

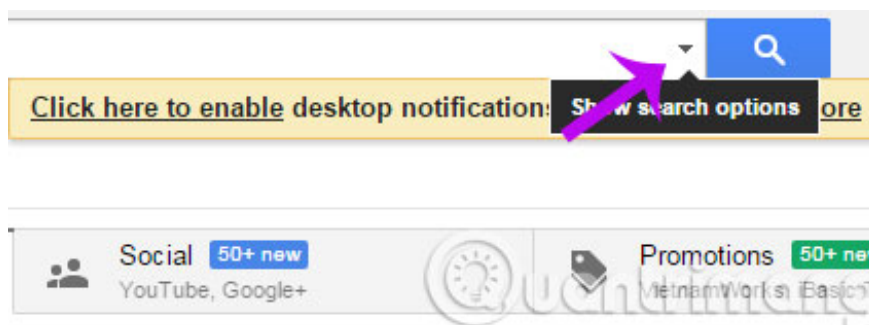
# Use the advanced search feature and create a filter in Gmail

As we all know, Gmail is one of Google's online email services - the search giant. However, most users don't know or exploit advanced search features right inside Gmail. In the following article, we will introduce you to these 'mysterious' features. Besides, we can create filter system - Filter based on user's search requirements.

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## 1. Basic search:

Instead of entering the search information in the **Search** box, you click on the arrow icon as shown below to display more options:



The next display window will show users many of **Gmail** 's default search functions, but there are still many options not shown here:

You can skip this dialog box for basic search. For example, if you enter **TipsMake.com** into the **Search** box, we will see a list of search results returned as shown below:

0.94 GB (6%) of 15 GB used  
[Manage](#)



Some basic technical parameters are commonly used here:

1. **to** : find emails sent to certain addresses.
2. **from** : find emails sent from certain addresses.
3. **subject** : search by Subject field of email.
4. **label** : search inside label has been defined.
5. **has: attachment**: only finds emails with attachments.

6. **is: chat:** only find chat emails.
7. **in: anywhere:** there is 'validity' search in both Spam and Trash. By default, Google's search function will ignore all Spam data as well as Trash.

## 2. Advanced search:

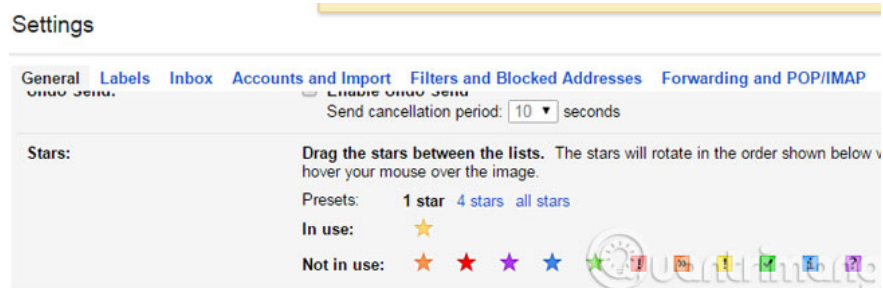
In order to implement complex search commands, we need to know the basic elements:

1. **():** parentheses allow users to include multiple search terms. For example, when searching with the **subject** syntax : **(how geek)** , the system will only return messages, the email contains the words ' **how** ' and ' **geek** ' in the **Subject** field. But if searching by **subject: how geek** , the results will contain the word ' **how** ' in **Subject** and ' **geek** ' anywhere in the message.
2. **OR:** must be capitalized, allowing users to follow 1 or 2 keywords entered. Example: **subject: (how OR geek)** will show results including ' **how** ' or ' **geek** ' in the **Title** section. And if using **OR** , for example, **from: howtogeek.com OR has: attachment** , the system will return all messages from **howtogeek.com** or have attachments.
3. **"":** using quotation marks will yield accurate search results for keywords, similar to Google. When searching with the **exact phrase** , the system will only return emails that contain exactly that keyword. For example: **subject: 'exact phrase'** then you will get a list containing the word ' **exact phrase** ' in the **Subject** field.
4. The diacritic - will allow us to search with the syntax to exclude the corresponding keyword or term. For example, if you enter **-from: howtogeek.com** , the system will not list or display any emails from **howtogeek.com**.

