

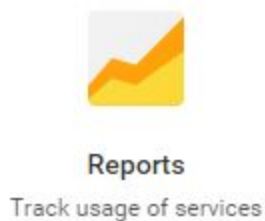
## Finding messages with email log search

This article explains how to find messages that are sent to or from an organization using the email log search feature.

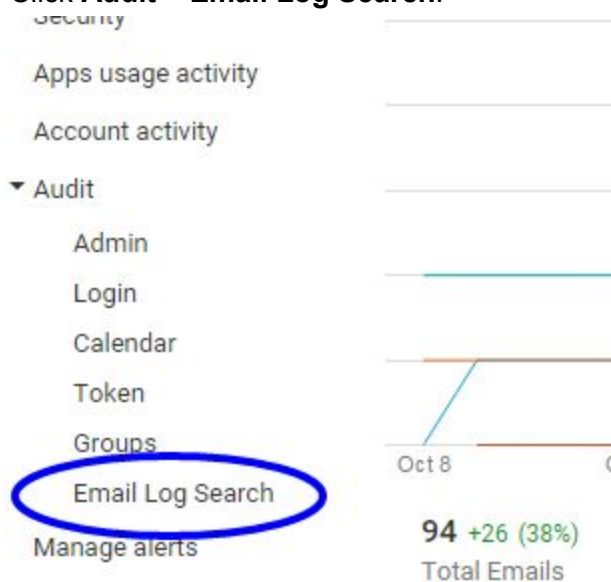
Note: Only super administrators can perform an email log search.

### To use email log search :

1. Sign in to the Google Admin console. You must sign in as a super administrator.
2. Click **Reports** as seen below.

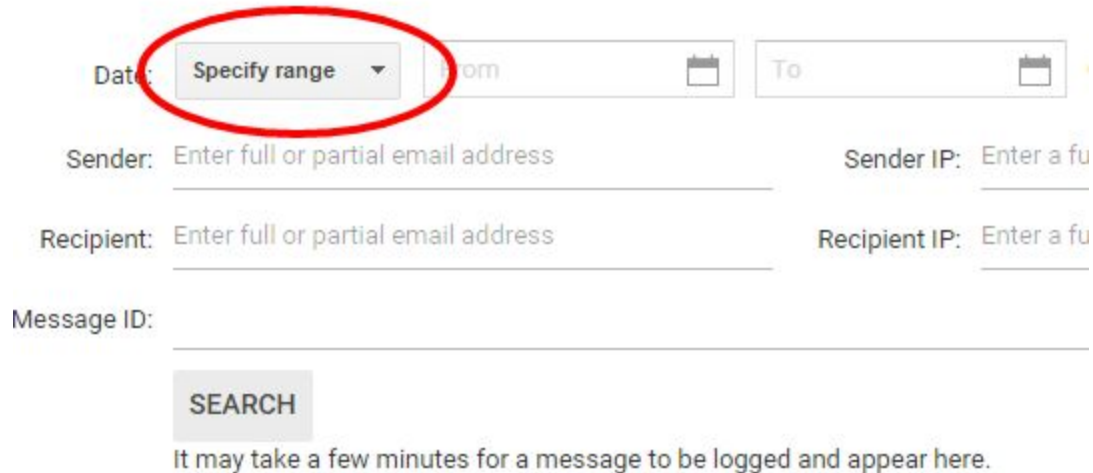


3. Click **Audit > Email Log Search**.



4. Select a date range using the drop-down list, or specify the range using the calendar. The range is limited to the last 30 days.

To view all messages sent and received during a selected date range, skip to step 7.



Date: **Specify range** ▼ From  To

Sender:  Enter full or partial email address Sender IP:  Enter a fu

Recipient:  Enter full or partial email address Recipient IP:  Enter a fu

Message ID:

**SEARCH**

It may take a few minutes for a message to be logged and appear here.

5. If you specify a date range and also want to specify a time range, click the displayed time to enter a different start and end time for the range of messages to search.

**Note:** The time zone is displayed adjacent to the date selection. The times shown represent the time zone of the computer used to sign in to the Admin console.

6. Enter search criteria in one or more of the following fields:

**Sender**—Enter the email address of the sender, either the complete address or a partial match.

**Recipient**—Enter the email address of the recipient, either the complete address or a partial match.

**Sender IP**—Enter the IP address of the message sender. **Important:** Make sure you carefully insert the correct IP address. If you enter a malformed IP address, the request will fail

**Recipient IP**—Enter the IP address of the message recipient. **Important:** Make sure you carefully insert the correct IP address. If you enter a malformed IP address, the request will fail

**Message ID**—Enter the unique message identifier located in the message header, such as: `CAMrEYLjgm15=0+tp4JpwMV5J=JnR=qjQekfna3ZCZMwjwH-x9w@mail.gmail.com`

7. Click **Search**. A counter appears showing how long the query is taking. It can take up to one hour for a message to be logged.

A list of messages matching your search parameters appears as shown below.

Message ID:

SEARCH

It may take a few minutes for a message to be logged and appear here.


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Subject (or Message ID)	Date	Sender	Recipient	Status	Direction
<a href="#">Message Header test</a>	Oct 20, 2015, 16:21	irfan@brio.co.in	admin@pilotgapps.com	Delivered	Received
<a href="#">Re: Message Header test</a>	Oct 20, 2015, 17:04	irfan@brio.co.in	admin@pilotgapps.com	Delivered	Received
<a href="#">Fwd: Message Header test</a>	Oct 20, 2015, 17:05	irfan@brio.co.in	admin@pilotgapps.com	Delivered	Received
<a href="#">Test Mail</a>	Nov 9, 2015, 16:12	irfan@brio.co.in	▶ admin@pilotgapps.com..(2)	▶ 2/2 Delivered	Received
<a href="#">Test Mail</a>	Nov 9, 2015, 16:30	irfan@brio.co.in	▶ admin@pilotgapps.com..(2)	▶ 2/2 Delivered	Received
<a href="#">Test Mail routing</a>	Nov 9, 2015, 16:31	irfan@brio.co.in	▶ admin@pilotgapps.com..(2)	▶ 2/2 Delivered	Received

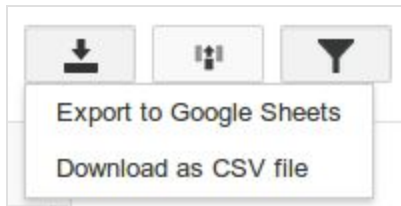
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8. Perform any of the following tasks on the search results list:

Click the arrows in the upper-right corner to navigate through the pages of the list.  
Click a subject (or message ID) to see the message's details.

To export or download your search results, click  in the upper-right corner of the screen, and then click either **Export to Google Sheets** or **Download as CSV file**.

The button appears only if the search results return exportable data. Selecting either of these options initiates a new query, so it may take some time before the file is ready to open. If you download the search results, you can view them in a spreadsheet editor of your choice.



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