Email Audit: How to find storage space for emails on your domain?

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/email-audit-find-storage-space-for-emails/

Email Audit: How to find storage space for emails on your domain?

GAT+ is a powerful audit and security tool for Google Workspace. It provides admins with an extensive and detailed overview of their entire domain.

Email audit is one of the many features GAT+ offers, whereby Google Workspace admins can view all incoming and outgoing emails across their domain.

Email audit

Run different reports for all emails coming into your domain.

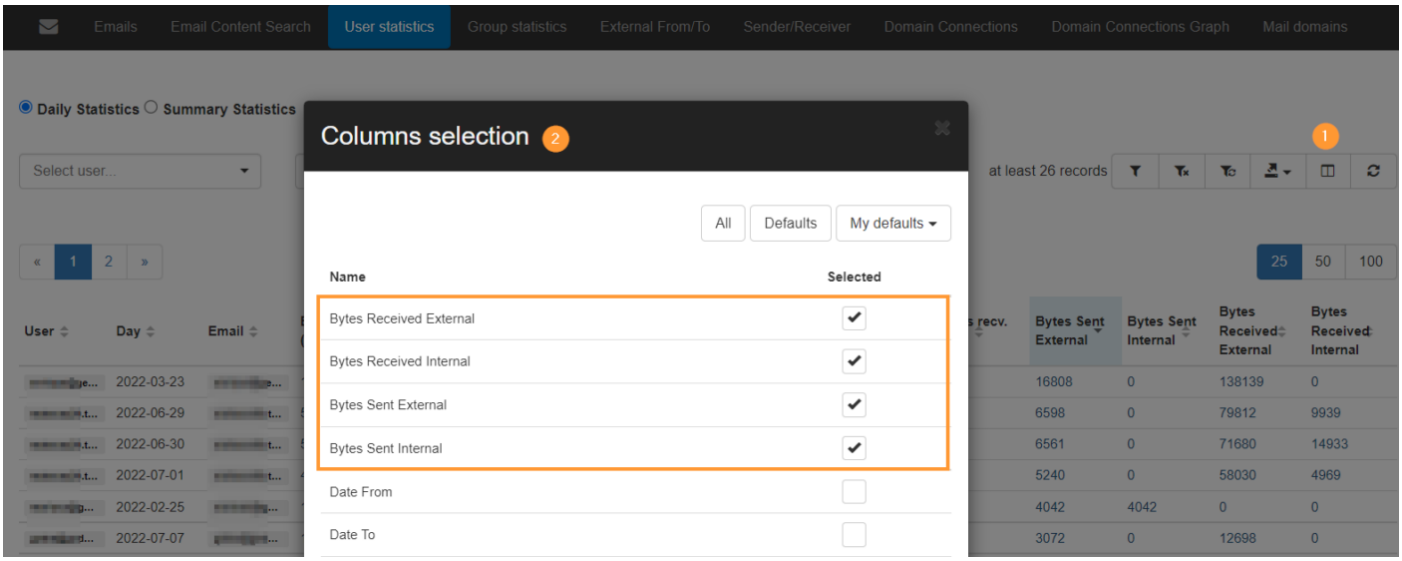
Email stats by the size of emails received/sent

Navigate to **GAT+ > Email > User statistics**

There you'll see Email stats for your domain users. You can see the **size of received and sent internal and external emails**

In "**User statistics,"** click on **Column visibility** and enable the fields.

- **Bytes received external**
- **Bytes received internally**
- **Bytes sent externally**
- **Bytes sent internally**

