendars, images, and various files, you can't use other Google services anymore, and you'll lose access to various contents and subscriptions provided by Google.

#### Can you permanently delete a Google Account?

Yes, you can delete an account permanently and quickly by heading to your Google Account Settings, clicking "Account Overview," and selecting "Close Entire Account and Delete All Services and Info Associated with It."

### How do I contact Google Support?

For more concerns about deleting Google emails and accounts, contact Gmail by phone at +1-650-206-5555, +1-650-763-0461, and +1-855-593-8213 for US recipients or simply <u>email Google Support</u> at support-in@google.com.