

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
- Inbox Zero: www.43folders.com
- Trusted Trio: www.lifehacker.com

Search Operators and Shortcuts

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