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.

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?