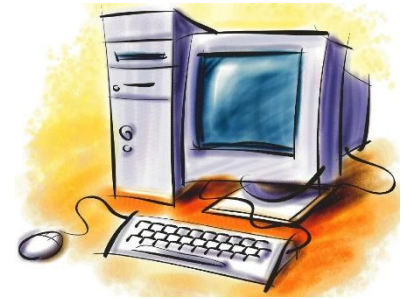


Gmail Search Restrictors (Operators) You Can Use



People & Addresses

- **from:** from:jenny.masterson Emails sent *by* this person
- **to:** to:sue.davies Emails sent *to* this person
- **cc:** cc:editor@shrewsburyu3a.org Emails where they were CC'd
- **bcc:** (Only works on mail *you* sent) bcc:membership@u3a.org

Words, Phrases & Subjects

- **subject:** subject:treasurer Finds emails with that word in the subject line
- **"quoted phrase"** "committee meeting" Exact phrase match
- **-word** membership -renewal Excludes messages containing a word

Labels

- **label:** label:Jenny-Masterson Shows everything with that label
- **has:nouserlabels** Emails with *no* labels (great for tidying)

Attachments & File Types

- **has:attachment** Emails with any attachment
- **filename:** filename:pdf filename:"minutes.docx" Finds attachments by name or type
- **has:drive** Emails containing Google Drive links

Dates & Time Ranges

- **before:** before:2024/01/01
- **after:** after:2024/06/01
- **older_than:** older_than:1y (Also works with *d* for days, *m* for months)
- **newer_than:** newer_than:7d

Example: from:jenny newer_than:30d

Message Status

- **is:unread** Unread messages
- **is:read**
- **is:starred**
- **is:important**

- **in:** in:inbox in:spam in:trash

■ Logical Operators

- **OR** from:jenny OR from:sue
- **AND** (Space acts as AND) from:jenny subject:minutes
- **() grouping** from:(jenny OR sue) subject:minutes

■ Power User Favourites

These always impress people:

- **has:yellow-star** (Or blue-star, red-star, etc.)
- **is:chat** Old Hangouts/Chat messages
- **deliveredto:** deliveredto:youralias@googlemail.com Shows which address actually received the message
- **rfc822msgid:** Search by message ID (forensics-level stuff)

★ You can use more than one Restrictor

“from:lan membership -renewal newer_than:6m”

“Show me lan’s membership emails from the last 6 months, but not renewal ones.”

★ Your club-friendly summary line

“Gmail search is like Google Search for your inbox — you can tell it exactly what you want using simple keywords.”

The full list from Google:

★ People & Addresses

- **from:** from:jenny Emails sent *by* someone.
- **to:** to:sue Emails sent *to* someone.
- **cc:** cc:editor@shrewsburyu3a.org.uk
- **bcc:** Only works on mail *you sent*. bcc:membership@u3a.org.uk

★ Subjects, Words & Phrases

- **subject:** subject:minutes
- **"quoted phrase"** "committee meeting"
- **-word** (exclude) membership -renewal → contains *membership* but *not* renewal.
- **AROUND** holiday AROUND 10 vacation Words within 10 words of each other.

★ Dates & Time Ranges

- **before:** before:2024/01/01
- **after:** after:2024/06/01
- **older_than:** older_than:1y
- **newer_than:** newer_than:7d

★ Labels & Categories

- **label:** label:Jenny-Masterson
- **category:** category:primary category:social category:promotions category:updates category:forums category:reservations category:purchases

★ Attachments & File Types

- **has:attachment**
- **filename:** filename:pdf filename:"minutes.docx"
- **has:drive** Emails containing Google Drive files.
- **has:document / has:spreadsheet / has:presentation** Google Docs / Sheets / Slides.
- **has:youtube** Emails with YouTube links.

★ Message Status

- **is:unread**
- **is:read**

- **is:starred**
- **is:important**
- **in:** in:inbox in:spam in:trash

★ **Logical Operators**

- **OR** from:jenny OR from:sue
- **AND** from:jenny AND subject:minutes
- **() grouping** from:(jenny OR sue) subject:minutes
- **-** (exclude) -is:starred

★ **Mailing Lists**

- **list:** list:info@example.com

★ **Exact Match**

- **" "** "treasurer report"

★ **Club-friendly summary**

“Gmail search works like Google Search for your inbox — you can tell it exactly what you want using simple keywords.”