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 do I make sure mass email messages from 3rd party vendors will not be blocked or flagged as SPAM?
- 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?