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.

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**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.

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**Related FAQs**

- Can a message have more than one label in Gmail?
- What’s the difference between archive and delete in Gmail?
- What is the size limit for Gmail attachments?
- What’s different in the new Gmail interface?
- Is there an unread message folder in Gmail?