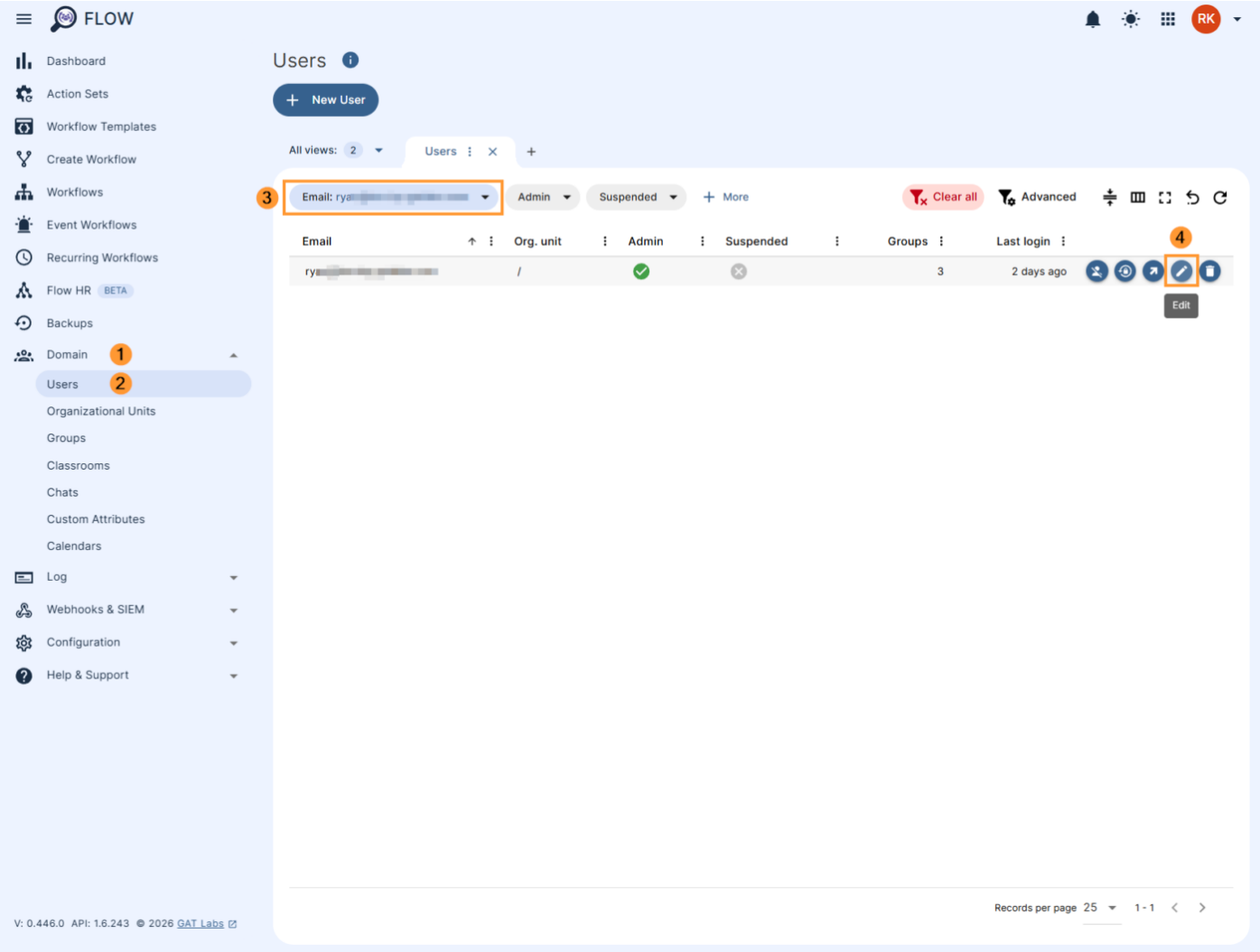
# Add or Update Gmail Filters in a User’s Account using GAT Flow

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/add-or-update-email-filters-in-a-users-account-using-gat-flow/

**GAT Flow** allows Google Workspace Admin to update or create new Gmail filters for a user within the domain or remove the existing ones.

