Automate the creation of email filters for any given user in your domain

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/automate-the-creation-of-email-filters-for-any-given-user-in-your-domain/

GAT Flow is a user management tool. Allowing the Admins to perform multiple and varied actions on the Domain User accounts.

One of the options available for the Admins to perform is Creating Email filters for any user of the domain.

Follow the steps below to use this feature.

Automated workflow

This can be done by:

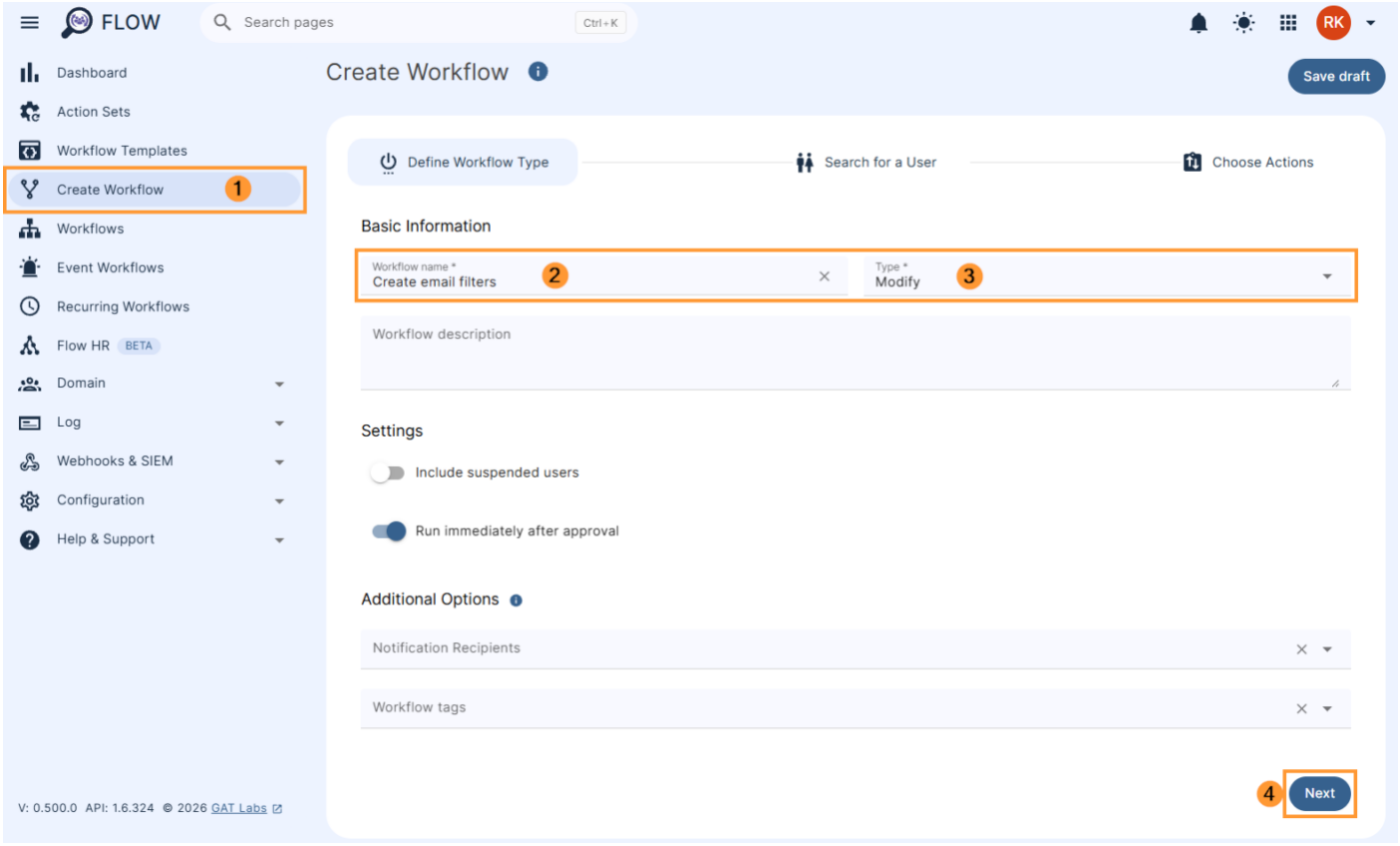
- Creating a simple **workflow** (as below example)
- Creating automated **Event workflow**
- Creating automated **Recurring workflow**

Create workflow

Navigate to **Flow > Create workflow** and fill in the required details.