## 3. Some other tricks:

Below is a list of some search operations that are always hidden, that is, you do not see them in the Search options window as above.

1. **list:** allows users to find messages based on Mailing List. For example, if you enter the **list: authors@example.com** , the system will return all emails in the mailing list of authors@example.com.
2. **filename** : very specific, use this parameter to find attachments in the format. For example: **file: example.pdf** will list all emails with attachments named example.pdf.
3. **is: important, label: important:** if you use Gmail's Priority Inbox function, you can apply is: important or label: important to find emails with or not important.
4. **has: yellow-star, has: red-star, has: green-check** . in case the user arranges and marks their email according to **Star** colors (set in **General Settings> Stars** ) it is possible Use the above syntax to search.



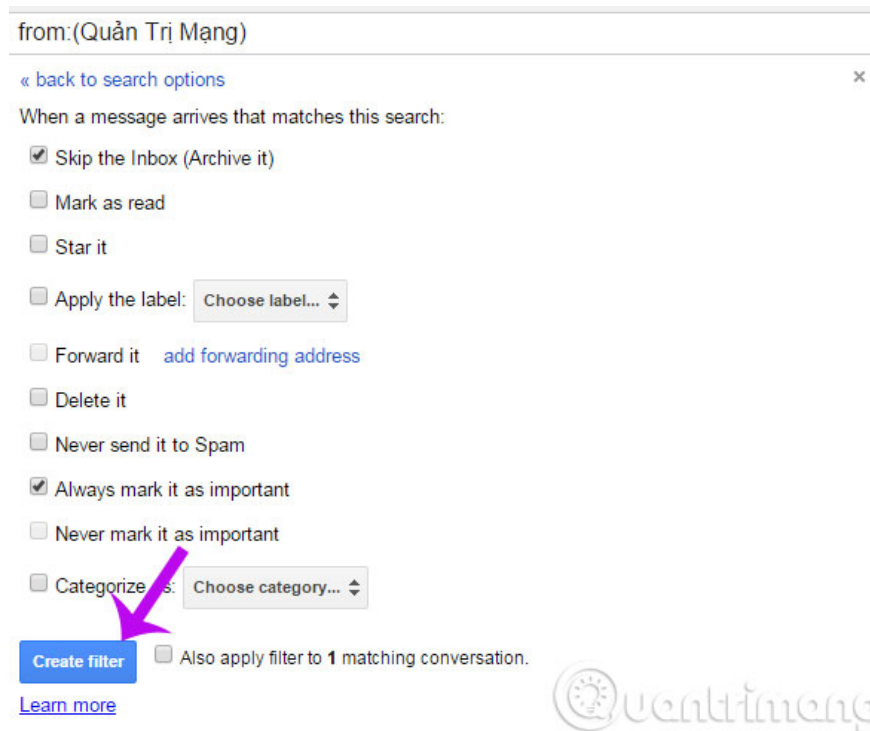
1. The search parameter by **cc:** and **bcc:** will make it easy for emails with addresses to be forwarded and forwarded in the form of bcc.
2. On the other hand, if you use **deliveredto:** the system will search for emails that have been delivered to certain addresses. For example, if you have combined many other email accounts in Gmail, you can use the added **deliveryto:** to easily find out where the email has been sent. Specifically, use **deliveredto: email@example.com** to find all emails sent to **email@example.com**.

