How do I sort messages in Gmail?

Tell Me

1. The Gmail web interface doesn’t allow you to sort messages based on key criteria e.g. sender, subject, date, attachments etc.
2. Google is best known for its powerful search abilities and provides a search option instead.
   a. **Simple Search:**
      i. You are able to perform a simple search by entering a key term in the search bar along the top of your email.
      
      ![Simple Search Example]
      
      ii. You can search on multiple terms including name, email address, or topic.
   b. **Advanced Search:**
      i. When you click the down arrow on the right of the search bar, the advanced search options will be shown.
      
      ![Advanced Search Example]
      
      ii. Advanced search allows you to really narrow down results based on a variety of criteria.
      
      iii. By selecting the Search drop-down, you are able to search your entire mailbox, All Mail, or narrow it down to a specific label.
      
      iv. Narrow the search even more by including information like:
         1. Who the email was sent From/To.
         2. Words contained in the Subject.
         3. Words contained in the body of the email.
         4. If the email has an attachment (calendar invitations are treated as attachments so event notifications will display as an attachment result).
         5. Date range the email was created/received.

Info

This webpage provides a Google summary about searching in Gmail: [Google's Gmail Search](https://support.google.com/mail/answer/142574?co=GENIE.Platform.&hl=en)

View this FAQ for searching tips and more information about advanced searching.

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?