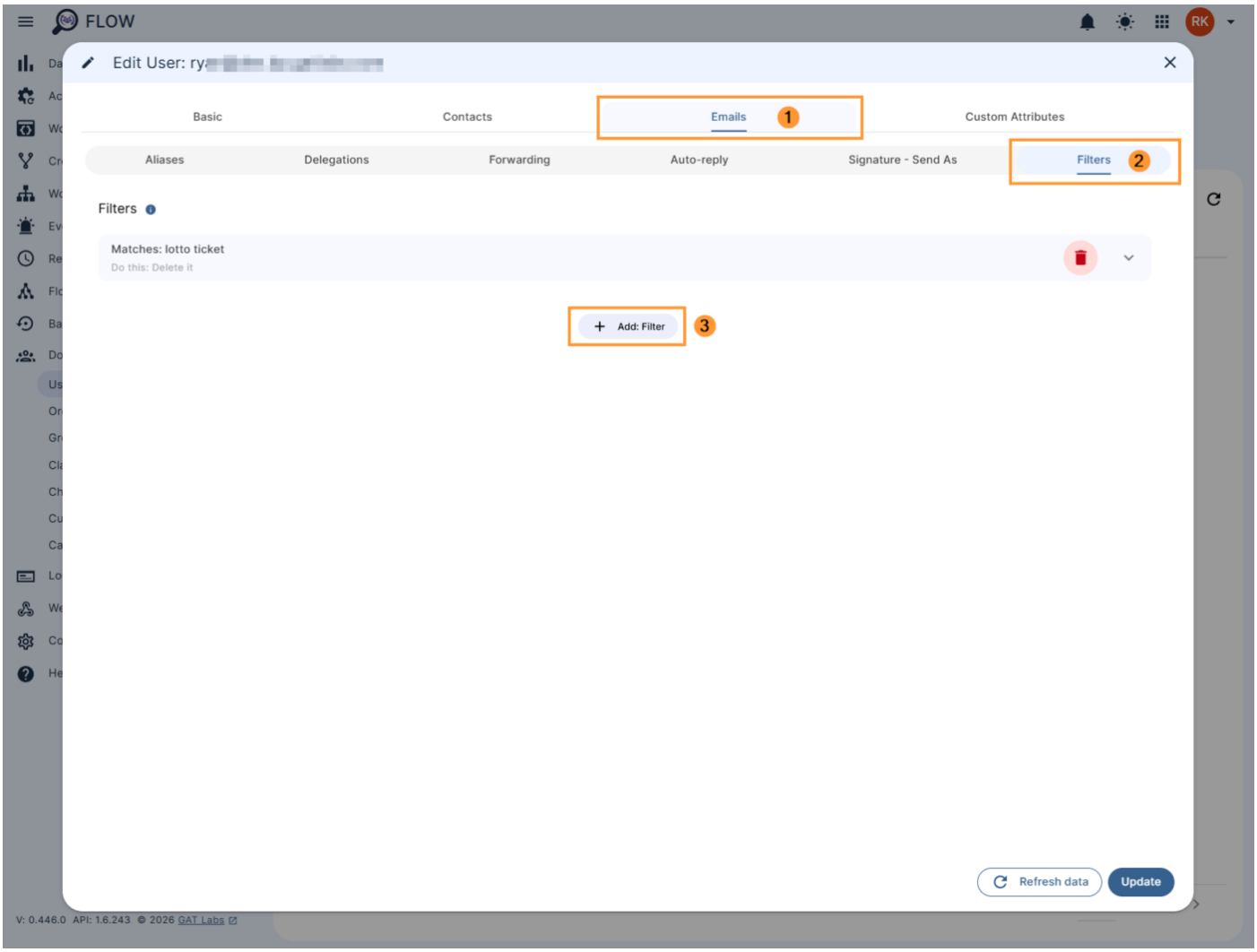
## Add Gmail filters to a user's account

Navigate to **Flow > Domain > Users** module -> search for the user:



