How to Find All Emails for a Gmail User

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-find-all-emails-for-a-gmail-user/

How to find all emails for a specific user of your domain

When GAT+ is installed, it initially indexes emails from the past 28 days. Going forward, all emails are continuously indexed.

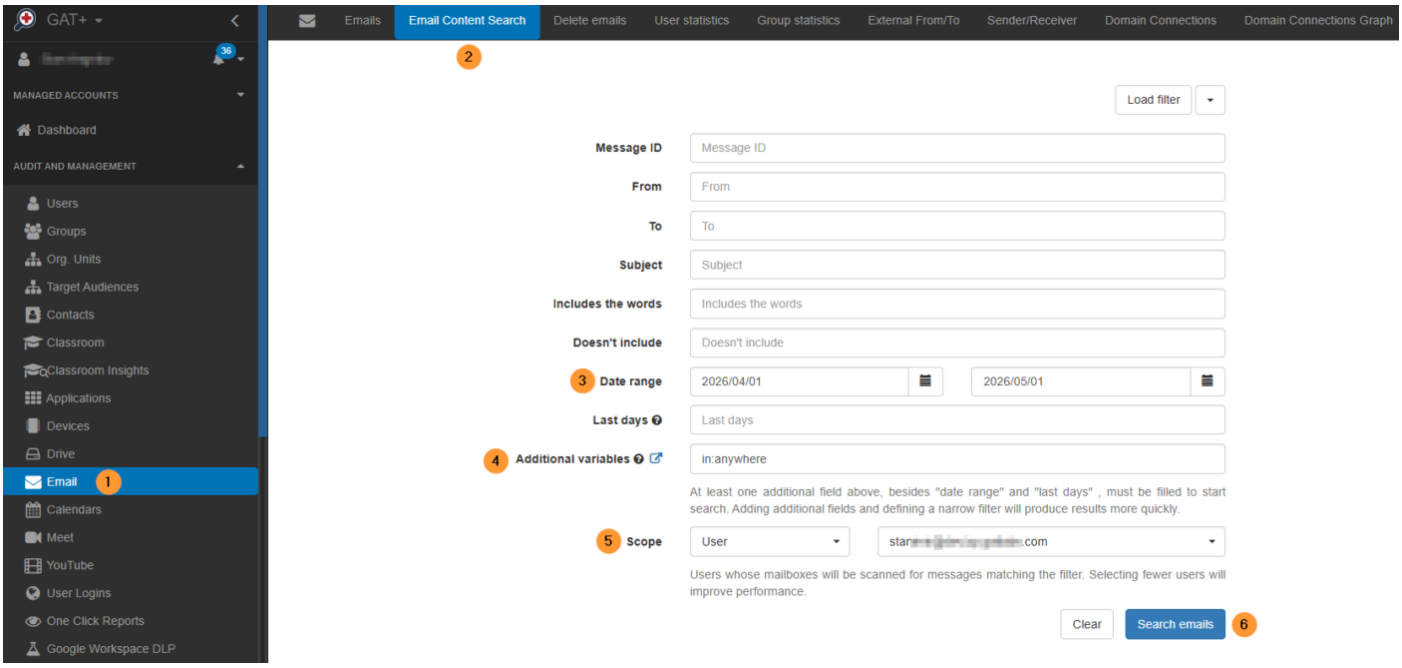
For older emails (beyond 28 days), use **Email Content Search**

- Open GAT+ and go to Email audit
- Choose **Email Content Search** from the top menu
- Search any user's mailbox for emails, regardless of the timeframe, as long as they are not permanently deleted.

Example:

- Search field: **in:anywhere**
- Enter the user to find all emails from/to them.

Effortlessly explore and retrieve emails with GAT+ in **Email Content Search**



Efficient Email Searches in GAT+:

- For a broad search across **all inboxes,** enter the **variable "in:anywhere" and select the scope**, you can **leave date range blank** - to **see ALL emails**
  - Use: `in:anywhere`
- To narrow down the search by date:
  - Use: **Date range**: pick start/end date range
  - *Use: **Last days** - select in the the last "x" days etc.*
  - **Scope:** select the user email you need

