







Gmail Search Cheat Sheet 1

'From'	<code>from:steve</code>
Exact Phrase	<code>subject:"account statement"</code>
Contains all words	<code>subject:(weekly report)</code> → emails with the words weekly or report anywhere in the subject line, in any order <code>subject:(weekly report 2018)</code>
Emails to me	<code>to:me</code> <code>cc:me</code> <code>to:support@company.com</code> <code>-to:me</code> → not sent directly to me; (forwarded , CC , group message etc that landed in your email address)
Date Range 	<code>before:yyyy/mm/dd</code> <code>after:yyyy/mm/dd</code> <code>from:citibank after:2017/04/01 before:2018/04/01</code> <code>category:promotions before:2016</code>
Age of the message	<code>newer_than:1d</code> → newer than one day <code>newer_than:3m older_than:2m</code> <code>from:steve newer_than:15d</code>
Clear some space	<code>category:promotions older_than:6m</code> → old promotion messages <code>category:updates older_than:1y</code> <code>older_than:3y larger:10M</code> → get very old large messages
Attachments 	<code>filename:pdf</code> <code>filename:(weekly report)</code> → file name containing both weekly and report <code>has:attachment</code> → has any type of attachment <code>has:attachment -filename:jpg</code> → has any type of attachment other than jpg images



Gmail Search Cheat Sheet 2

AND/OR/NOT	<p>from:steve subject:dinner → means: from steve AND subject containing “dinner”</p> <p>{ from:steve subject:dinner } → means: from steve OR subject containing “dinner”</p> <p>from:steve OR subject:dinner → means: from steve OR subject containing “dinner”</p> <p>from:steve OR from:jane → emails from steve or jane</p> <p>from:steve -from:jobs → emails from all “steve”s except steve jobs</p>
Category 	<p>category:updates → emails gmail categorized as updates. You can set up filters to categorise emails as well</p> <p>category:social category:promotions category:forums</p> <p>{ category:social category:promotions } AND older_than:6m → social or promotion emails older than 6 months</p>
Email Status 	<p>is:unread is:important is:snoozed</p> <p>is:starred is:read is:chat</p> <p>is:important is:unread newer_than:7d → get all important and unread emails in the last 7 days</p>
Supersets	<p>in:anywhere → search everywhere including ‘Spam’ and ‘Trash’</p> <p>has:nouserlabels → all emails that does not have user labels</p> <p>has:userlabels → all emails with user labels</p> <p>has:attachment → has any type of attachment</p>