

Use Gmail Search Operators

Find messages with precise searches and useful combinations

STEP 1 Type a search and press Enter

Open [Gmail](#). Enter an operator and its value in **Search mail**, then press **Enter**. Avoid a space immediately after the colon.



WCPS video example: from: limits the search to a particular sender.

STEP 2 Start with sender, recipient or subject

from:person@example.com - sent by that address.

to:person@example.com - sent to that address.

subject:meeting - meeting in the subject.

"staff meeting" - the exact phrase. Replace sample addresses and words with your own.

STEP 3 Narrow by dates or attachments

after:2026/09/01 before:2026/10/01 - a date range.

has:attachment filename:pdf - messages with PDF attachments.

is:unread - unread messages.

label:work - a label called work.

STEP 4 Combine conditions and refine

from:person@example.com has:attachment filename:pdf combines all conditions.

from:person1@example.com OR from:person2@example.com searches either sender. Use capital OR. If results are too narrow, remove one condition and search again.

[Google: Complete Gmail search-operator reference](#) | [Original WCPS video \(interface may be older\)](#) | [Technology Services help](#)

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