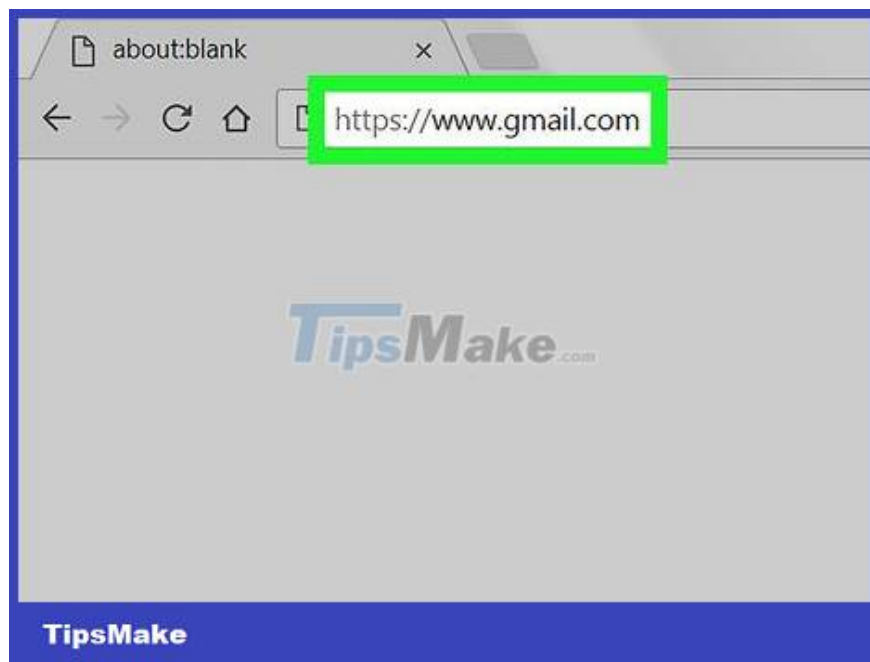


How to Sort Gmail by Sender

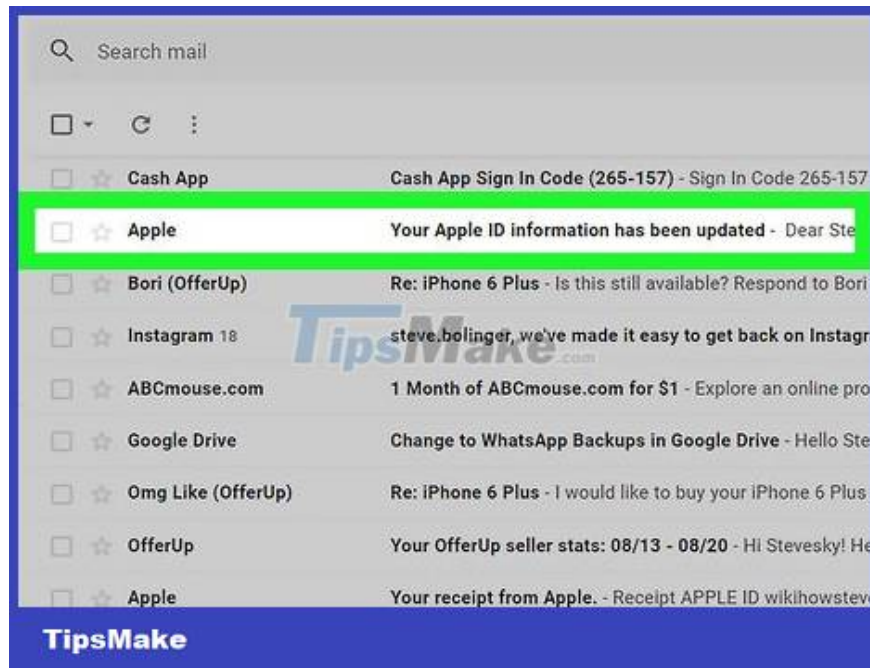
This is an article that shows you how to sort emails by sender in Gmail using inbox search methods. Note that these are only alternatives; Gmail doesn't allow you to sort your entire inbox by sender. However, you can find a way to see all emails by sender.

