How can I tell if someone is a faculty/staff or student in Gmail Contacts?

Tell Me

1. When addressing a message it is difficult to tell from the username whether someone is a faculty/staff or student.
2. To make sure you are addressing an email to the correct person, choose Contacts from the drop down list.
3. Enter the name of the person you want to email in the search box, first name then last name.
4. Click on the Search icon.
   a. Faculty/staff will have a phone number by the name, students will not OR
   b. Click on the user profile, under Domain contacts and faculty/staff or student will be listed in the description field under Directory Profile.
5. Once you find the right person, click on the mail icon by the name to send an email.

Contacts

If you frequently email someone, it may be helpful to add them to your My Contacts. This will cause them to be listed at the top when you add them to the email. You will also be able to more easily work with contacts on a mobile device.

Related FAQs

- Can I get my voicemails forwarded to my email?
- What is an email alias and am I required to have one?
- Will Cisco Unified Messaging work in Gmail?
- How do I enable IMAP in Gmail so I can use Thunderbird, Outlook or Apple Mail email client?
- How do I configure Thunderbird email client in IMAP mode to work with Gmail on Windows?