

### Search Tips:

- Try the "Advanced Search" link next to the Search field.
- Type the whole word. Search is not case-sensitive.

The latest shortcuts: <http://mail.google.com/support/bin/answer.py?hl=en&answer=7190>

### Email Management Methodology Information:

- GTD (Getting Things Done): [www.davidco.com](http://www.davidco.com)
- Inbox Zero: [www.43folders.com](http://www.43folders.com)
- Trusted Trio: [www.lifehacker.com](http://www.lifehacker.com)

### Search Operators and Shortcuts

Shortcut	Action	Examples	
<b>from:</b>	Search for sender	<b>from:me</b> <b>from:joe</b>	Sent from you Sent from Joe
<b>to:</b>	Search for recipient	<b>to:joe</b> <b>to:example.com</b>	To Joe To anyone at example.com
<b>subject:</b>	Search in subject line	<b>subject:legal</b> <b>subject:legal from:lee</b>	Contains "legal" in the subject From Lee with "legal" in subject
" "	Search for exact phrase	<b>"purchase order"</b>	Contains "purchase order"
<b>OR</b> must be uppercase	Matches terms	<b>receipt OR invoice</b> <b>from:amy OR lee</b>	Contains the words "receipt" or "invoice" From either Amy or Lee
<b>- (hyphen)</b>	Exclude terms from search	<b>subject:order -new</b> <b>"new books" -today</b>	Subject contains "order" but not "new" Contains "new books" but not "today"
<b>( )</b>	Group search words using AND	<b>from:amy (legal law)</b>	From Amy, contains "legal" <i>and</i> "law"
<b>{ }</b>	Group search words using OR	<b>from:amy {legal law}</b>	From Amy, contains "legal" <i>or</i> "law"
<b>in: or label:</b>	Search by label	<b>from:joe in:action</b>	From Joe, with the label "Action"
<b>list:</b>	Search to/from mailing lists	<b>list:info@example.com</b>	To or from "info@example.com"
<b>after:</b> <b>before:</b>	Sent during specified time (format: yyyy/mm/dd)	<b>after:2009/1/27</b> <b>after:2008/5/1 before:2008/7/31</b>	Sent/received after January 27, 2009 Sent/received after May 1, 2008 <i>and</i> before July 31, 2008
<b>in:inbox in:trash</b> <b>in:spam in:anywhere</b>	Search in the Inbox, Trash or Spam, or All labels	<b>in:inbox to:amy</b> <b>in:anywhere review</b>	Sent to Amy and in your inbox Contains "review" in All Mail, Spam, Trash
<b>is:starred</b> <b>is:unread / read</b>	Search messages that are starred, unread, or read	<b>is:unread from:amy</b>	Unread messages from Amy
<b>cc: / bcc:</b>	Search cc: and bcc: fields	<b>cc:lee</b>	Message cc'd to Lee
<b>has:attachment</b>	Search for attachments	<b>has:attachment from:me</b>	Messages sent from you containing an attachment
<b>filename:</b>	Search attachments by name or type	<b>filename:project</b>	Messages with attachments named "project"
<b>is:chat</b>	Search for chat messages	<b>is:chat project</b>	Any chat message using the word "project"