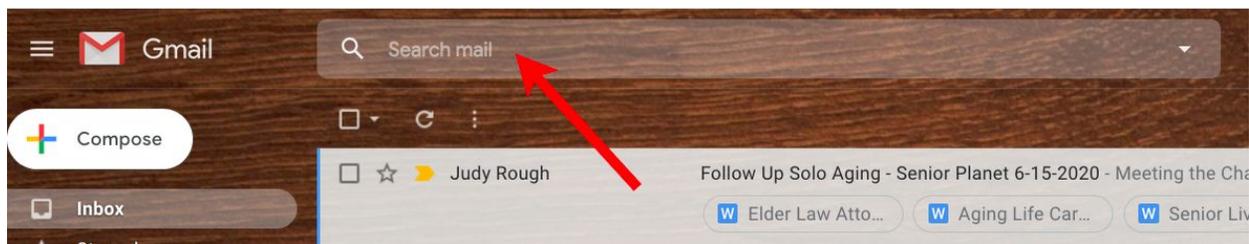


Searching in Gmail

Simple Searches

Click on the “Search mail” field on the Gmail web page to start a search:



After you click in the search box, if you type in some simple text and then touch Return, it will search for all email messages that have those specific words in them. For example if you search for

senior planet

You will find all the email messages that contain the word “senior” and the word “planet”. These words can be in any part of the email in any order.

senior OR planet

finds emails with either word in them.

If you want to match the exact phrase, put double quotes around the words:

“senior planet”

These will match emails where the “planet” is immediately after the word “senior” but not messages that simply contain those words.

Letter capitalization (upper and lower case letters) do not affect the search, so this will match emails with “Senior Planet”, “senior planet”, “SENIOR PLANET”, etc. in them.

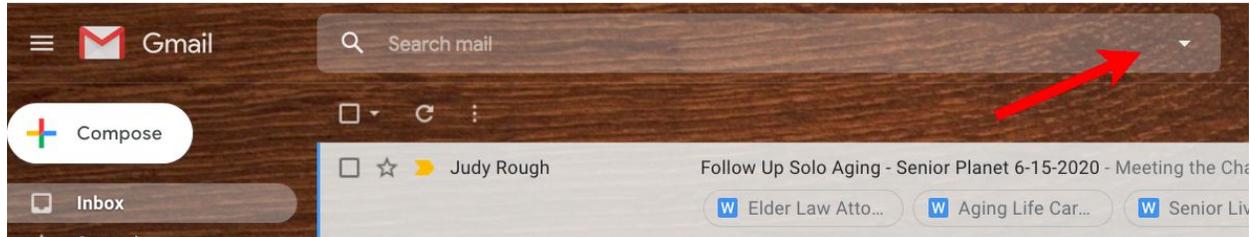
If you put a minus in front of a word it will find messages that do not contain that word