In the **Workflow type** fill in the details required

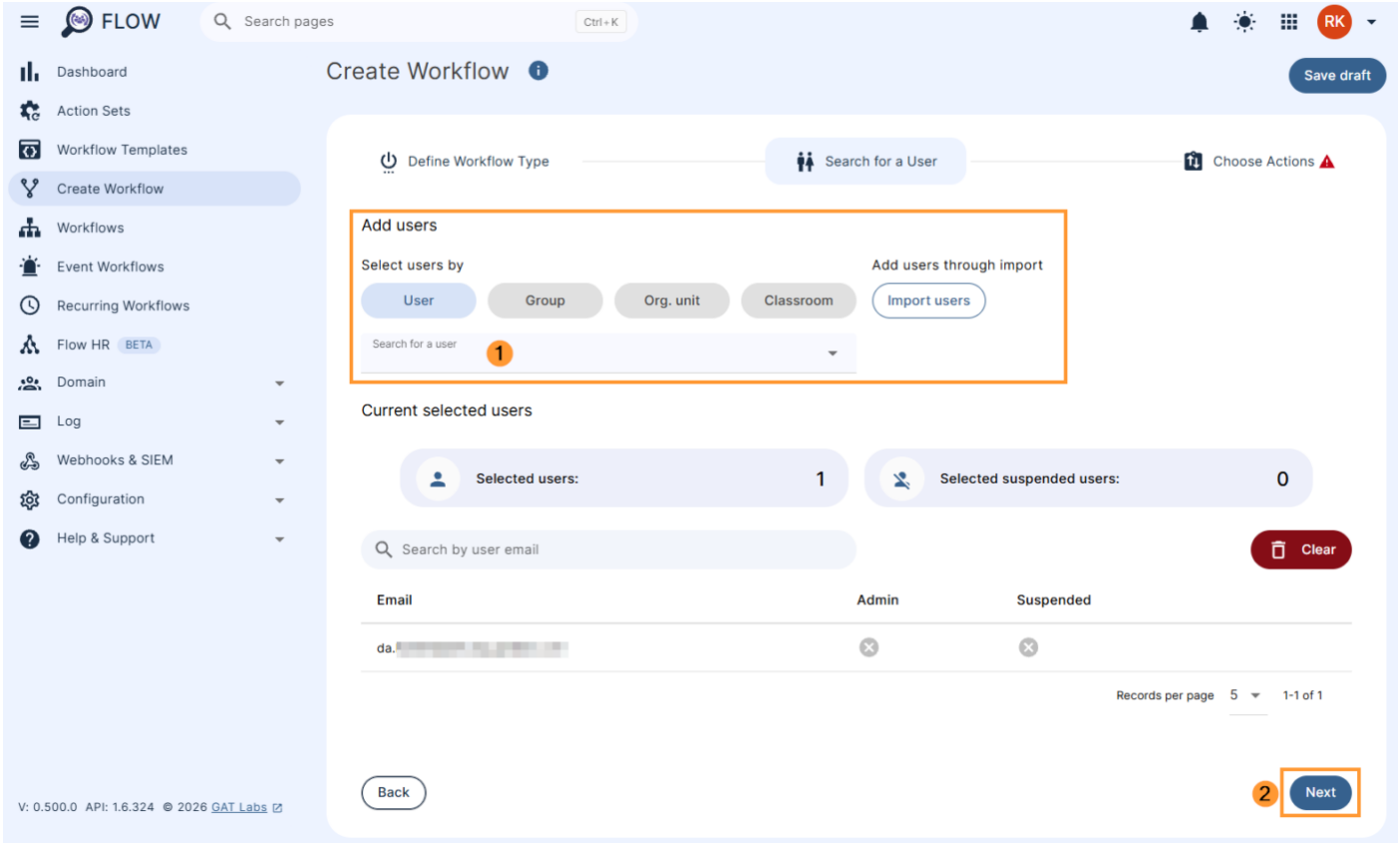
- **Name** - enter a name for the workflow
- **Type** - select the **Modify** type (or onboarding)
- **Next** - click on to proceed