View all emails from a sender

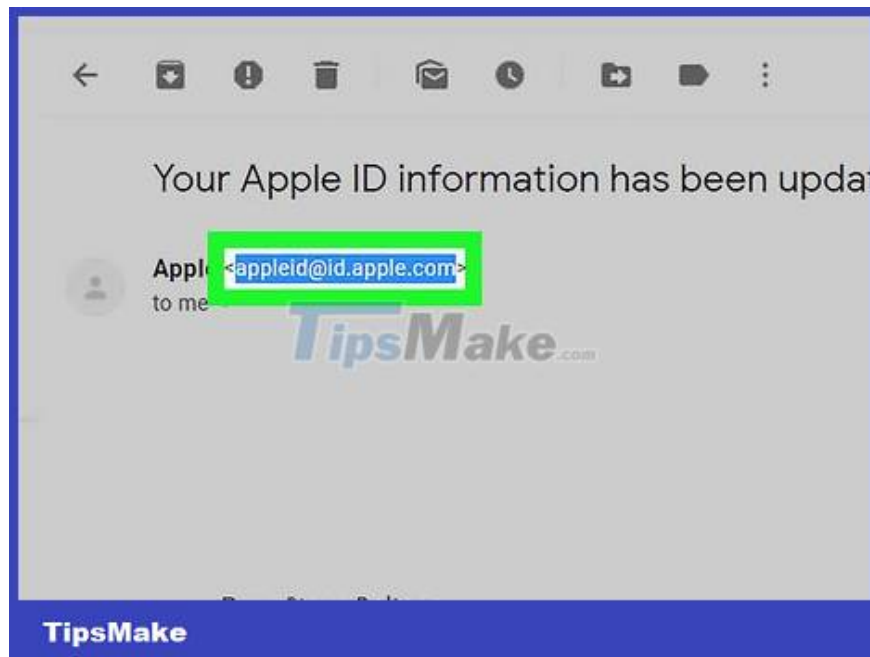


Open Gmail by visiting <https://www.gmail.com/> on your computer's browser. This will open your Gmail inbox if you're signed in.

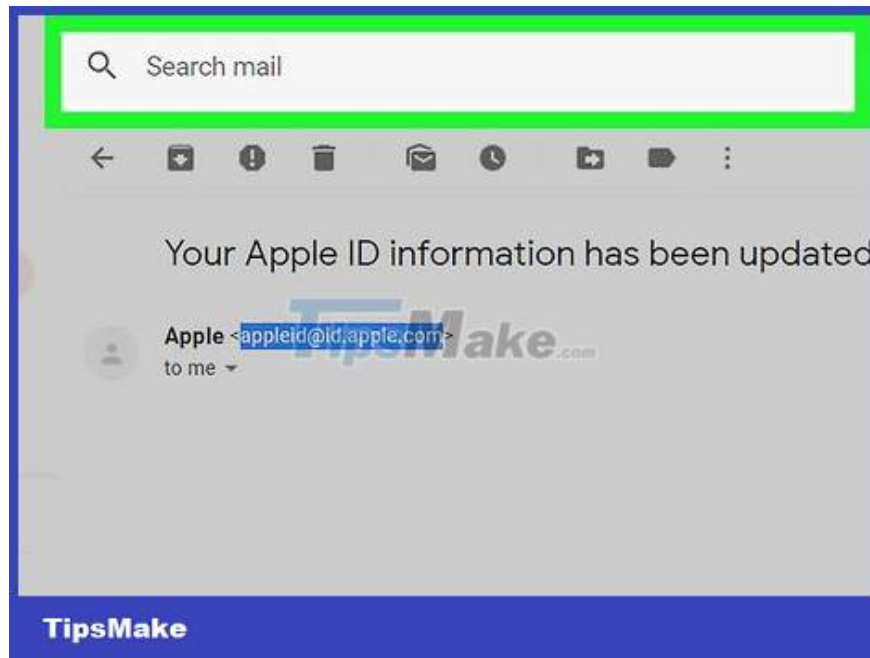
If you're not signed in to your Gmail account, enter your email address and password before continuing.



Find the sender's email address. Open an email from a certain sender, place your mouse pointer over their name in the upper-left corner of the email, and then view the email address below the displayed window.



