Searching for E-Mails

1. Gmail sorts all your e-mails by date ... and doesn't allow you to sort by other columns. However, you can use the search box at the top of the page to locate messages.

2.

To Search For ...	... Type in the Search Box
E-mails you received from a specific person	from:Jeremy
E-mails you sent to a specific person	to:Beth
E-mails with words in the Subject line	subject:Chromebooks
E-mails containing certain word (anywhere in the message)	EOC
E-mails containing certain words (anywhere in the message) -- both words must appear	EOC AND Questar
E-mails containing certain word (anywhere in the message) -- either word must appear	EOC OR Questar
E-mails containing an exact phrase	"Spring Break"

There are many other search options. Click here for a list with examples.