Select users

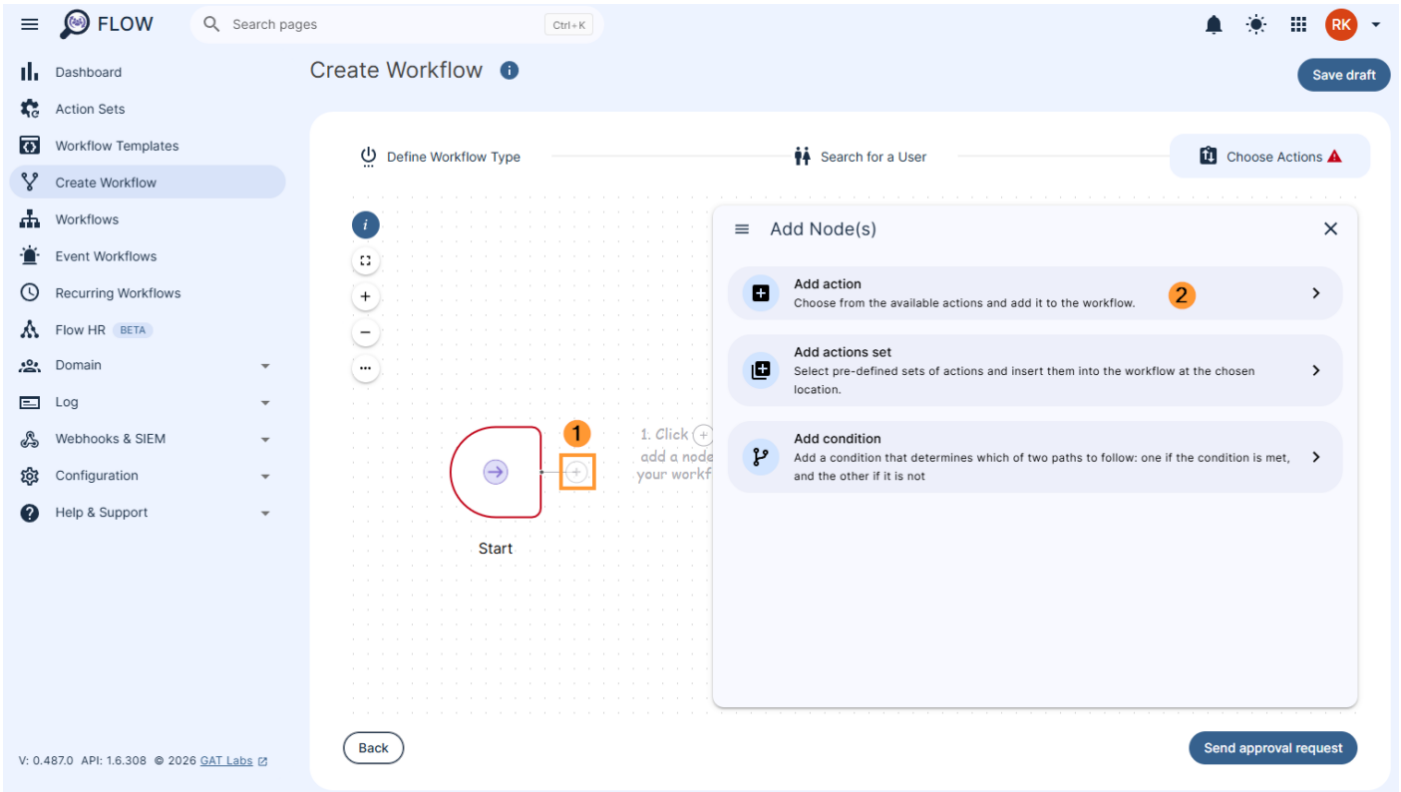
In **Search for a user** select the users who you want to "Create the Email filtering" for.

- **Search for a user** - select individual user
- **Search for a group of users** - select all users from a selected group
- **Search for an OU of users** - select all users from the selected Org. Unit
- **Proceed to actions** - when the users are selected click to proceed

