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.
   a. Faculty/staff will have a phone number by the name, students will not OR
   b. 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

- How can I get removed from the ResearchStudyAnnouncement-group emails?
- What options are available in Google for generic email?
- How do I create a calendar event from an email?
- How do I login to my UNC Charlotte account from Google's login page?
- How does a supervisor request temporary access to an employee’s Gmail account?