How can I tell if someone is a faculty/staff or student in Gmail Contacts?

Tell Me

1. When addressing a message it is difficult to tell from the username whether someone is a faculty/staff or student.
2. To make sure you are addressing an email to the correct person, choose **Contacts** from the drop down list.
3. Enter the name of the person you want to email in the search box, first name then last name.
4. Click on the **Search** icon.
   1. Faculty/staff will have a phone number by the name, students will not **OR**
   2. Click on the user profile, under **Domain contacts** and **faculty/staff or student** will be listed in the **description** field under **Directory Profile**.
5. Once you find the right person, click on the mail icon by the name to send an email.

**Contacts**

If you frequently email someone, it may be helpful to add them to your **My Contacts**. This will cause them to be listed at the top when you add them to the email. You will also be able to more easily work with contacts on a mobile device.

Related FAQs

- Can I change or delete my email alias?
- If I have an email alias, which email address will be used when I send emails?
- What do I need to update after I get an email alias?
- How do I setup my Gmail alias on an iOS device using the native Mail app?
- Will my email be forwarded to my email address alias?