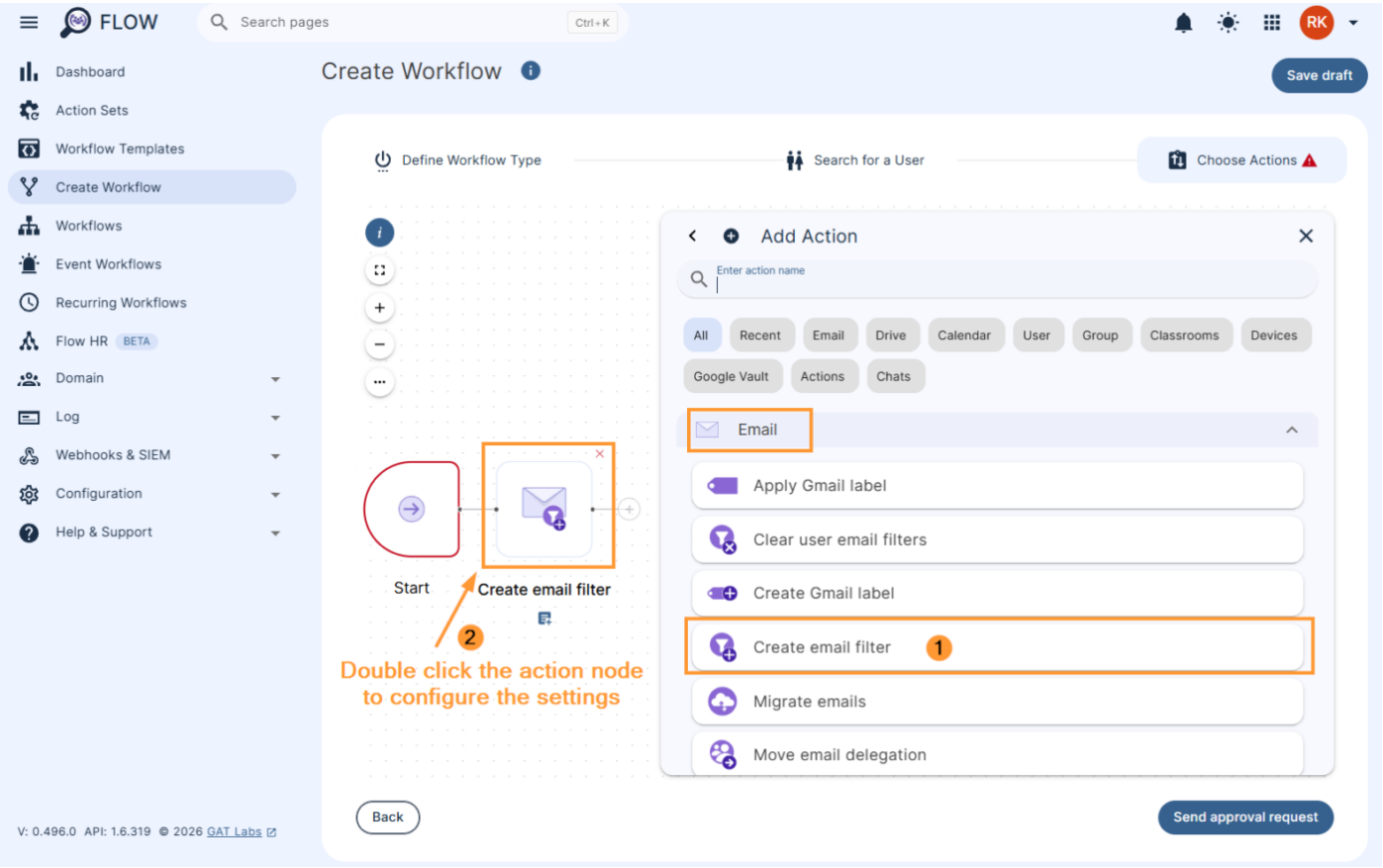


Action - Create an Email filter

On the actions page, click on the **(+) button** (1) and then click the **Add action** button (2)



Search for the action using the search field and select the action "**Create email filter**" under the **Email** tab



