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

   ![Search Bar with options]

   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

   ![Search Filter Options]

   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 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?