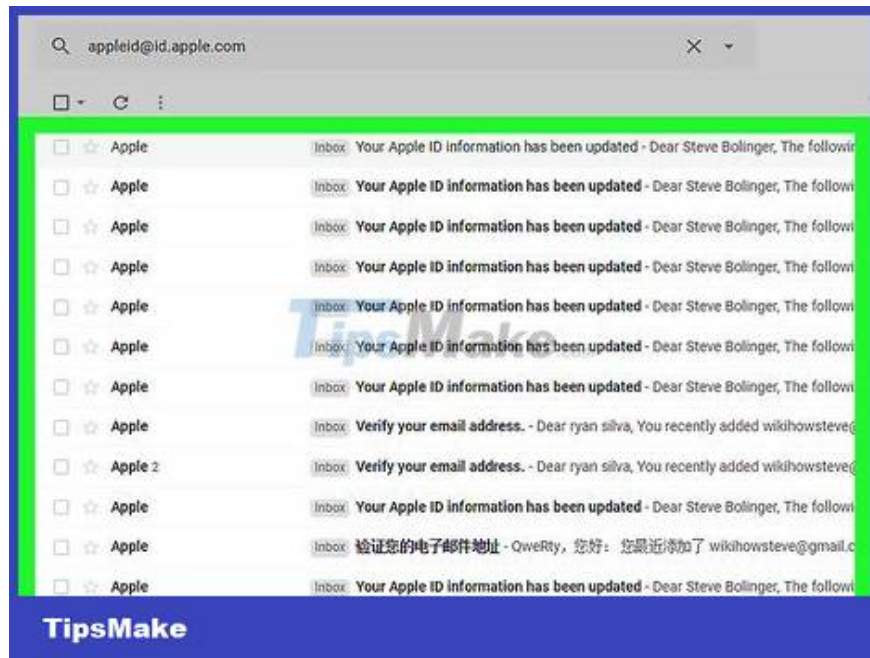
Copy email address. Click and drag your mouse over the email address, and then press Ctrl+C (on Windows) or Command+C (on Mac).



Click on Gmail's search engine. It's the box that says "Search mail" at the top of the inbox.

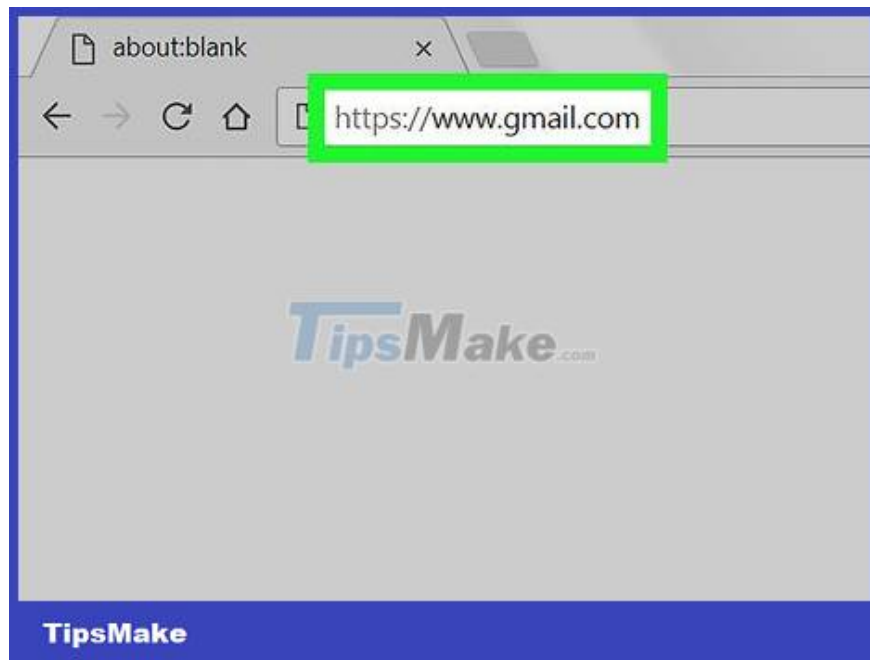


Enter the copied email address. Press Ctrl+V (Windows) or ? Command+V (Mac) to paste the copied address, and then press ? Enter to search your inbox for emails sent from that email address.