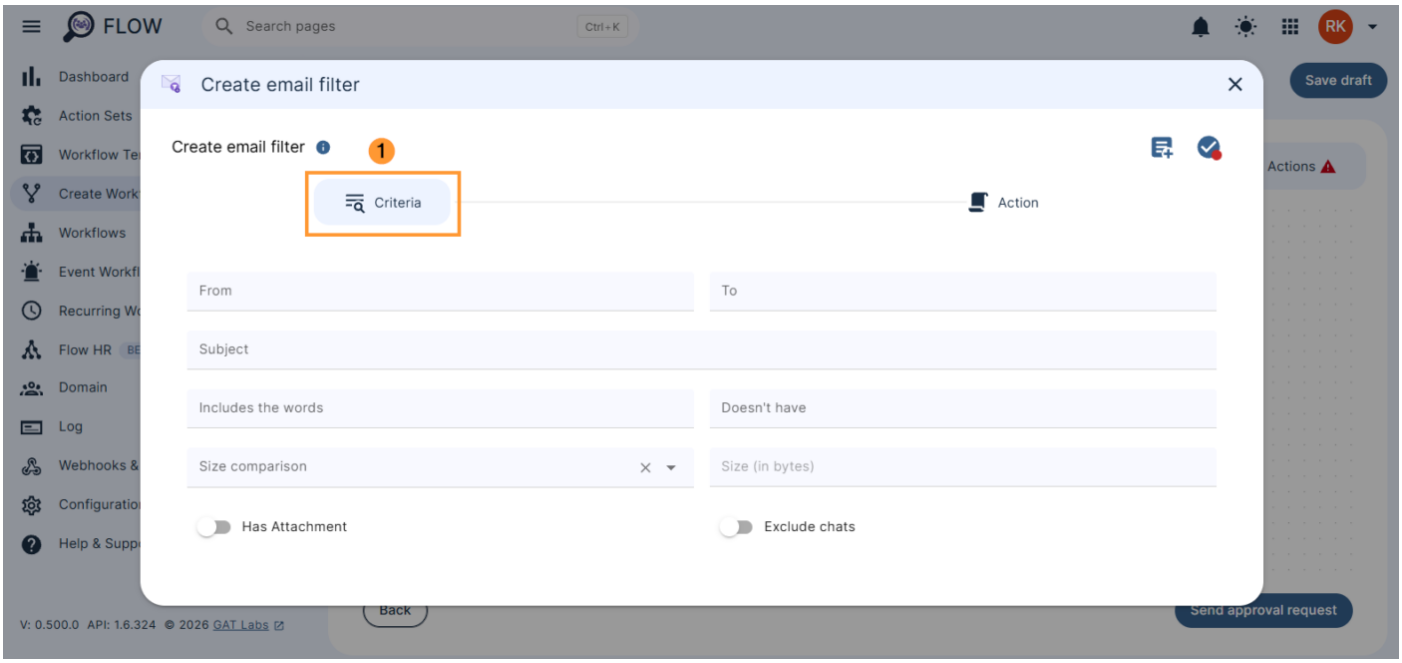
The "Create email filter" will be added to the workflow, double click the action node to begin to **create the email filter** as you like.

Fill in the info required for the filter:

Note: At least one criteria needs to be provided

- **From -** enter email "From"
- **To -** enter email "To"
- **Subject -** enter the subject of the email
- **Includes the words -** the email includes words
- **Doesn't have -** the email does not have what words
- Size comparison - enter the size of the email
  - Greater than - size (in bytes) - enter the bytes
  - Less than - size (in bytes) - enter the bytes
- **Has attachment -** the email has an attachment

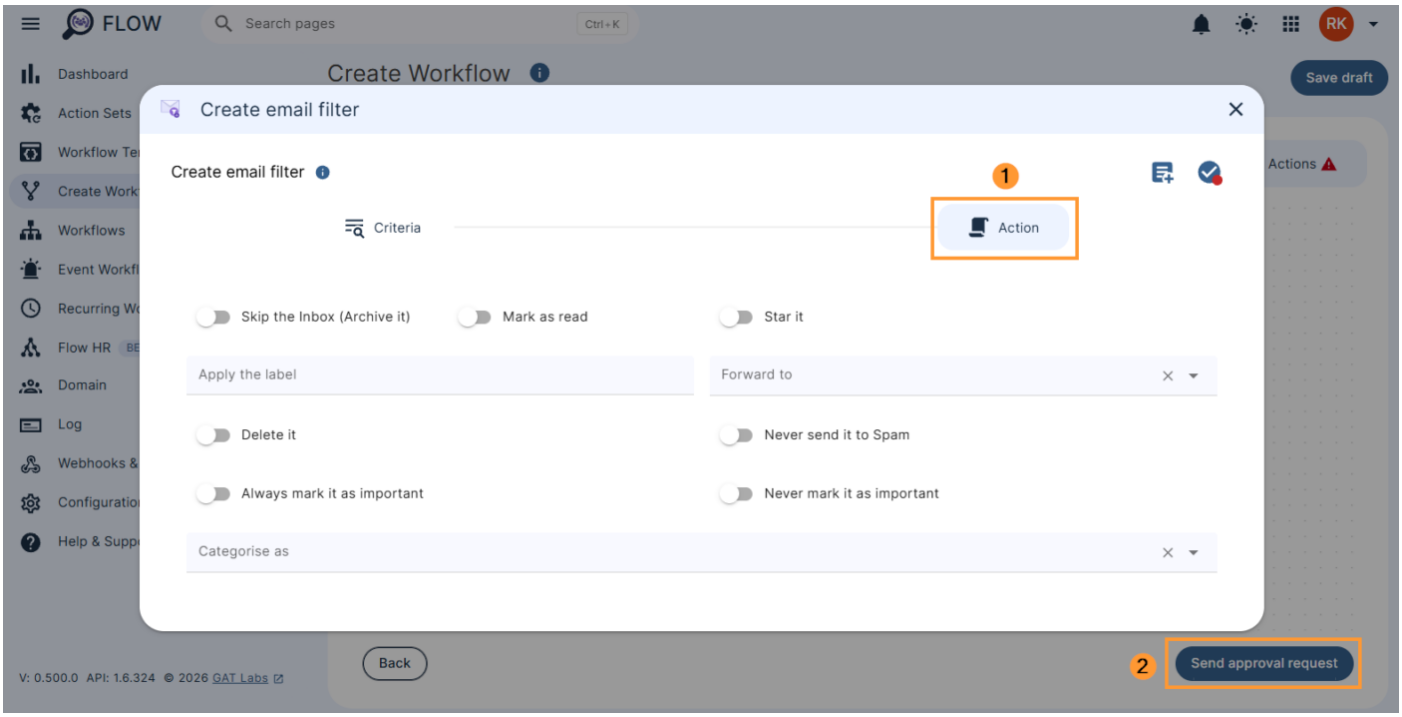
- **Exclude chats -** the email excludes chat messages



