

Issue Details:

| Application | Description of issue |
|-------------|---|
| Gmail | Searching for a specific message in Gmail can be time-consuming. This tech note shows you several techniques to rapidly narrow down your search by using advanced search queries. |

Solution:

How to perform advanced searches in Gmail:

1. Click the down arrow shown in Exhibit 1 to reveal the advanced search pane.
2. In that pane, shown as Exhibit 2, you will notice the following options:
 - a. **Search** allows you to select the folders to search in.
 - b. **From** allows you to search by the sender's email address for incoming messages.
 - c. **To** allows you to search by the recipient's email address for outgoing messages.
 - d. **Subject** allows you to enter words that are contained within the email's subject line.
 - e. **Has words** allows you to enter word that are contained within the body of the email.
 - f. **Doesn't have** allows you to enter words that are not contained within the body of the email.
 - g. **Has attachment** allows you to show only emails with attached files.
 - h. **Date within** allows you to specify a timespan around a date.
3. Once you've entered as much information as possible, press the magnifying glass shown in Exhibit 3 to search.

Tip: Google apps employ a very comprehensive array of advanced search operators (Boolean operators) that can enable you to create even more complex searches. See the example phrases below for a list of the most popular ones:

"team meeting" – Typing phrase in quotes will return only exact matches of the phrase.

Mark OR John – Typing an all-capital "OR" between two criteria will return all results for either word or phrase.

-December – Typing a hyphen in front of a word or a phrase in quotes will hide all search results containing it.

is starred/read/unread/chat – Typing *is* followed by one of the terms will only show messages flagged correspondingly.

filename: outlines– Typing "filename: " followed by the name of a file attachment will return only messages with attachments that satisfy the name criteria.

cc: manager@company.com – Typing "cc:" followed by an email address will only show messages with the requested recipient.

bcc: manager@company.com – Typing "bcc:" followed by an email address will only show messages with the requested recipient.

Illustration:

Exhibit 1: Down arrow for advanced search

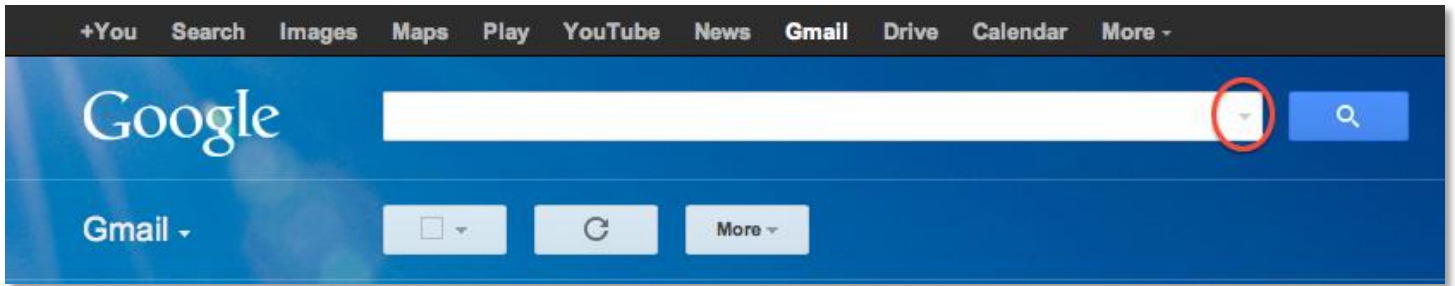


Exhibit 2: Advanced Search pane

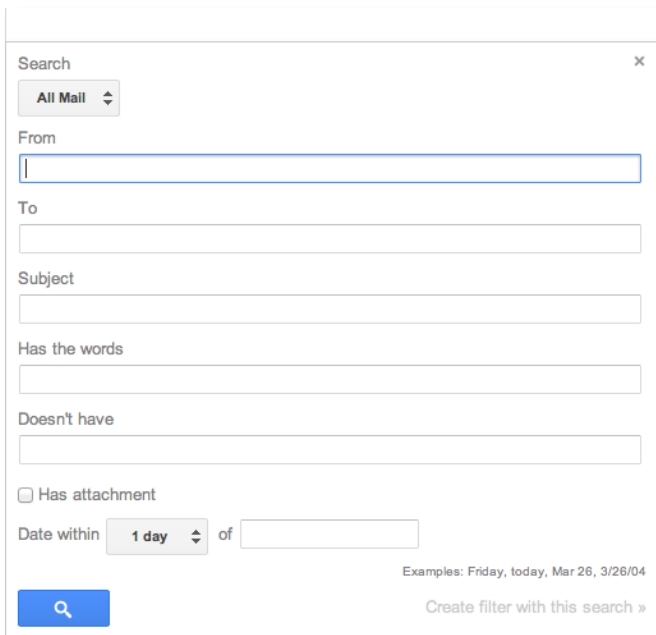


Exhibit 3: Search button

