



Manage unwanted Gmail

For the Gmail app on iPhone

Report spam

For suspicious messages or junk mail.

Block a sender

For repeat unwanted messages.

Unsubscribe safely

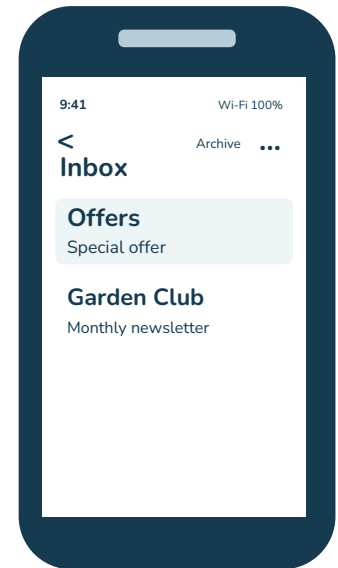
Only for newsletters you trust.

Start with Gmail open to your Inbox.

Choose one task. You do not need all three.

Never tap links in a suspicious email.

Fictional examples keep personal information private.





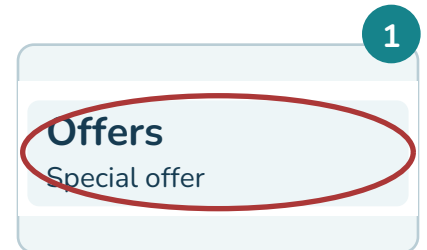
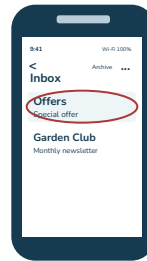
Report spam in Gmail

Gmail app on iPhone - a separate task

1. Open an unwanted email.

Step 1 of 3 - Report spam

Tap the message in your Inbox.
Do not tap links inside it.

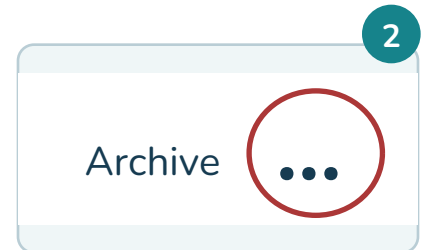
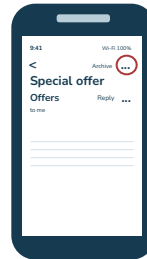


Next: Use the top three-dot menu.

2. Tap the TOP three dots.

Step 2 of 3 - Report spam

Use the menu at the very top.
Not the dots beside the sender.

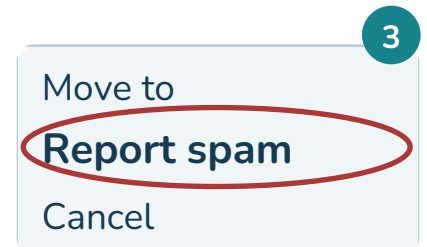
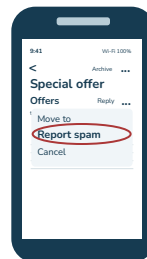


Next: Choose Report spam.

3. Tap Report spam.

Step 3 of 3 - Report spam

This moves the email to Spam.
Google receives a copy to review.



Result: The message leaves your Inbox.



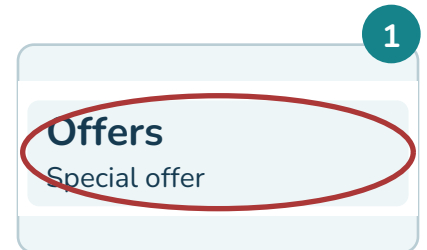
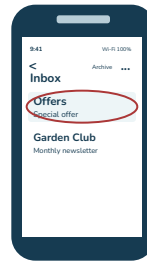
Block a sender in Gmail

Gmail app on iPhone - a separate task

1. Open the sender's email.

Step 1 of 3 - Block a sender

Choose a repeat unwanted sender.
Example sender: Offers.