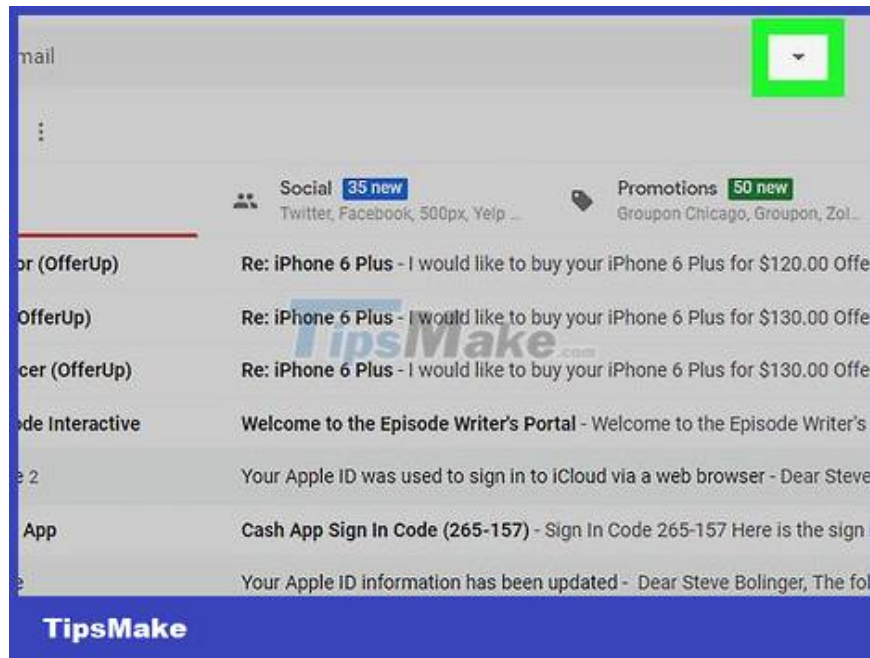
View email list. You will see a list of emails from the selected sender.

Create a label rule for the sender

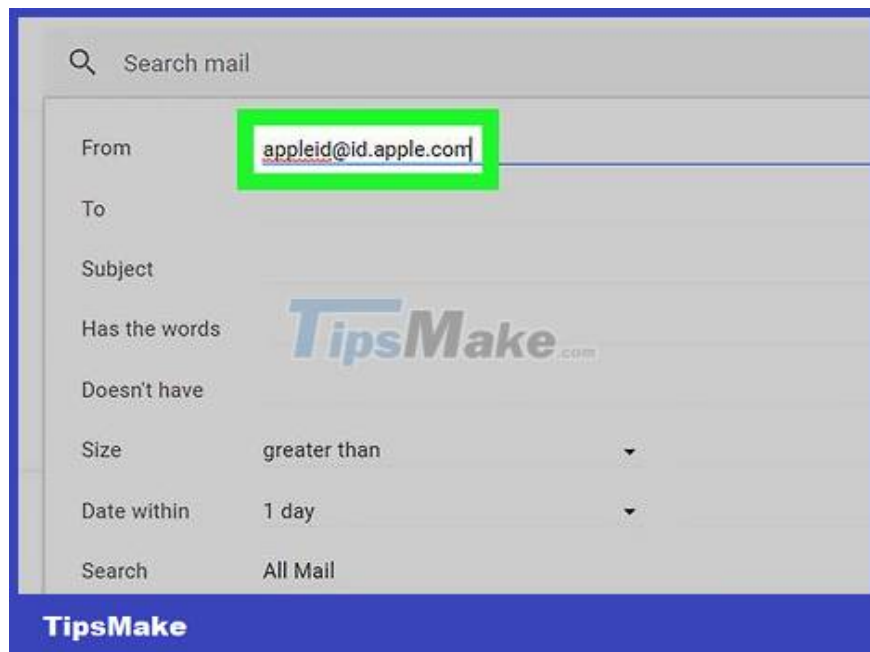


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If you're not signed in to your Gmail account, enter your email address and password before continuing.