Action-based on the filter. **Pick an action to be taken based on the filter**.

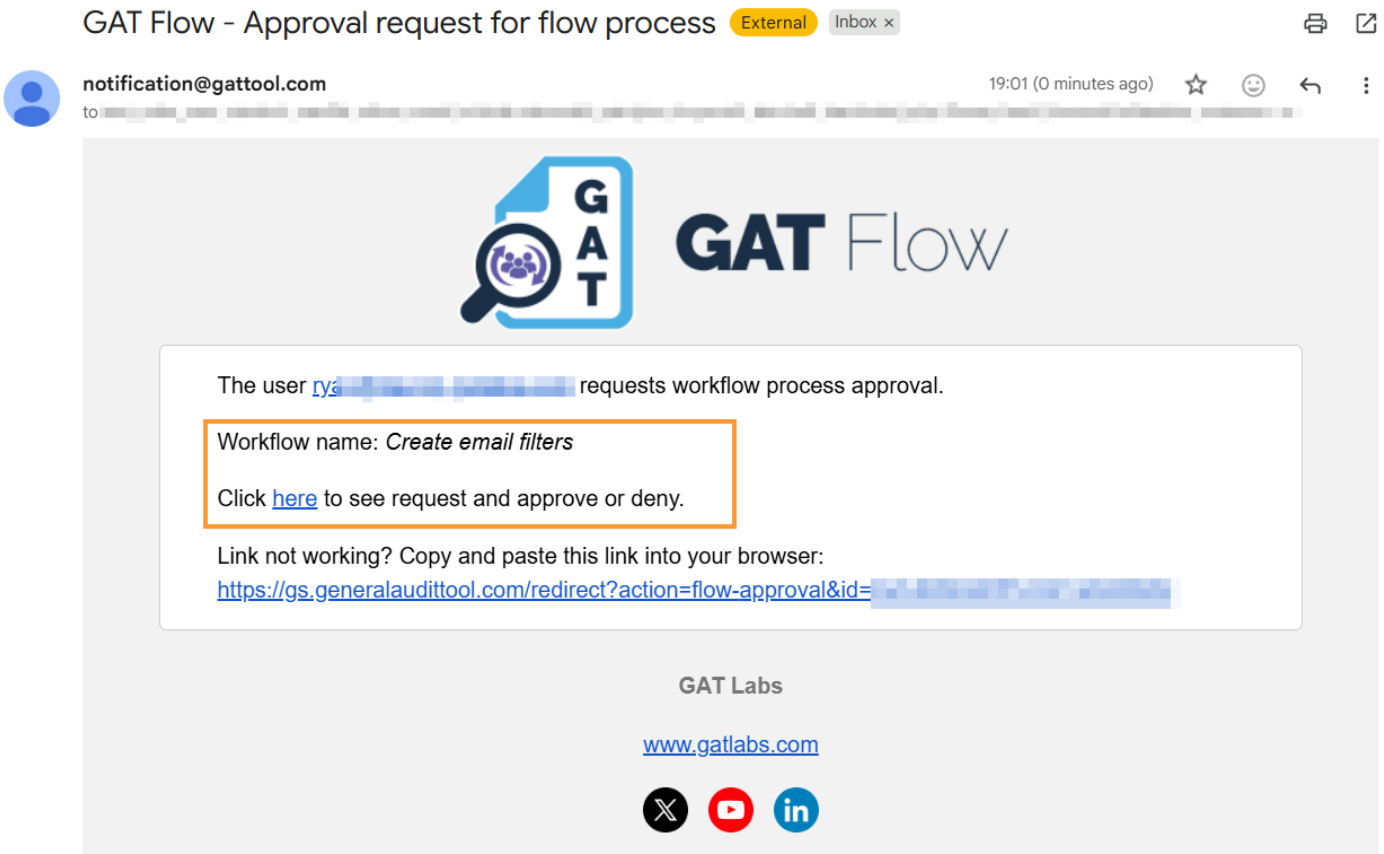
Note: At least one criteria needs to be provided