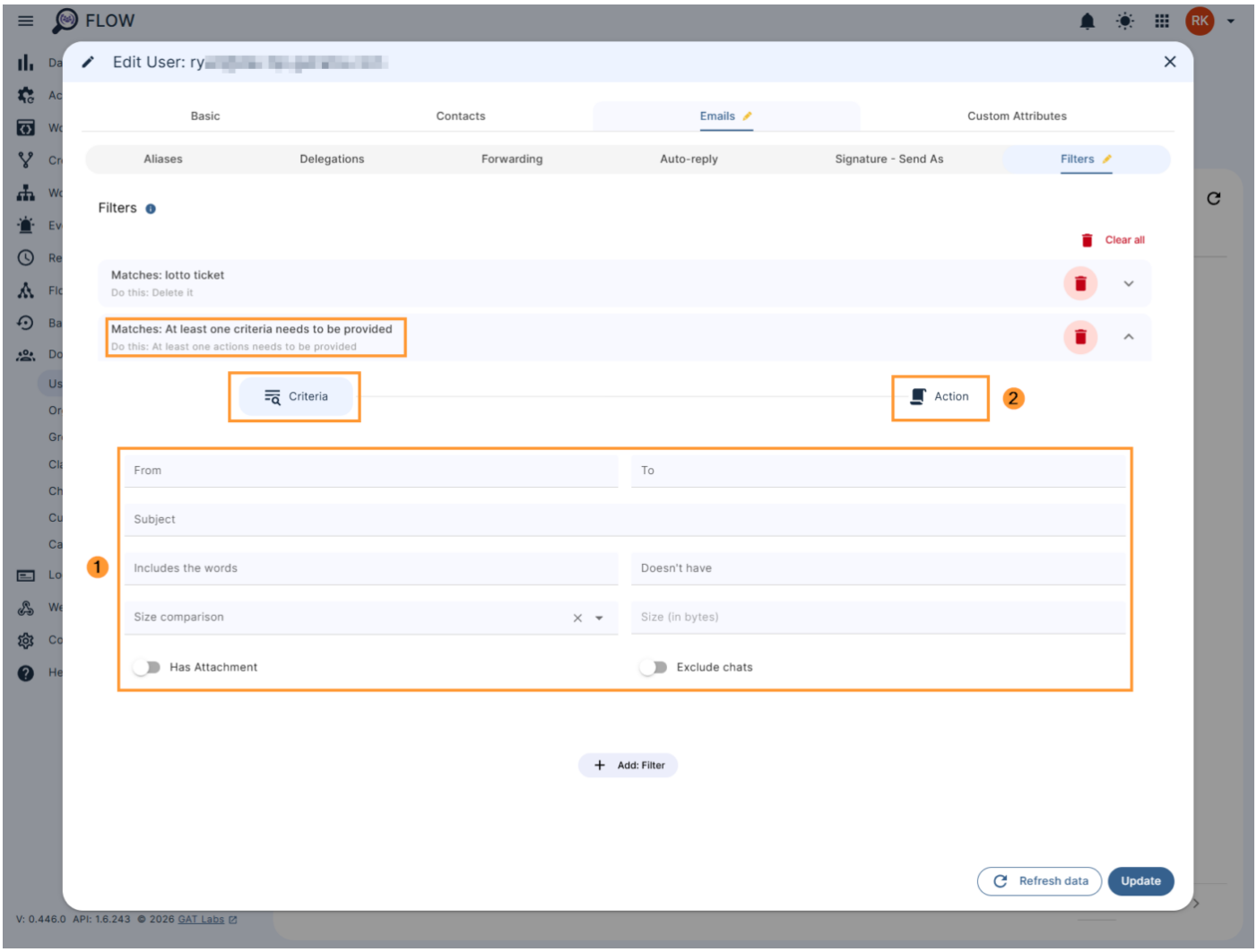
When the user in question is found, an Admin can click on the 'pencil' icon that can be found on the right-hand side to view the user's account.

