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

- What is a UNC Charlotte Google Group (name-group@uncc.edu)?
- Can I send attachments to a Google Group?
- What do I do if I think email is missing and/or it is not being delivered to me?
- Why are some UNC Charlotte messages going into the SPAM label?
- What can I use the Google Gmail Canned Responses lab for?