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

- How do I search for emails from someone who has a regular email address and an alias?
- How do I setup my Gmail alias on an iOS device?
- How do I setup my University signature in Gmail?
- How do I set up Gmail to send from my preferred/alias email address?
- How do faculty and staff request an email alias?