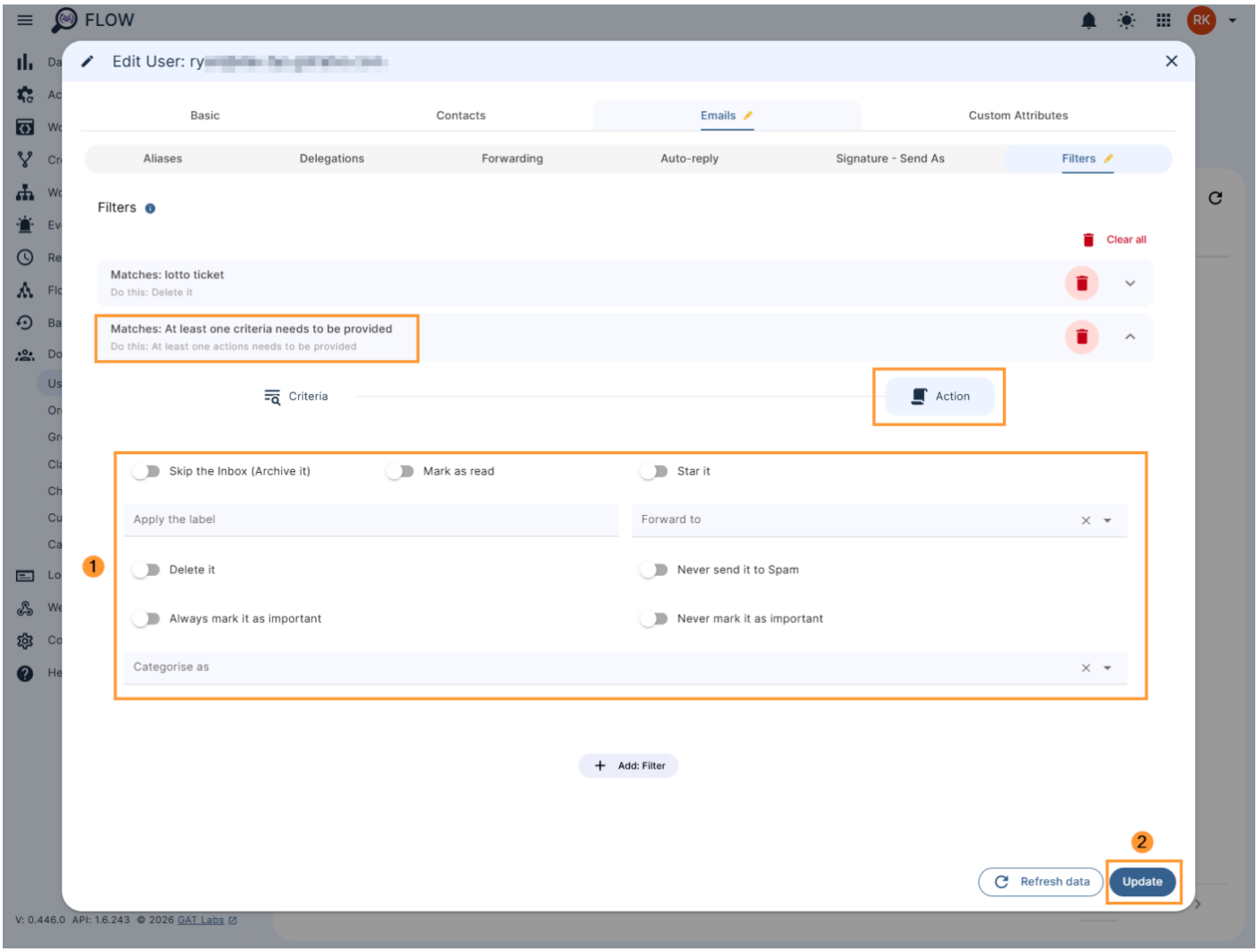
In the **Users details > Emails > Filters**




Create the filter by clicking on the "**Add new filter**" button.

Make sure to fill in at least one field in the '**Criteria**' section as well as at least one action under the '**Action**' section, to create a filter and when ready, click the '**Update**' button.


FLOW
Edit User: ry
Basic
Contacts
Emails
Custom Attributes
Aliases
Delegations
Forwarding
Auto-reply
Signature - Send As
Filters
Filters
Clear all
Matches: lotto ticket
Do this: Delete it
Matches: At least one criteria needs to be provided
Do this: At least one actions needs to be provided
Criteria
Action
2
From
To
Subject
1
Includes the words
Doesn't have
Size comparison
Size (in bytes)
Has Attachment
Exclude chats
Add: Filter
Refresh data
Update
V: 0.446.0 API: 1.6.243 © 2026 GAT Labs