- **Skip the inbox (archive it)** - archive the email directly
- **Mark as read** - mark the email as read
- **Star it** - set up the email as "starred"
- **Apply the label** - enter a label
- **Forward it to** - Select to who to auto-forward the email. Select any user or pick Manager (person who is added as Manager to the selected users will be selected)
- **Delete it** - delete the email
- **Never send it to spam** - never sent the email to spam
- **Always mark it as important** - mark the email as important always
- **Never mark it as important** - never mark the email as important
- **Categorize as** -pick any of the categories
  - Primary
  - Social
  - Updates
  - Forums
  - Promotions

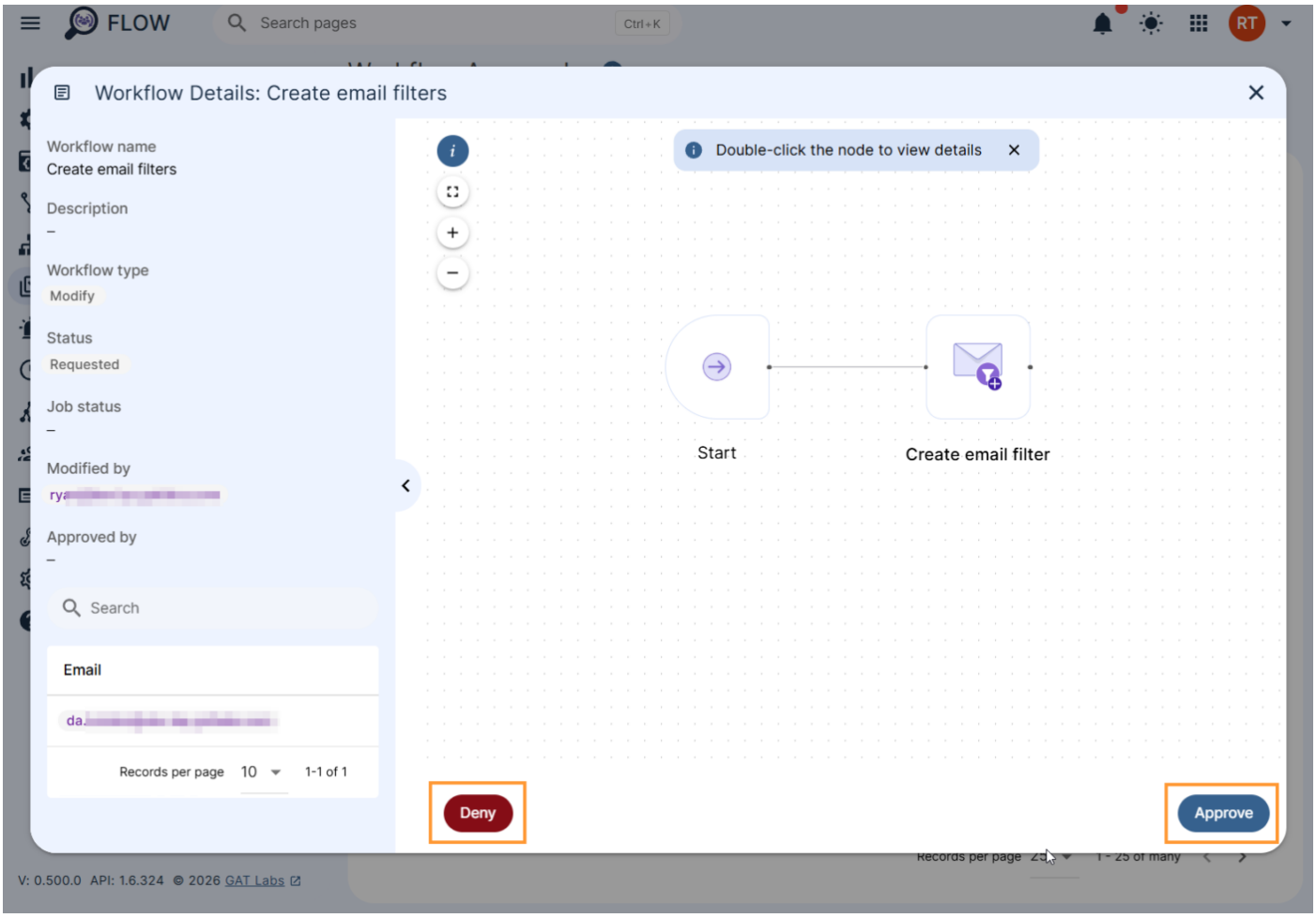


When ready click on the "**Send approval request**" button.