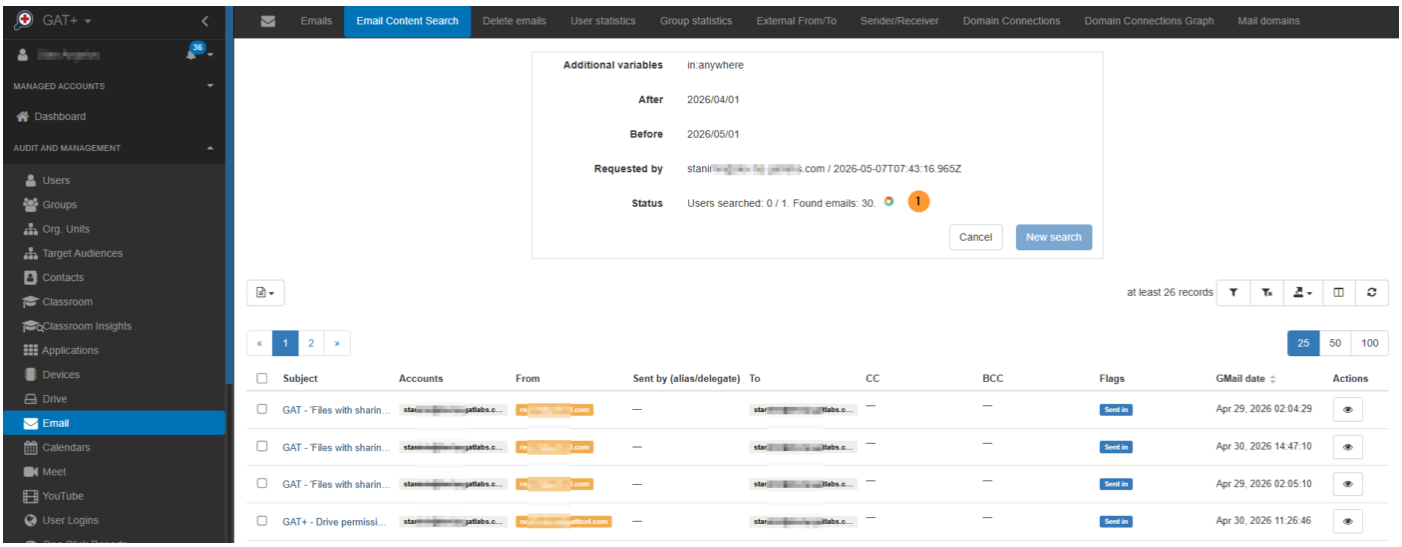
Example:

- Search for specific time frame, select variables (in: anywhere),select the scope user
  - `Date range 2026/04/01 - 2026/05/01  in:anywhere , user X`

Note:

- Large searches may take time, especially with many emails.
- The results appear on the screen with a 5-sec refresh until the search is complete.

Navigate through emails with precise search options in GAT+



Optimizing Search Experience in GAT+:

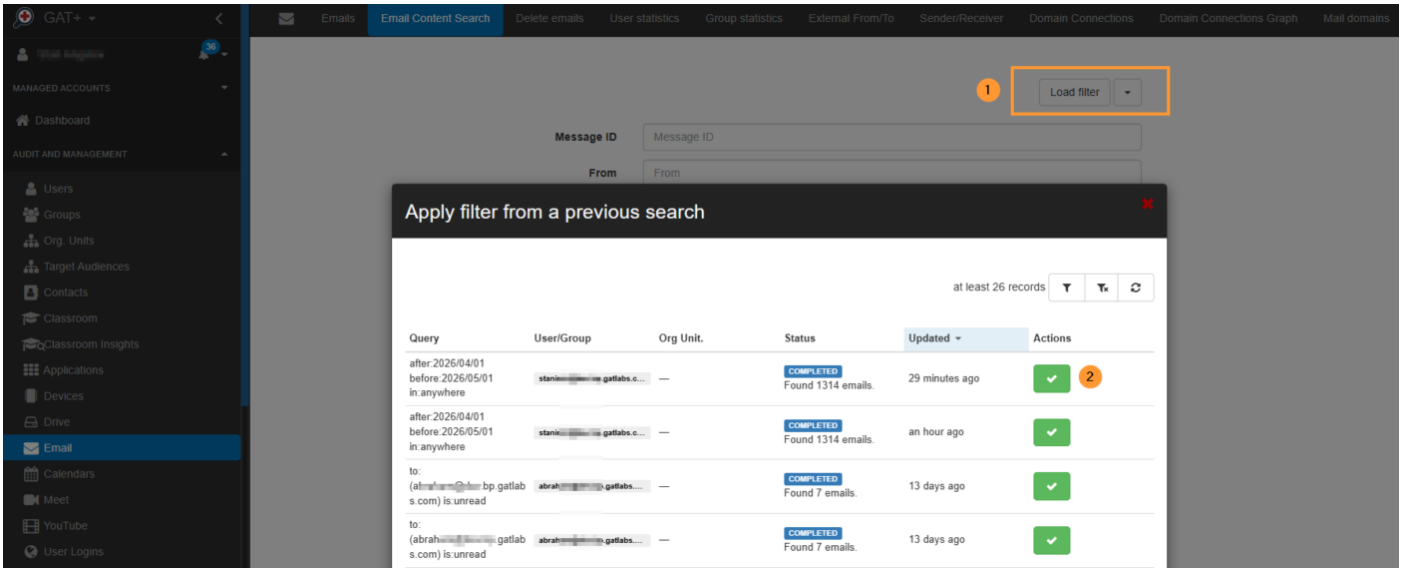
While waiting for the current search to complete, feel free to utilize other tabs for additional searches.