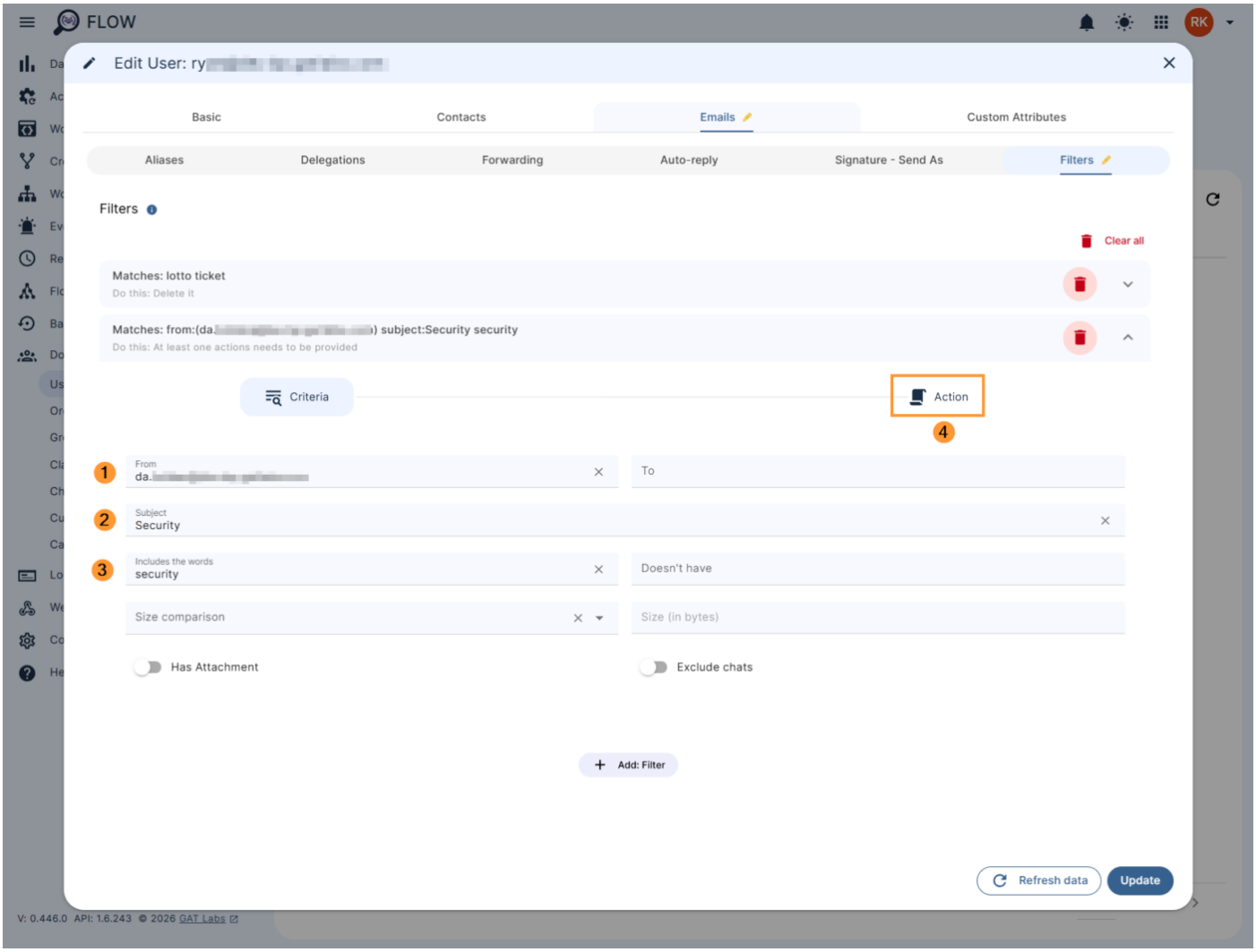



Users' Gmail filters will be created instantly.