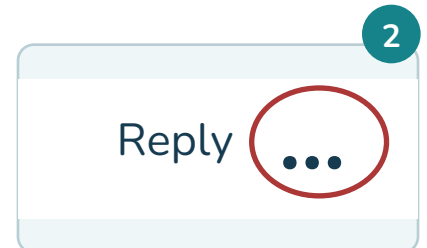
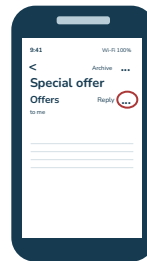


Next: Find the dots beside Reply.

2. Tap the SENDER'S dots.

Step 2 of 3 - Block a sender

Use the dots beside Reply.
These are below the top menu.

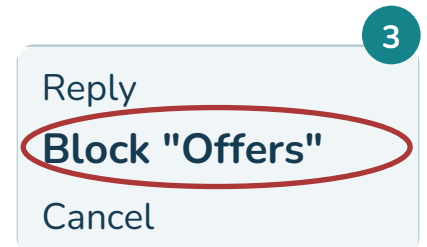
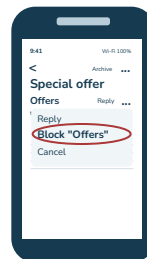


Next: Choose Block with the sender name.

3. Tap Block "Offers".

Step 3 of 3 - Block a sender

Your screen shows that sender's
name instead of "Offers".



Result: Future mail from them goes to Spam.



Unsubscribe safely in Gmail

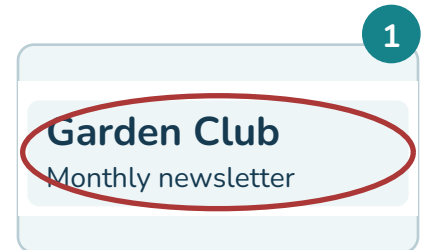
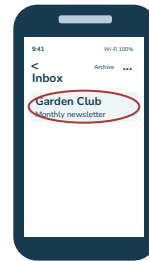
Gmail app on iPhone - a separate task

1. Open a trusted newsletter.

Step 1 of 3 - Unsubscribe

Use a mailing list you know.

Suspicious message? Report spam.



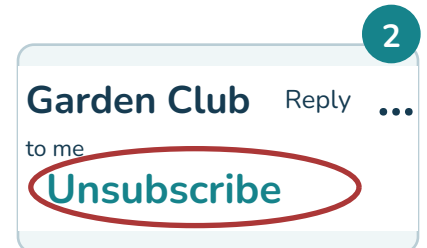
Next: Find Gmail's Unsubscribe option.

2. Tap Gmail's Unsubscribe.

Step 2 of 3 - Unsubscribe

Look beside the sender's name.

Avoid links in suspicious emails.



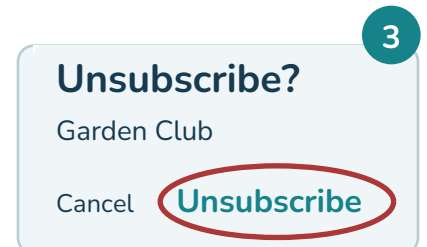
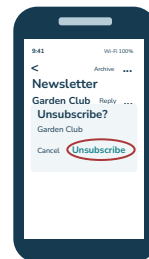
No option, or Go to website? Ask for help.

3. Confirm Unsubscribe.

Step 3 of 3 - Unsubscribe

If this pop-up appears, tap

Unsubscribe to confirm.



Result: It may take a few days to stop.



If you need help

Pause rather than guess

An option is missing?

Your Gmail version may look different.
No Unsubscribe, or Go to website?
Ask for help before continuing.

Newsletter mail still arriving?

Allow a few days after unsubscribing.
You may still receive other mail
from that sender.

Made a mistake?

In Spam, use Report not spam.
To unblock, use the sender's menu.
Call CyberGuardia if you need help.