-planet

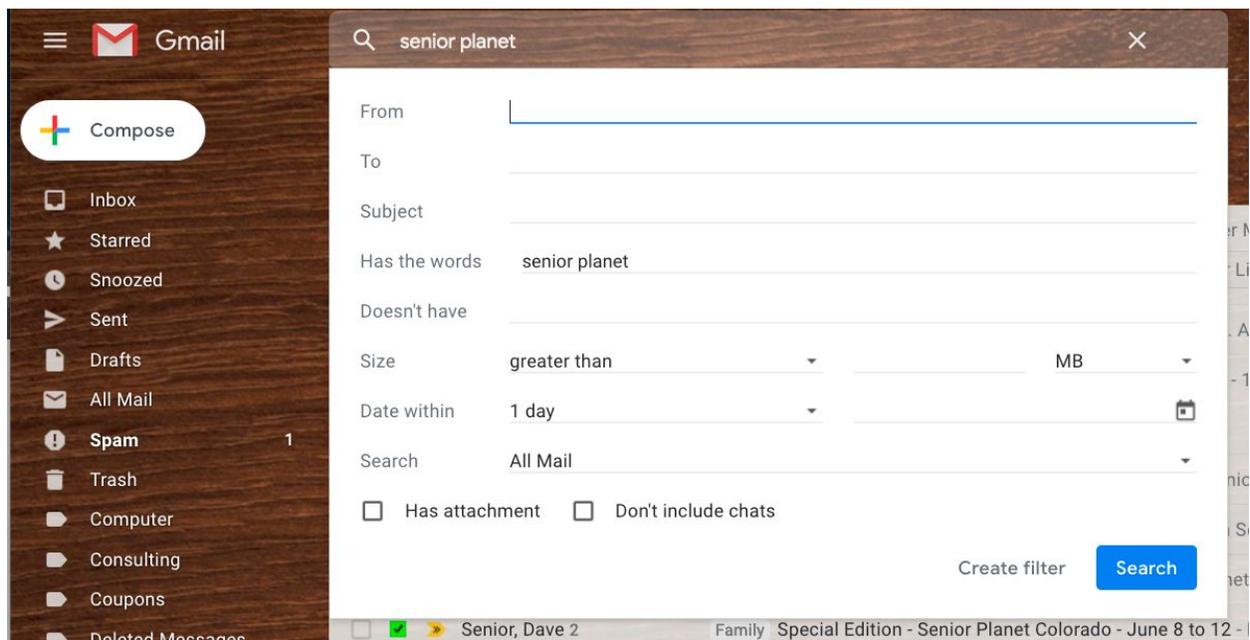
Finds emails that do not contain the word planet

Complex Searches

To perform a more complicated search, click on the down arrow to the right of the search box



to get a more complex search form with various options:

