What's the best way to search for and find emails in Gmail?

Show Me

Tell Me

1. You can conduct a simple search by entering keywords or names into the search bar along the top of your screen.
   a. To find email from someone who has both an @uncc.edu and an email alias, see this FAQ.
2. To conduct a more advanced/specific search, click the down arrow at the far right of the search bar, next to the search button.
   a. Click the Search drop down and select where you want to search; You can select a label, unread/read messages, etc. The All Mail option will search everything except Spam and Trash. If you want to include everything in your mailbox (Inbox, labels, Spam, Trash, Drafts, etc) you can use the new Mail & Spam & Trash option.
   b. Enter any other desired criteria into the fields available
      i. To search for emails from someone who also has an email alias, enter their full name but DON'T select one of the email suggestions that display underneath. Simply click outside the From field to continue
      ii. If you can't recall who sent a message, you can search for an email from one of X number of people by typing their full names separated by OR (this must be all caps). For example, in the From field you would enter Norm Niner OR Norma Niner
      iii. Calendar invitations and update messages are considered emails with an attachment and will display in search results
   c. Click the search button in the bottom left

Tip

For best results, use 2-3 criteria when searching for an email message. To find email from someone who has both an @uncc.edu and an email alias, see this FAQ.
Related FAQs

- How does a supervisor request temporary access to an employee’s Gmail account?
- How do I set up “Send mail as” permissions for an account I am a delegate for?
- How can I get removed from the ResearchStudyAnnouncement(2)-group emails?
- What is a filter and how do I create one in Gmail?
- How do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?