## Use case

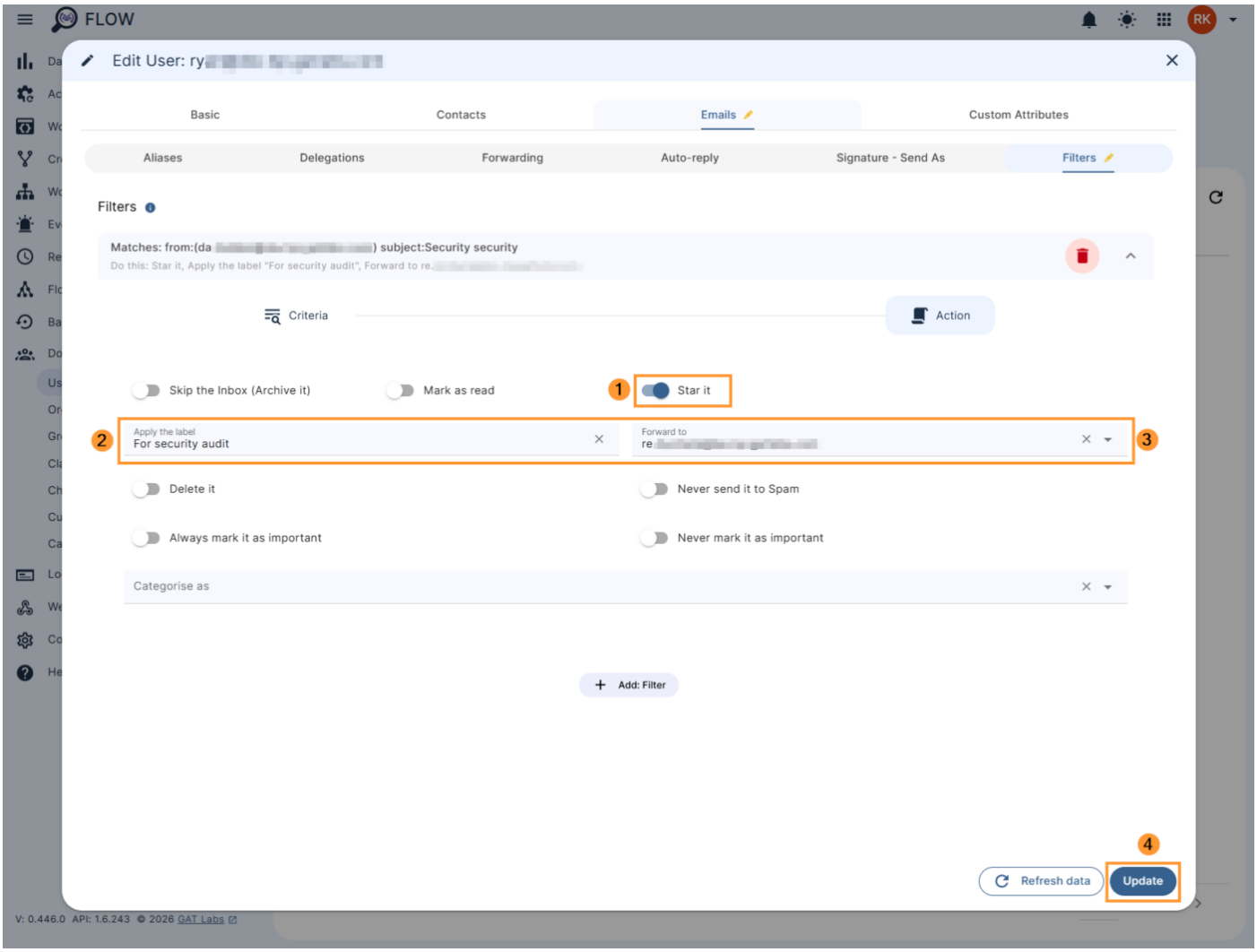
Here is a hypothetical scenario of an email filter that needs to be created and the following criteria need to be met:

- ***From:*** *Y user's account*
- ***Subject:*** *Security*
- ***Includes the words:*** *security*




Actions that need to be set up for the emails that meet the above criteria:

