



## Search Keyboard Shortcuts

### Overview

The operators below will enable you to easily search within your Gmail account and find the information you are looking for. These operators can be used directly from the search field. These operators help you save time when conducting a search since you do not need to open the Show search options page. For more information on Gmail's search functionality, please see Gmail Training, lesson 8, "Search for Email Messages in Gmail."

### Search Shortcuts:

Operator	Definition	Examples
from:	Use it to specify the sender	Type <b>from:amy</b> to only search for messages from Amy
to:	Use it to specify a recipient	Type <b>to:frank</b> to only search for messages sent to Frank
subject:	Search for words in subject line	Type <b>subject:meeting</b> to only search for messages that have the word "meeting" in the subject line
OR	Search for multiple terms at the same time	Type <b>meeting OR appointment</b> to search for emails that contain the either word "meeting" or the word appointment
- (hyphen)	Remove specific terms from your results	Type <b>meeting -Frank</b> to search for email that contain the word "meeting" but do not have the word "Frank"
label:	Search for an email that has a specific label	Type <b>label:AAA Meeting</b> to only search for emails that have the label "AAA Meeting"
has:attachment	Search for messages that have an attachment	Type <b>has:attachment</b> to only search for emails that have an attachment
list:	Search for email on a mailing list	Type <b>list:info@appstraining.com</b> to limit your search to emails sent to or from this list



# Gmail Training

<b>Operator</b>	<b>Definition</b>	<b>Examples</b>
filename:	Search for an attachment by specific filetype (doc, ppt, xls)	Type <b>filename:meeting.ppt</b> to only search for emails that have an attachment with the filename meeting.ppt
“ ” (quotes)	Use it to keep your search terms together	Type <b>“presentation for meeting”</b> to only get results with these terms next to each other
( )	Use it to specify terms that should not be excluded	Type <b>from:Frank (meeting OR appointment)</b> to find emails that are from Frank and contain either the word meeting or the word appointment
in:anywhere	Search for messages in the <b>Inbox, Trash, or Spam</b>	Type <b>in:anywhere AAA Meeting</b> to search for emails that contain the words “AAA Meeting” in All Mail, Trash, and Spam
in:inbox in:trash in:spam	Search for messages that are starred, unread, or read	Type <b>in:inbox meeting</b> to search for emails with the word meeting that are currently in the inbox. The same concept applies to in:trash and in:spam
is:starred is:unread is:read	Use it to find messages that are starred, unread, or read	Type <b>is:starred meeting</b> to search for emails with the word “meeting” that also have a star. The same concept applies to is:unread and is:read
cc: bcc:	Use it to look for emails that were sent to a specific recipient in the cc or bcc fields	Type <b>cc:frank@appstraining.com</b> to search for emails



# Gmail Training

<b>Operator</b>	<b>Definition</b>	<b>Examples</b>
after: before:	Search for messages	Type <b>after:2010/03/01 before:2010/05/01</b> to search for emails that were sent within these dates
is:chat	Search for chat messages	Type <b>is:chat AAA Meeting</b> to search for chat messages that contain the words “AAA Meeting”
deliveredto:	Search for messages that were sent to a specific recipient	Type <b>deliveredto:username@appstraining.com</b> to search for emails that were sent to everyone with a boostlearning.com extension