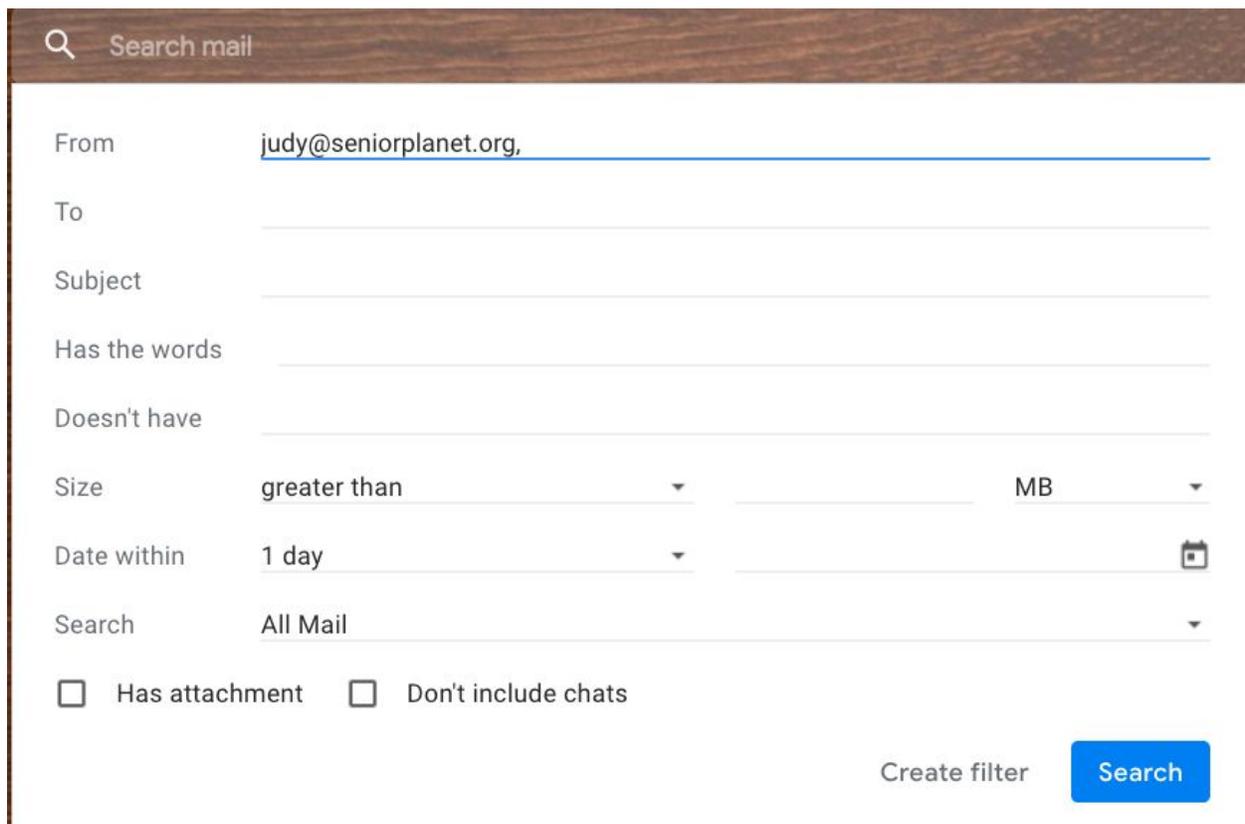


This lets you search by who sent the email, its subject, date, size, labels, attachments, and whether it has or does not have specific words.

Gmail Search Operators

The advanced search form is usually enough to find any message(s) you are looking for. The form generates a complex search string that you can see and modify in the search box.

These are made up of words and Gmail search operators which are words with a colon character after them. For example, if you search for a specific address:



The screenshot shows the Gmail search interface. At the top, there is a search bar with a magnifying glass icon and the text "Search mail". Below this, there are several input fields and dropdown menus:

- From:** judy@seniorplanet.org,
- To:** (empty)
- Subject:** (empty)
- Has the words:** (empty)
- Doesn't have:** (empty)
- Size:** greater than (dropdown) MB (dropdown)
- Date within:** 1 day (dropdown) (calendar icon)
- Search:** All Mail (dropdown)

At the bottom, there are two checkboxes: Has attachment and Don't include chats. On the right side, there are two buttons: "Create filter" and a blue "Search" button.

You will see a search string like this in the search area:

from:(judy@seniorplanet.org)



This will find all emails from “judy@seniorplanet.org”.