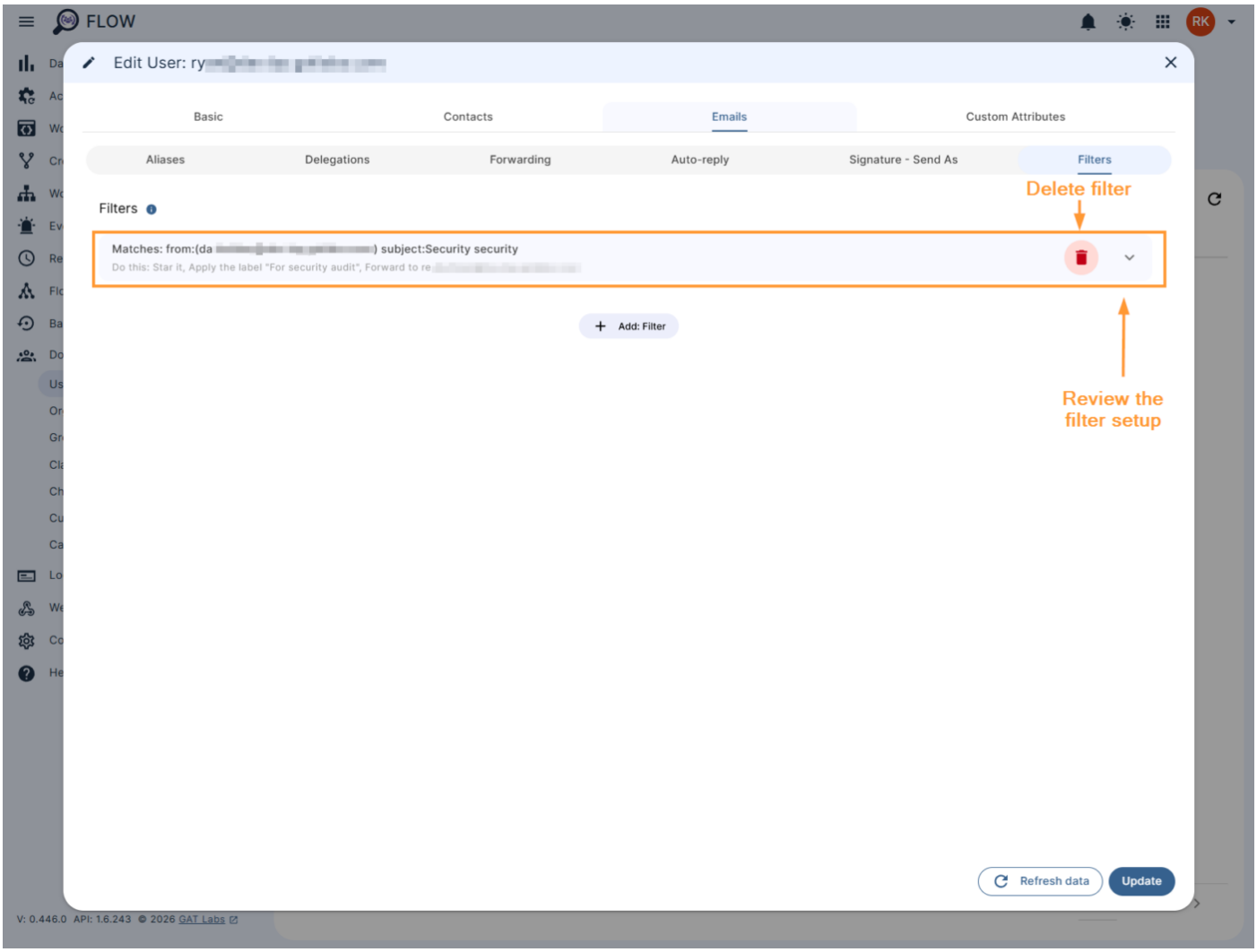
- ***Star it***
- ***Apply the label:*** *For security audit*
- ***Forward to:*** *user's account (e.g. Manager of the user)*