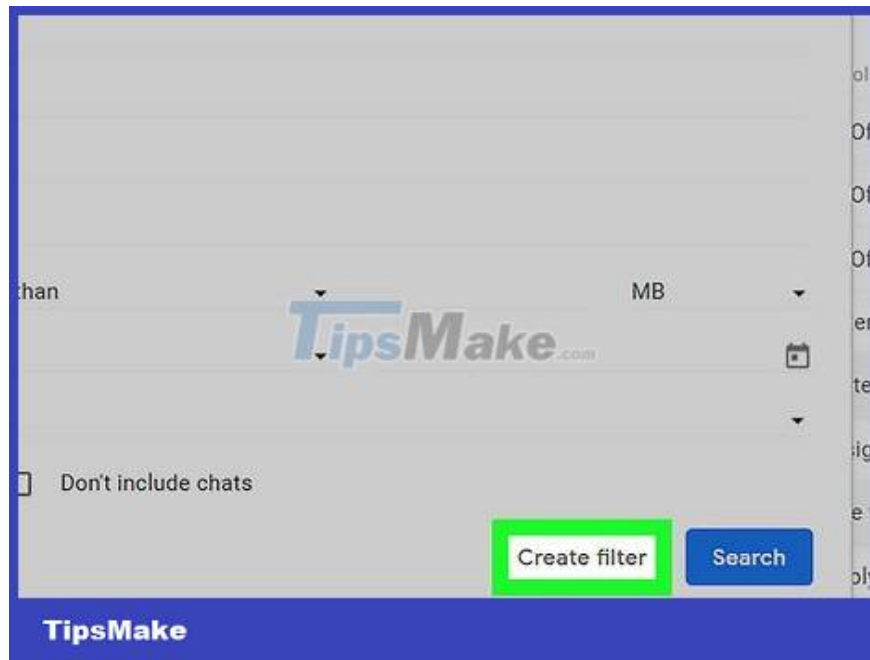
Open the search engine's menu. Click the icon to the right of the search engine above the inbox. You will see a selection box displayed on the screen.



Enter your email address. In the "From" field at the top of the selection box, enter the email address of the person you want to filter emails from.

As you type, you'll see a list with matching email addresses show up in the menu below the "From" field. You can click on the name you're looking for to add it to the "From" field.

You can also type in this person's name to have their email address appear in the drop-down list.



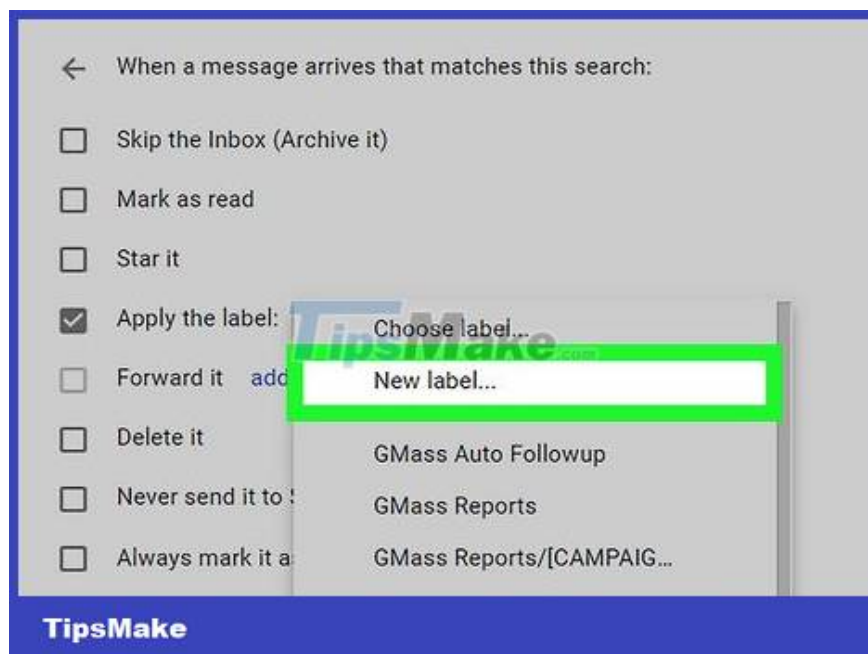
Click Create filter in the lower right corner of the selection pane to open a new window.