## 4. Create Filter:

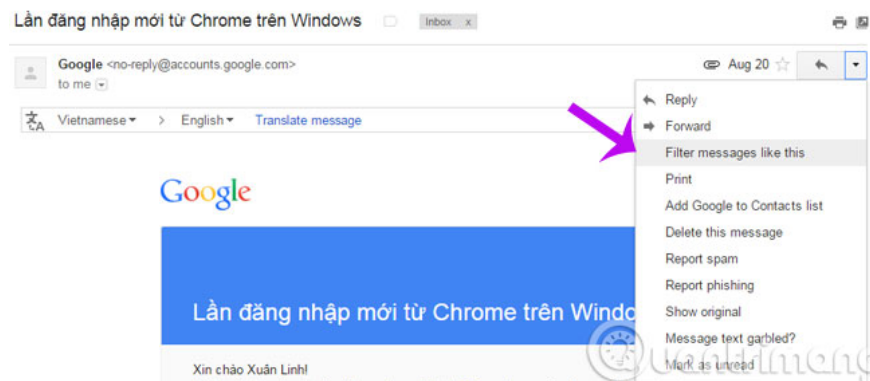
For more convenient use, we can create additional filters - **Filter** to perform multiple operations based on needs. Create a Filter by clicking the arrow icon in the **Search** box above and selecting '**Create filter with this search**'

The screenshot shows the Gmail search filter creation interface. At the top, there is a search box with a dropdown menu currently set to 'All Mail'. A purple arrow labeled '1' points to this dropdown. Below the search box are several input fields: 'From' (containing 'Quản Trị Mạng'), 'To', 'Subject', 'Has the words', and 'Doesn't have'. There are also checkboxes for 'Has attachment' and 'Don't include chats'. Below these are 'Size' and 'Date within' filters. The 'Size' filter is set to 'greater than' and 'MB'. The 'Date within' filter is set to '1 day'. At the bottom left is a blue search button with a magnifying glass icon. At the bottom right is a button labeled 'Create filter with this search' with a right-pointing arrow. A purple arrow labeled '2' points to this button.

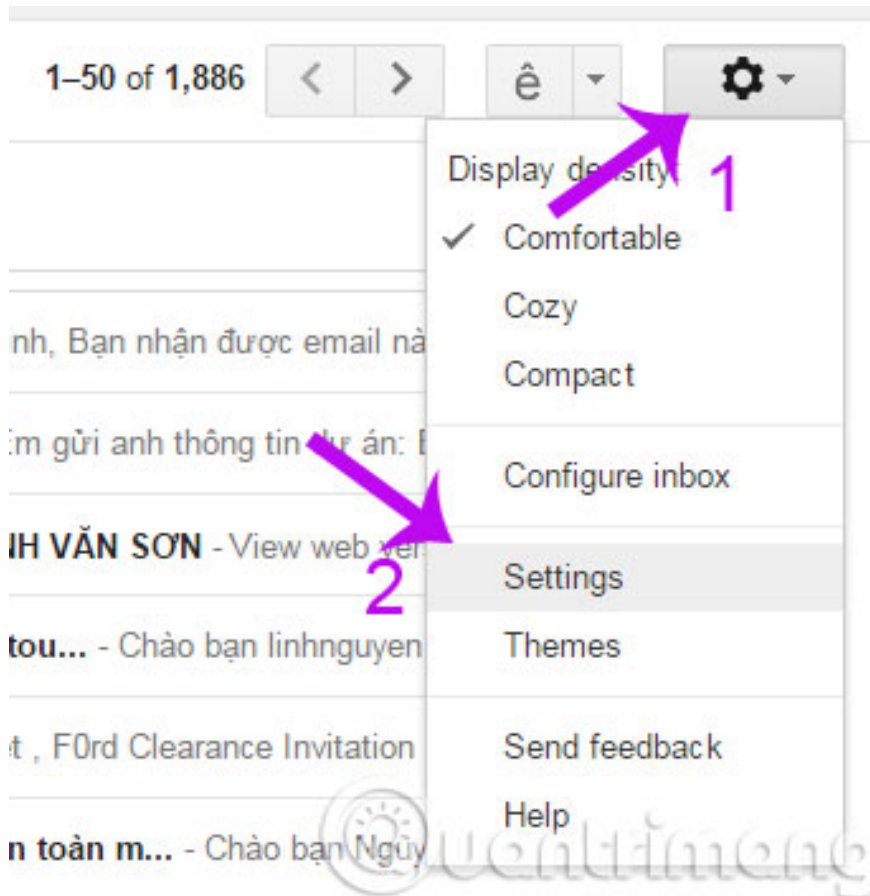
Select the appropriate **Option** and click the '**Create filter**' button.



