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.
      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.
      ii. Advanced search allows you to really narrow down results based on a variety of criteria.

      ![Advanced Search](image)

      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](#).

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

**Related FAQs**

- What types of Generic Accounts are available for Gmail at UNC Charlotte?
- 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?