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

- What options are available in Google for generic email?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- How do I request a generic email account?
- How do I snooze an email and what are the settings in Gmail?