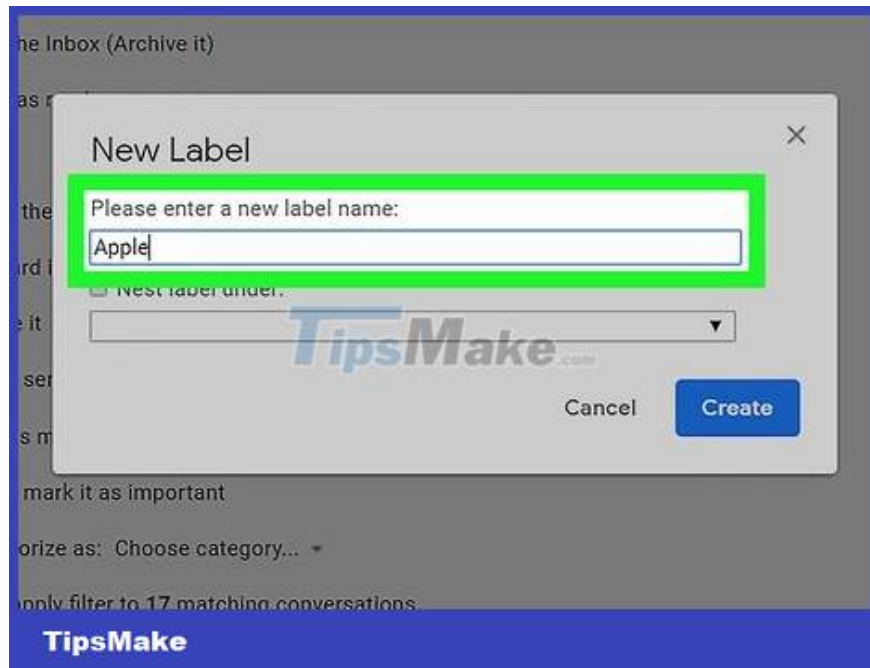
Check the "Apply the label" box in the center of the window.



Click the gray Choose label... box to the right of the "Apply the label" heading to open a drop-down menu.



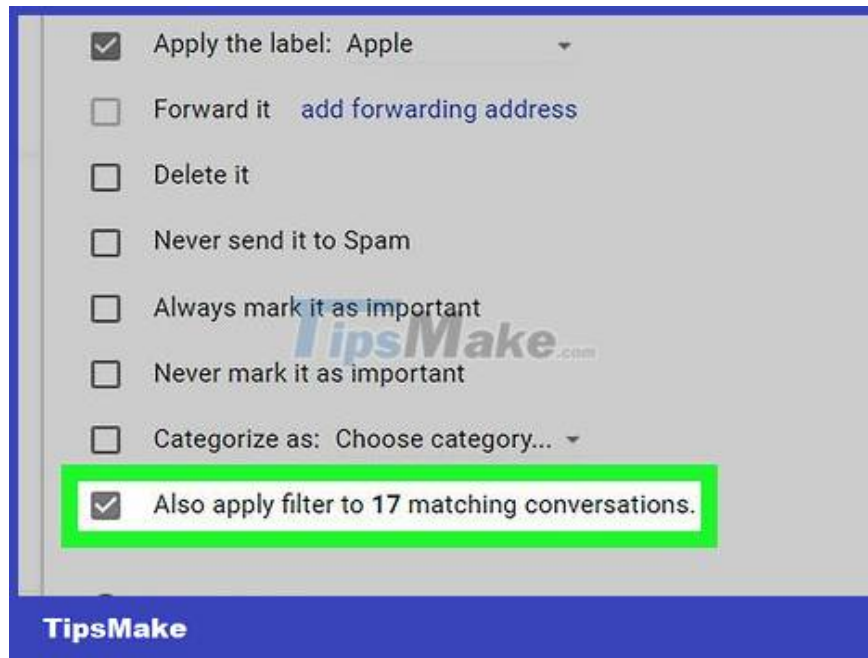
Click New label... near the top of the drop-down list to open another window.



Enter the contact's name. Type the name of the person you want to filter emails into in the "Please enter a new label name" field at the top of the window.



Click Create at the bottom of the window to create a new folder with the sender's name.



Check the box "Also apply filter to matching conversations" in the bottom right corner of the window. This will ensure that old emails from this sender are placed in the newly created folder.



Check the "Skip the inbox (Archive it)" box if you like. With this selection, the email will not show up in the inbox, you can view the email separately by clicking on your label name.

You can still see email in the All Mail section.



Click Create filter . This will add old emails from the selected person along with future emails to a folder (or "label") with their name on it.

You can find the label in the left column of the inbox selection, but you may have to click in this area and/or click More below the column to see the label.

You finished reading the article "**How to Sort Gmail by Sender**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.