

## Search Your Gmail with Advanced Search

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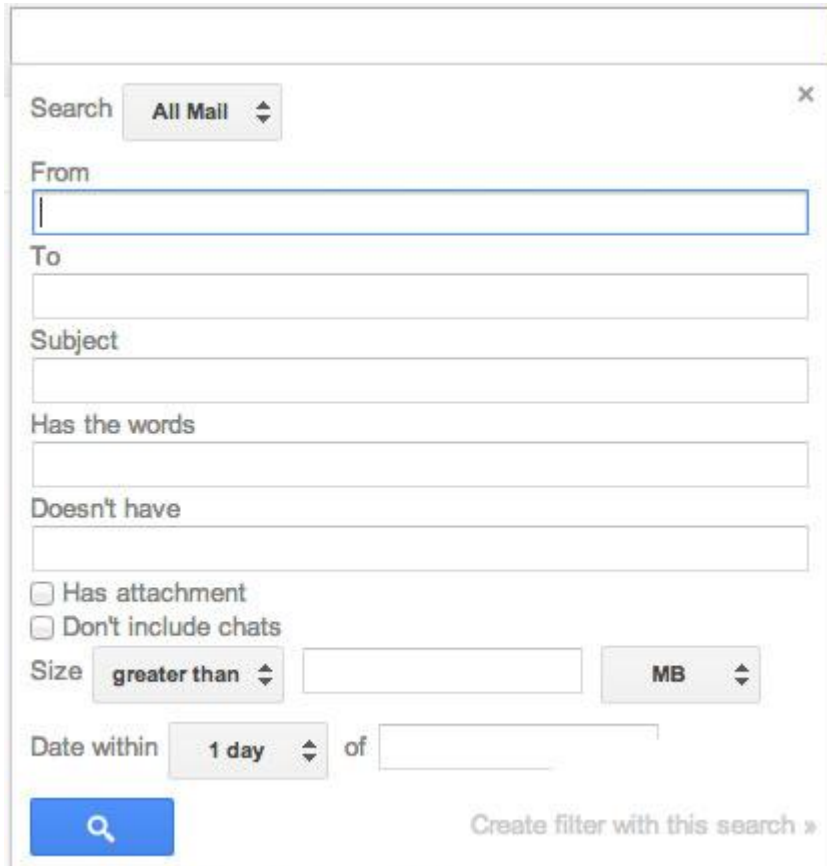
A lot of people have used Gmail for years and still don't know about Advanced Search!

Why is Advanced Search so important? Imagine you're searching for a message from your professor, Josiah. If you just type Josiah in the search box, you will get those messages...but you will also get the emails you sent him, emails on which he was CCed, emails where his name was simply mentioned, and even emails with attachments in which his name happens to appear. All this clutter will make it difficult to find the messages FROM him.

You can find Advanced Search by clicking the small arrow in the inner right corner of the search box:



This displays the advanced search options:



The screenshot shows the Gmail Advanced Search dialog box. It has a title bar with "Search" and "All Mail" (with a dropdown arrow) and a close button (X). The dialog contains several input fields: "From", "To", "Subject", "Has the words", and "Doesn't have". Below these are two checkboxes: "Has attachment" and "Don't include chats". There are also fields for "Size" (with a dropdown set to "greater than" and a unit dropdown set to "MB") and "Date within" (with a dropdown set to "1 day" and a unit dropdown). At the bottom left is a blue search button with a magnifying glass icon, and at the bottom right is a link that says "Create filter with this search »".

Once you master advanced search, you might also be interested to know that you can [create filters based on searches](#) and type [search operators in the search box](#) without

opening the Advanced Search screen.