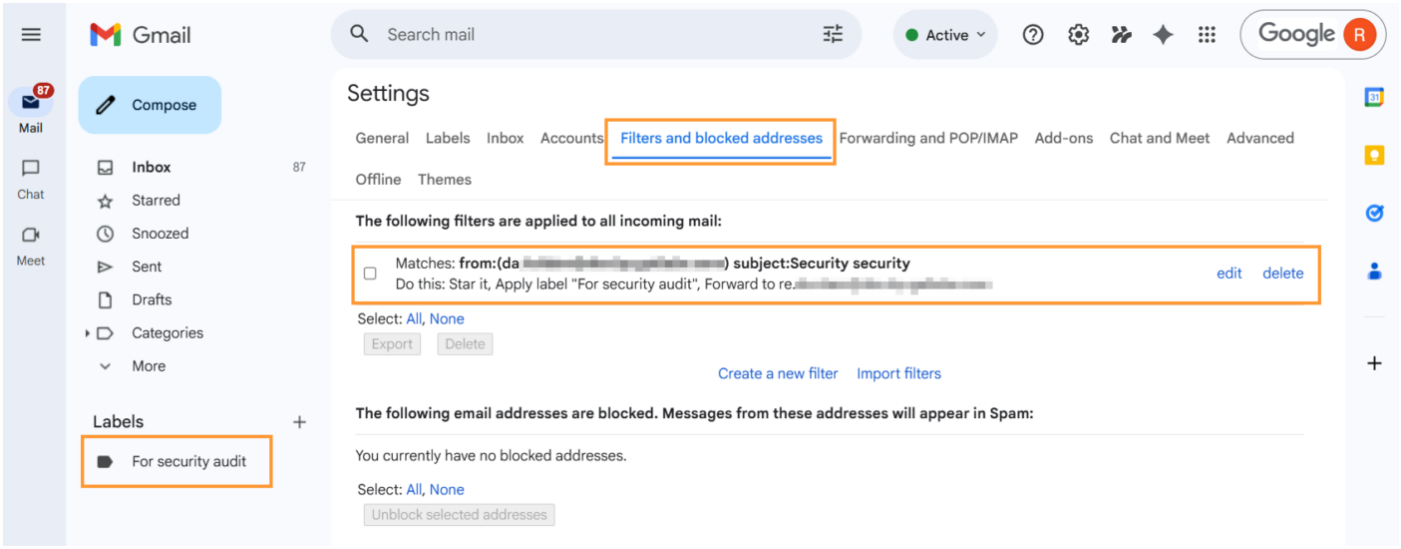

**Results:**

When the filter criterion and action are added, save the setup by clicking on the **Update** button shown.

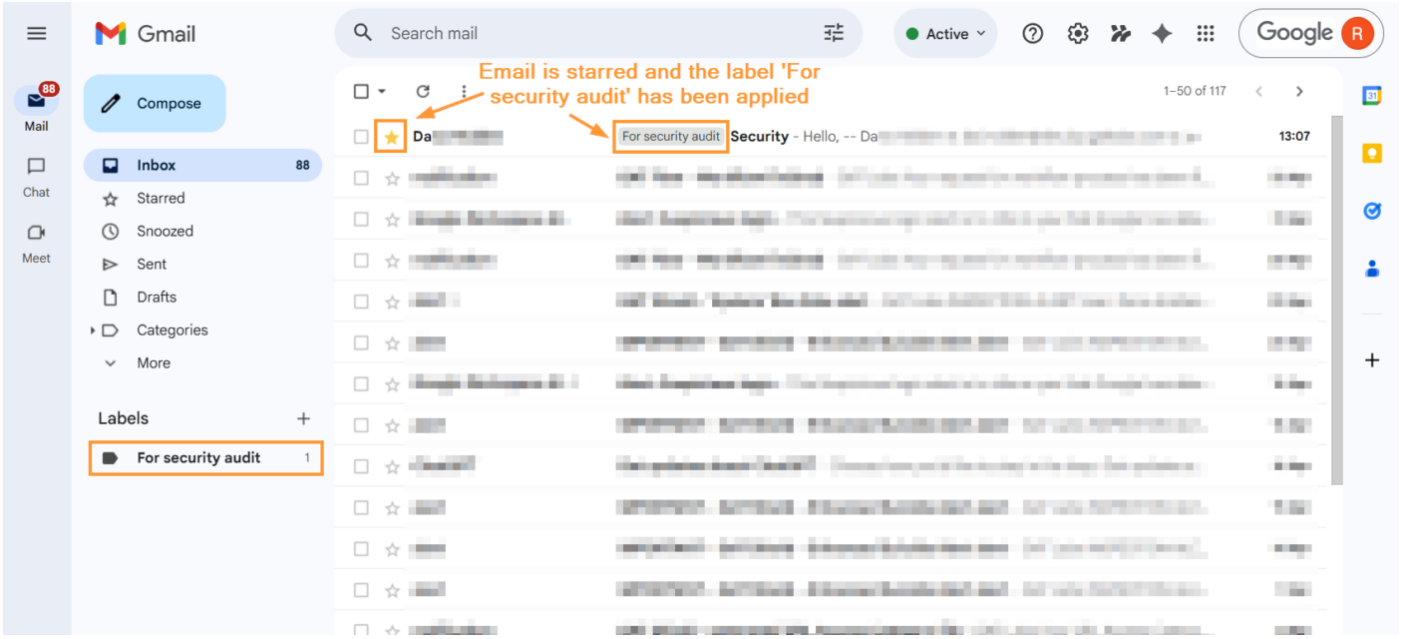
The filter is created and can be reviewed or deleted (if needed) under the **Users** module. To do so, search for the user in question and go to the **Email filters** section:




The filter is instantly created under the user's Gmail account:




Filter functionality is shown below:

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