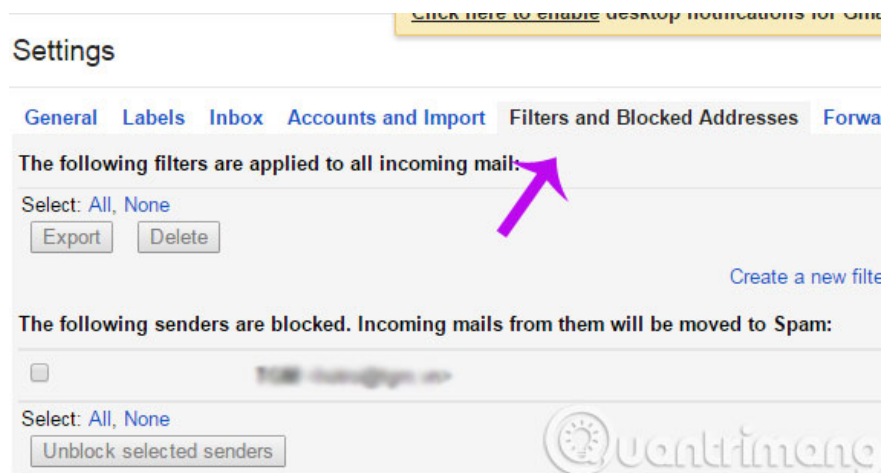
To use a specific message to create a filter, go to that message and click on the drop-down arrow to select **Filter messages like this**



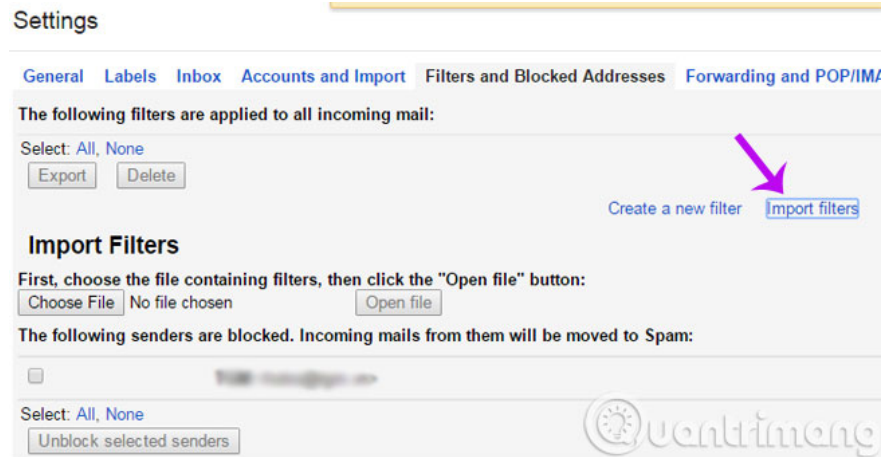
To edit or delete an existing filter, click on the cog wheel on the upper right corner, select **Settings**



Here, select the **Filters and Blocked Addresses** menu and proceed to edit or delete the filter



Also, if you are a filter expert and you have a great filter system you want to use in another account or share with friends, you can export and import filters by clicking **Export Filters** or **Import Filters** .



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**Good luck!**

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