You can also put in part of the sender’s email address

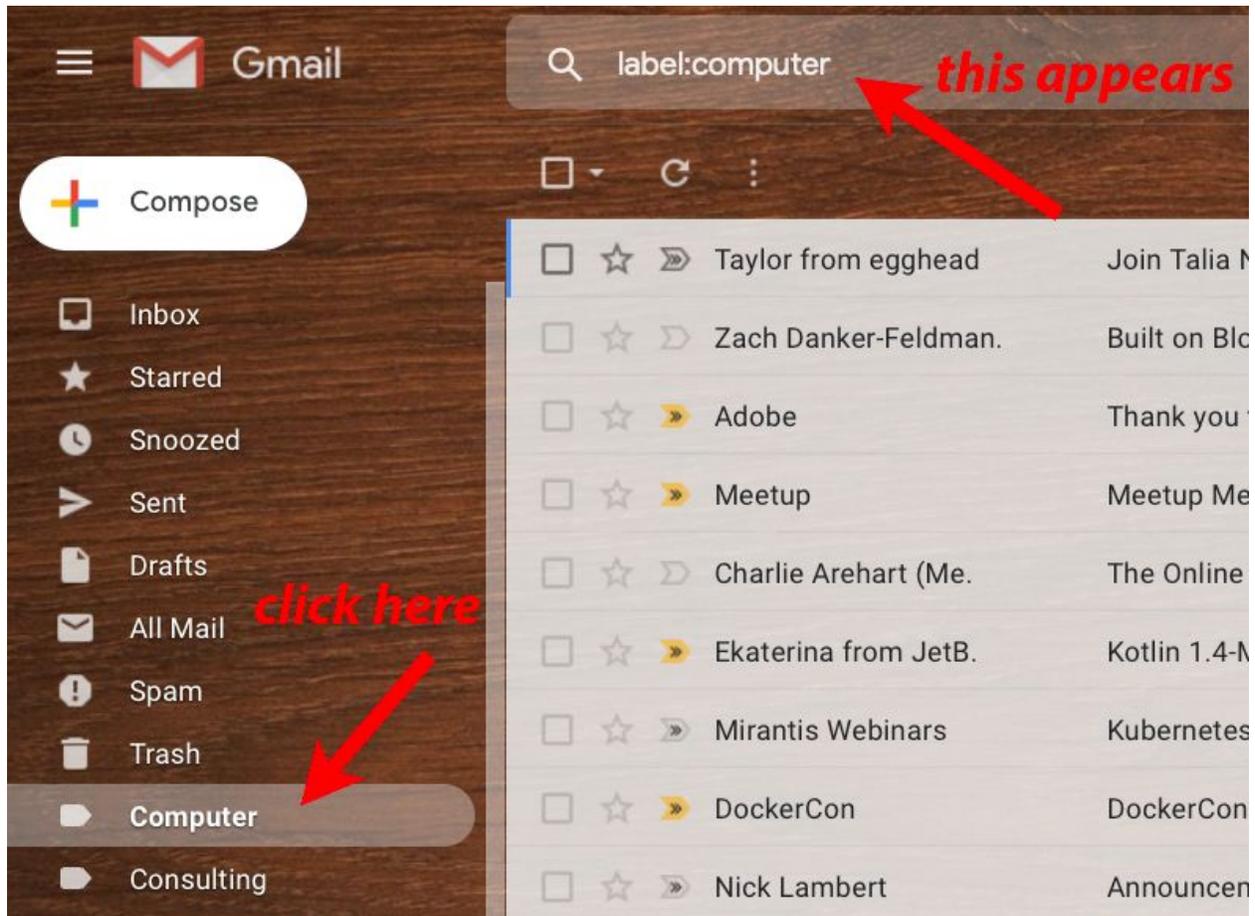
from:@seniorplanet.org

Will match anyone at seniorplanet.org (e.g. “info@seniorplanet.org”), This is a great way to find emails to remove emails from an email list you unsubscribed from. Just search using the sender’s email address.

The other parts of the form use different operators in the search strings they generate. There are actually dozens of different Gmail search operators. Here are some of the more useful and commonly used ones:

from:	Emails from a sender
to:	Emails sent to an address
subject:	Words in the subject link
label:	Emails marked with a specific label
has:	Emails that have files, e.g. has:attachment
before:	Emails sent before a date, e.g. before:2020/06/01
after:	Emails sent after a date, e.g. after:2020/01/01
older_than:	Older than time range, e.g. old_than:1m means older than one month. You can use “d” for days, “m” for months or “y” for years, e.g. 20d or 1y
newer_than:	Newer than a time range, newer_than:3m

You will see these search strings used when you do other actions. For example if I click on a label, I see a search string appear with **label:** in the search box:



You can then add more operators to the string, so

label:computer older_than:2w

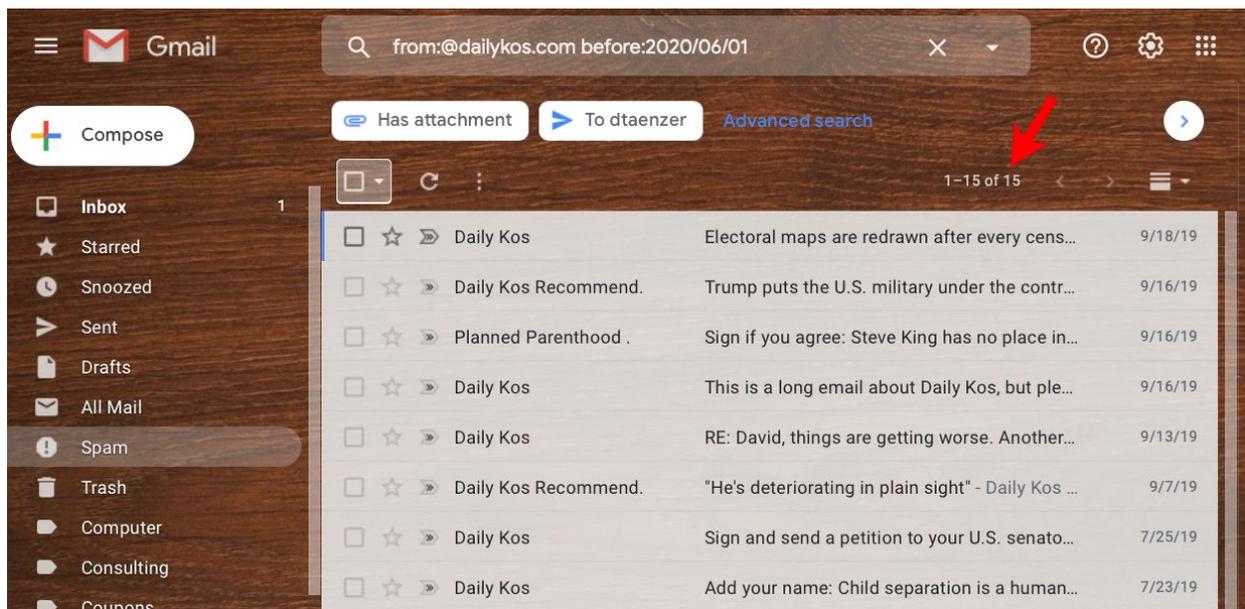
will find all emails in your computer label older than two weeks.

There are actually dozens of search operators you can use, but hopefully the ones shown above will be sufficient. You can do a web (Google) search for "Gmail search strings" to find web pages that describe the other ones and how to use them.

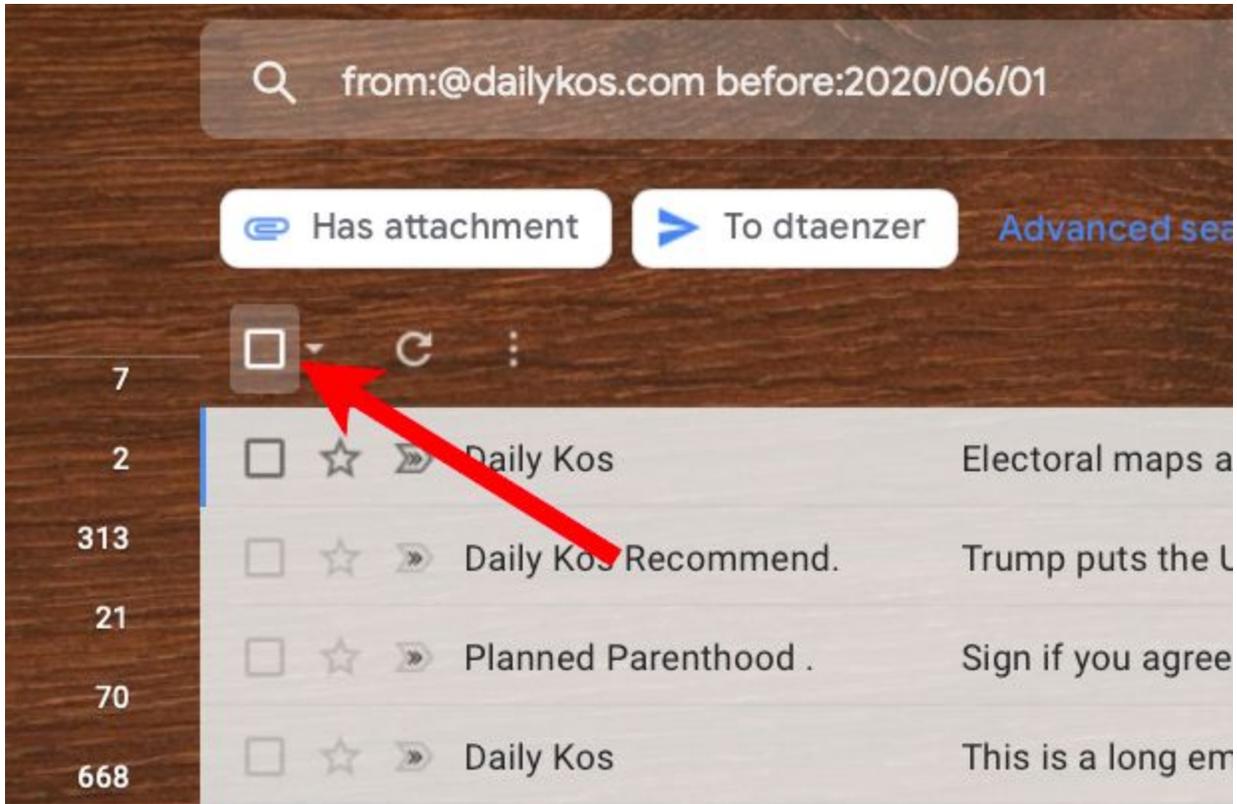
You can use the search operators for cleaning out emails that you do not want. For example if you search for all emails from a specific address before a specific date:

from:@dailykos.com before:2020/06/01

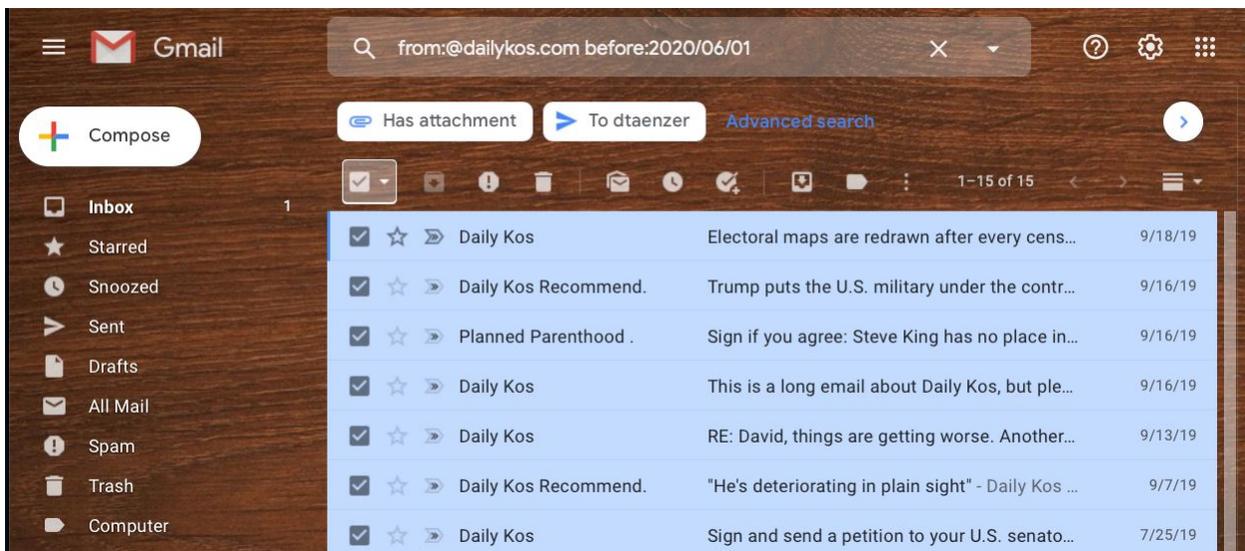
Gmail will display all the messages that match (in this case 15 of them):



