

Search Your Gmail with Advanced Search

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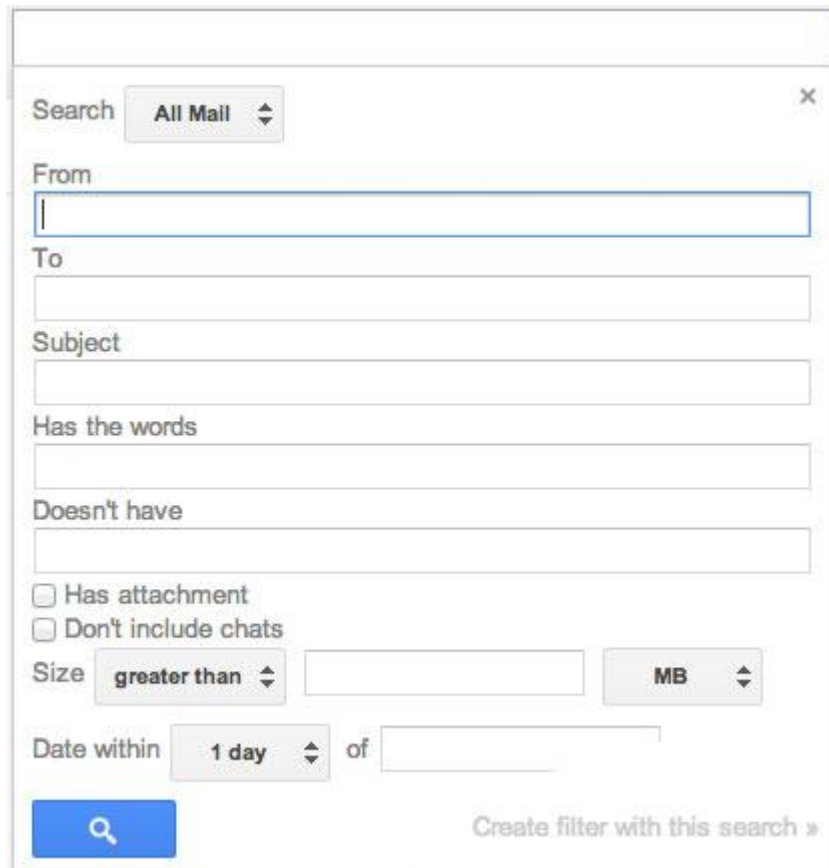
A lot of people have used Gmail for years and still don't know about Advanced Search!

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 panel. At the top, there is a 'Search' button and a dropdown menu set to 'All Mail'. Below this are several input fields: 'From', 'To', 'Subject', 'Has the words', and 'Doesn't have'. There are also checkboxes for 'Has attachment' and 'Don't include chats'. A 'Size' section includes a dropdown set to 'greater than', a text input field, and a unit dropdown set to 'MB'. The 'Date within' section has a dropdown set to '1 day', followed by 'of' and another text input field. At the bottom, there is a blue search button and 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.