An email will be sent to the Security Officer for approval.



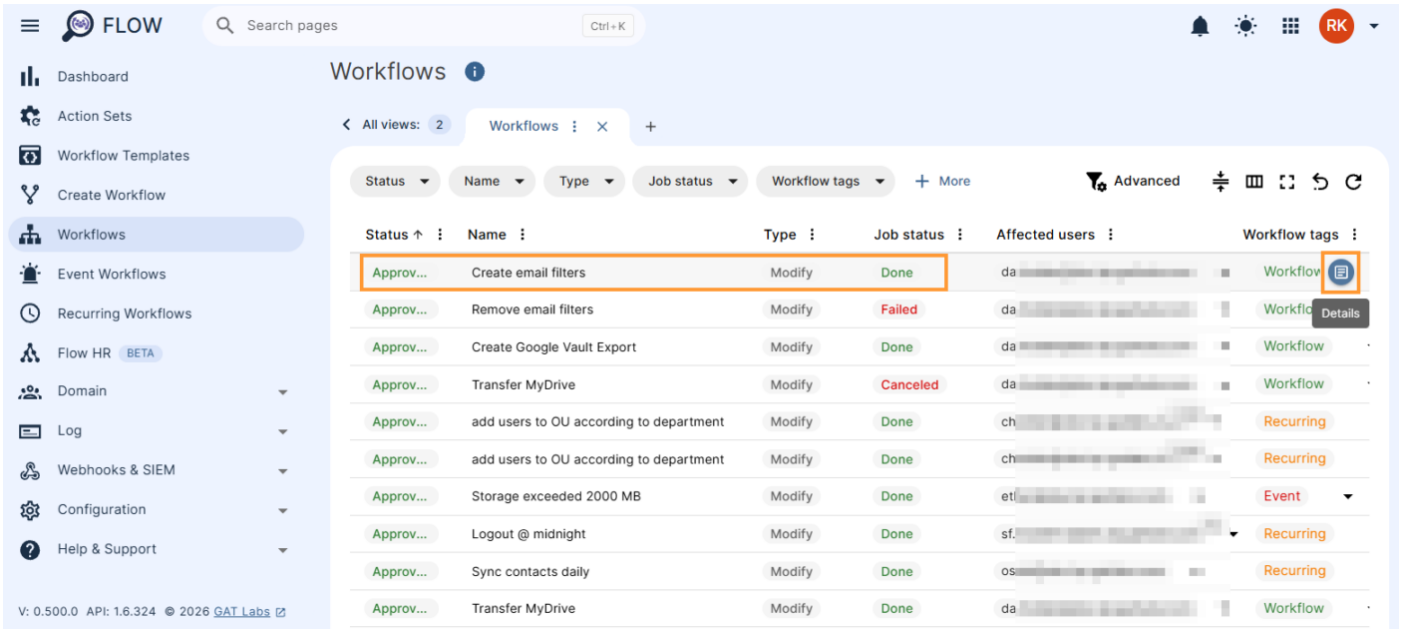
The Security officer will be able to see view all the details of the request.



Once **approved** the **workflow will be set to run**

Result in Flow

The result of the job completed can be seen in the **Workflow** tab in **Flow**



Result on end-users

The result for the end-users will be as follows.

The users selected in the "**Search for a user**" tab will have the **Email filters applied to their Email accounts.**

The users will have the filter applied to their accounts.

Navigate to **Gmail > Settings > Filters and Blocked addresses**

- Matches: **From** (selected email address).
- Do this: **Apply label "From Manager"**
- **Mark it as important**