If the search is taking an extended time, especially with a high volume of emails, it may move to the background.

Upon returning to **Email Content Search**, simply select "**Load filter**" to find and apply filter from previous searches

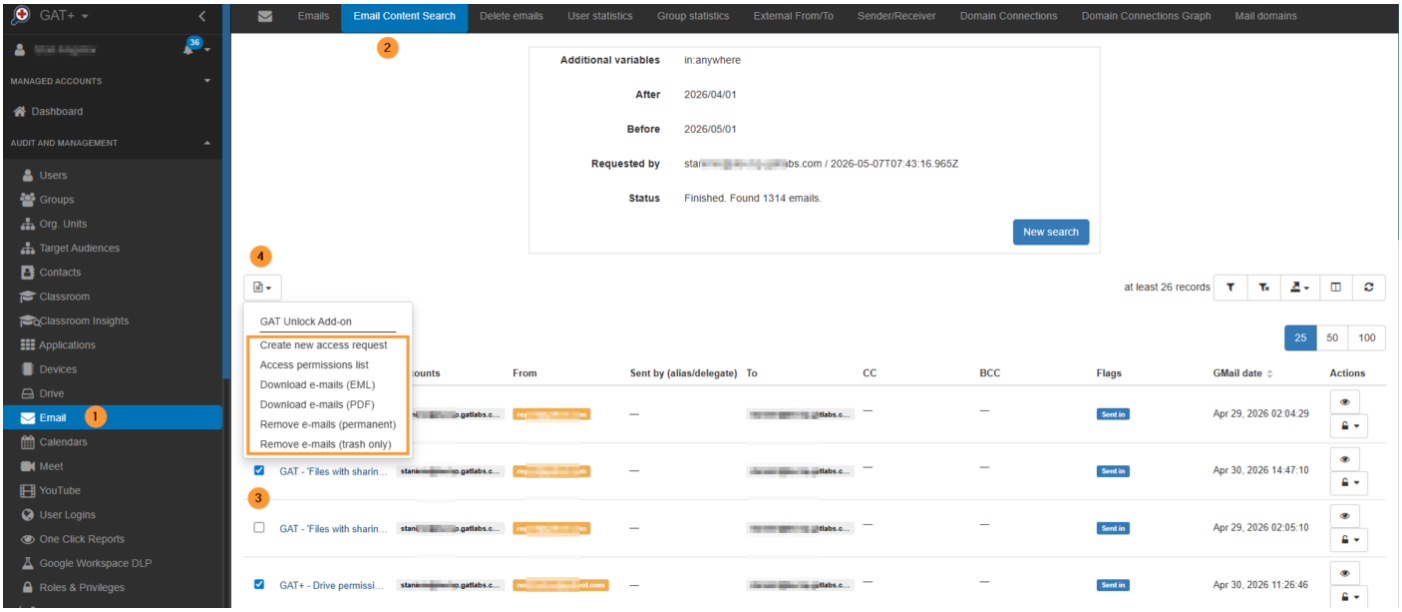
Additionally, you can

- **Show result from previous search**
- **Paste Gmail filter** directly in the GAT+ UI.



You can select "**Email operations**" and use "**Unlock**" to gain access them.

- **Gain access the email content**
- **Download** the emails
- **Delete** the emails



Conclusion

As an Admin you can take few actions on the result.

- Export - export the data into CSV or Google spreadsheet
- Download - download the emails in EML or PDF format
- Access request - view the email content
- Remove emails (permanent or trash only) - delete the emails from the users inbox

Note:

- Email Content Search offers a robust alternative for scanning, though it may be slower due to real-time indexing of email metadata.
- For email audits not requiring up-to-the-minute information, it's recommended to stick with scan-based searches within the **Emails** tab.

FAQ

Q1. How far back does GAT+ search for emails by default?

A1: When GAT+ is first installed, it automatically indexes emails from the **past 28 days**. From that point forward, all incoming and outgoing emails are indexed continuously.

Q2. How do I find emails older than the initial 28-day window?

A2: To find older emails, you must use the **Email Content Search** feature. This allows you to search a user's entire mailbox, regardless of the timeframe, provided the emails have not been permanently deleted.

Q3. What is the difference between "Email Audit" and "Email Content Search"?

- **Email Audit (Emails tab):** Best for quick audits using already-indexed data. It is faster but primarily covers the period since GAT+ was installed.
- **Email Content Search:** Performs a real-time scan of the Google workspace. It is more thorough and covers the entire history of the mailbox but may be slower.