

| Operator                            | Use with   | Description   |
|-------------------------------------|--|---|
| <b>from:</b>                        | name or email address  | Messages from Santa. <i>from:Santa</i> or <i>from:santa@northpole.com</i>   |
| <b>to:, cc:, bcc:</b>               | name or email address  | Messages sent to Santa by you or anyone. <i>to:Santa</i> or <i>to:santa@northpole.com</i>   |
| <b>subject:</b>                     | any word(s)  | Messages with the word itinerary in the subject. <i>subject: itinerary</i>  |
| <b>about:</b>                       | any word(s)  | Messages where "status report" appears in subject line, body or attachments. <i>about:"status report"</i>   |
| <b>hasattachment:</b>               | <b>yes, no</b>   | Messages with one or more attachments <i>hasattachment:yes</i>  |
| <b>attachments:</b>                 | filename   | Messages with attachments named JuneReport.pdf <i>attachments:JuneReport.pdf</i>  |
| <b>hasflag:</b>                     | yes, no  | Messages that are flagged for follow up. <i>hasflag:yes</i>   |
| <b>read:</b>                        | yes, no  | Messages that are read <i>read:yes</i> or unread <i>read:no</i>   |
| <b>received:<br/>sent:<br/>due:</b> | today, tomorrow, yesterday<br>this week, next month, last week, past<br>month, coming year<br>Monday, January<br>1/1/2012 (mm, dd, yyyy)<br>> 1/1/2012, >= 1/1/2012<br>< 1/1/2012, <= 1/1/2012<br>> 1/1/2011 AND <12/31/2011 | Messages with tomorrow due date. <i>due:tomorrow</i><br>Messages sent between Jan 1 2011 and Dec 31 2011. <i>sent:&gt;=01/01/2011 AND sent:&lt;=12/31/2011</i><br>Messages received during last week. <i>received:last week</i> |
| <b>messagesize:</b>                 | file size (<10KB, >5MB)<br>tiny (<10 KB)<br>small (10KB - 25KB)<br>medium (25 KB - 100 KB)<br>large (100KB - 500 KB)<br>very large (500KB - 1MB)<br>enormous (>5MB)  | Messages with file size smaller than 5MB. <i>messagesize:&lt;5MB</i><br>Messages with file size medium. <i>messagesize:medium</i><br>Messages with file size enormous. <i>messagesize:enormous</i>                              |

| Binary     | Use with                   | Description  |
|------------|----------------------------|--|
| <b>AND</b> | finding all requirements   | Messages that contain both chicken and fish <i>chicken and fish</i>  |
| <b>OR</b>  | finding any of the words   | Messages that contain the word 'chicken' or 'fish' (OR must be capitalized) <i>chicken OR fish</i>                 |
| <b>" "</b> | exact phrase               | Messages in inbox that contain the exact phrase 'movie night'. <i>"movie night"</i>                                |
| <b>( )</b> | grouping search operators  | Messages from Sarah that contain either dinner, movie or Saturday. <i>from:Sarah (dinner OR movie OR Saturday)</i> |
| <b>-</b>   | terms in subject or sender | Messages that don't have the word 'chicken' in the subject or sender: <i>-chicken</i>                              |