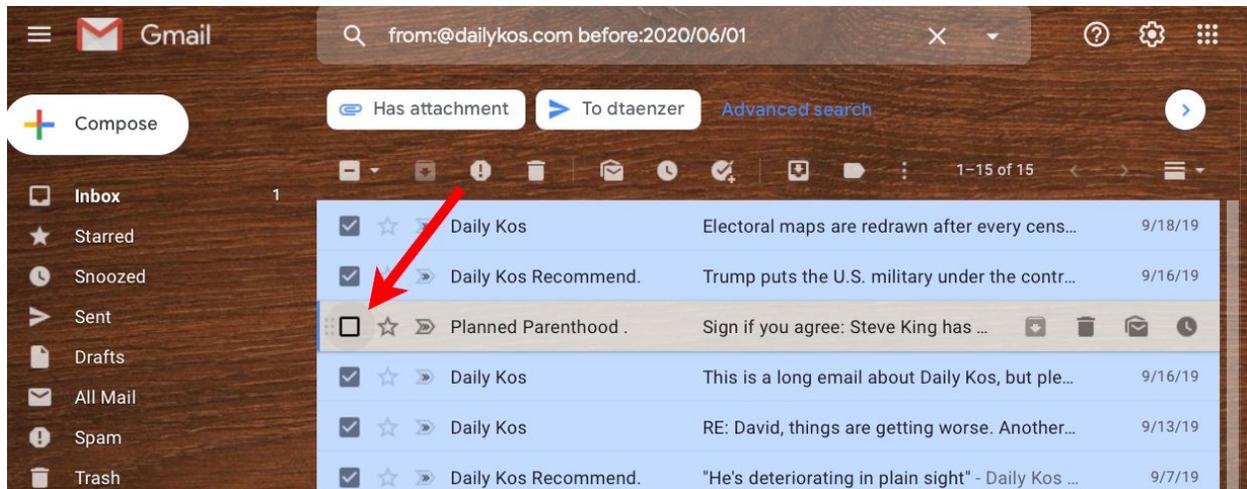
To the left of each message is a checkbox. On top of the column of checkboxes is a checkbox that lets you select all the messages:



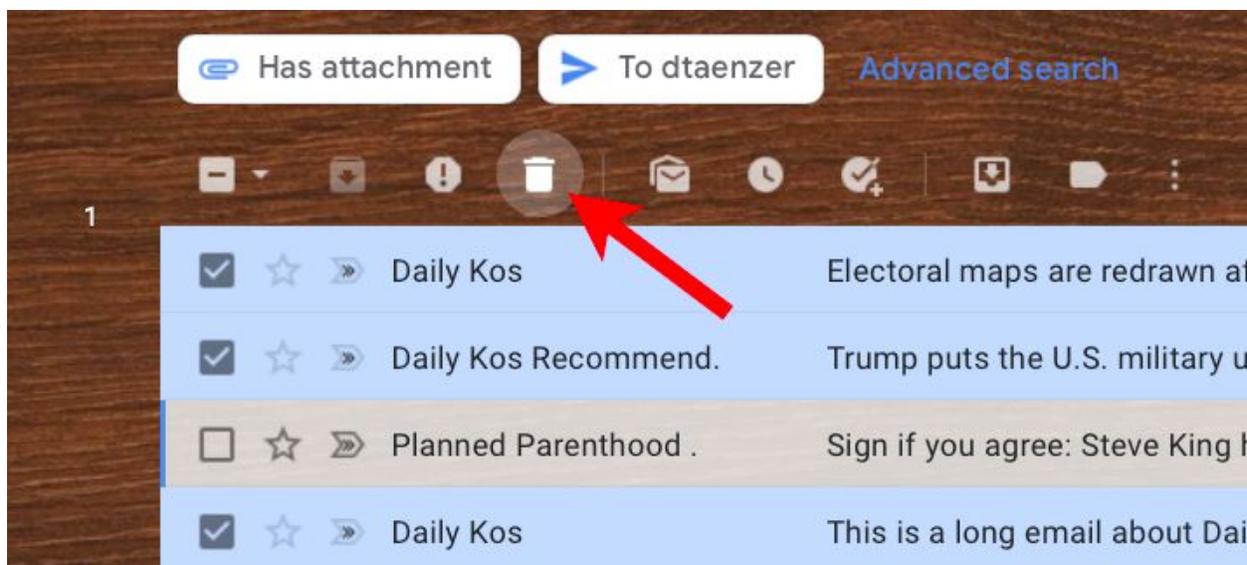
If you click on the top checkbox it will select all the messages which will then get a blue background to show that they are selected:



You can click on the checkbox next to a specific message you don't want to select and the blue background will go away.



You can then click the trash can icon to delete them (move them to the Trash label):



If the search returns many, many emails you may see a blue link that will let you select all of the messages at once. This is used for bulk deletion.