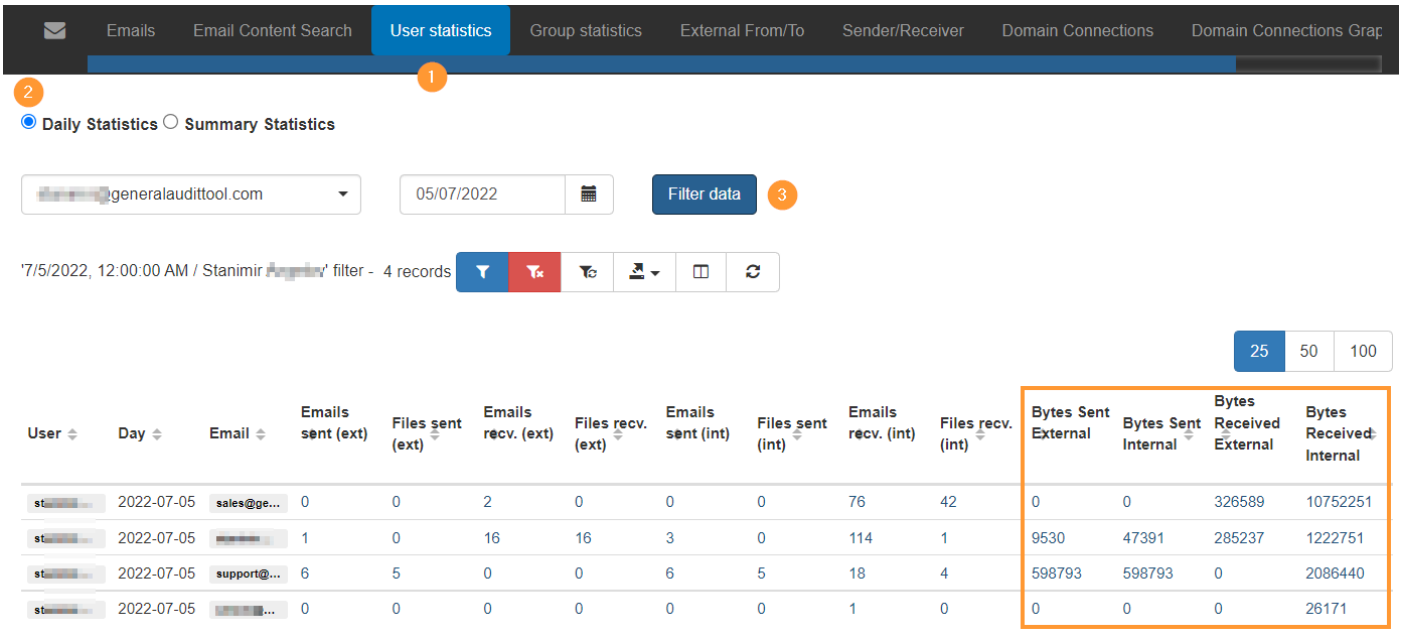


Daily Email statistics

Select a user and pick a date.

- **User statistics** - navigate to User statistics
- **Daily statistics** - click on Daily statistics
  - **Select user and Date** > **Filter data**

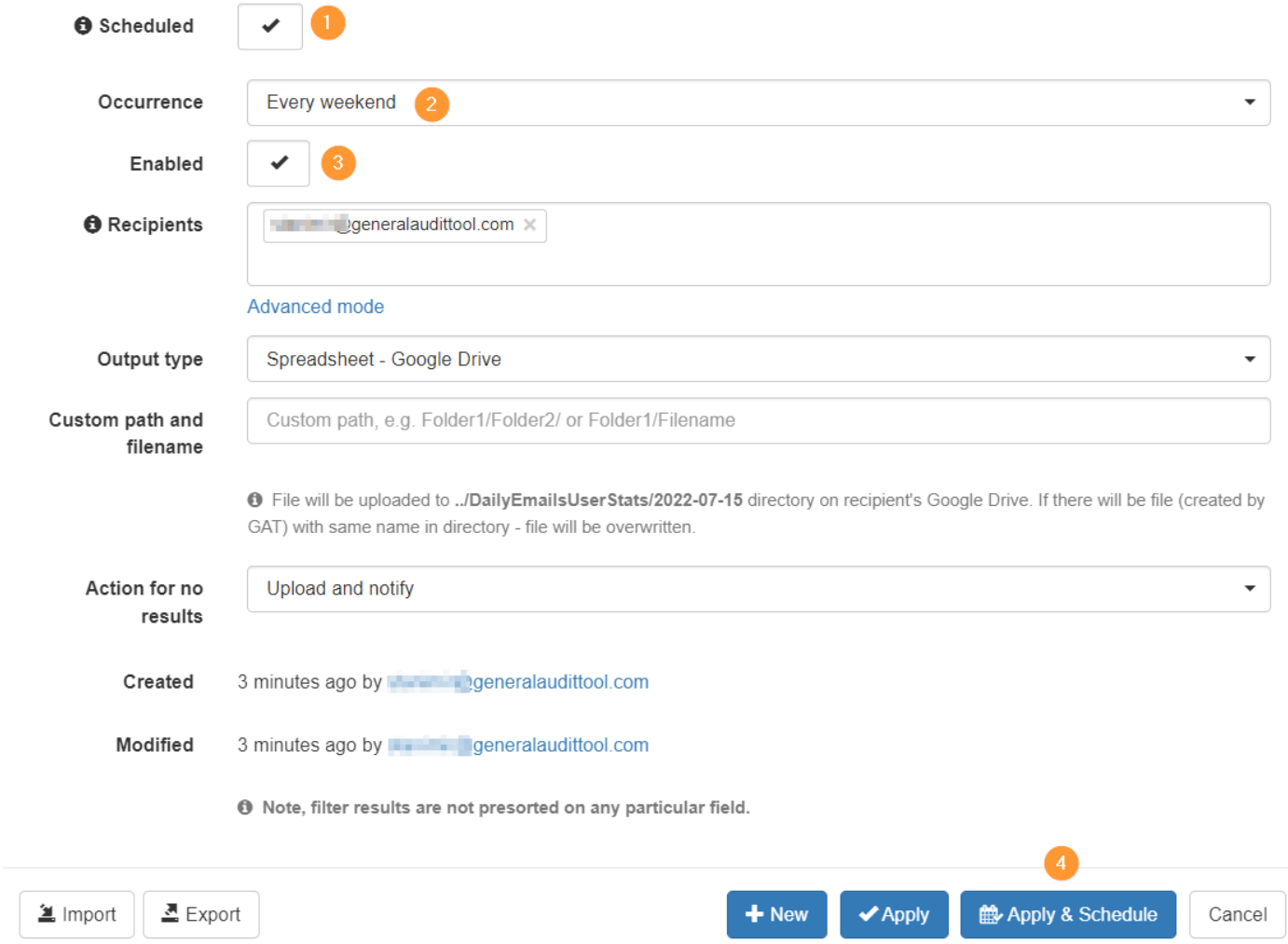
The result will show the user and the number of bytes sent/received for **internal and external** emails for the chosen day.



The result can be exported into Google Sheets or CSV.

Scheduled Email audit report

This can also be set up as a scheduled report.

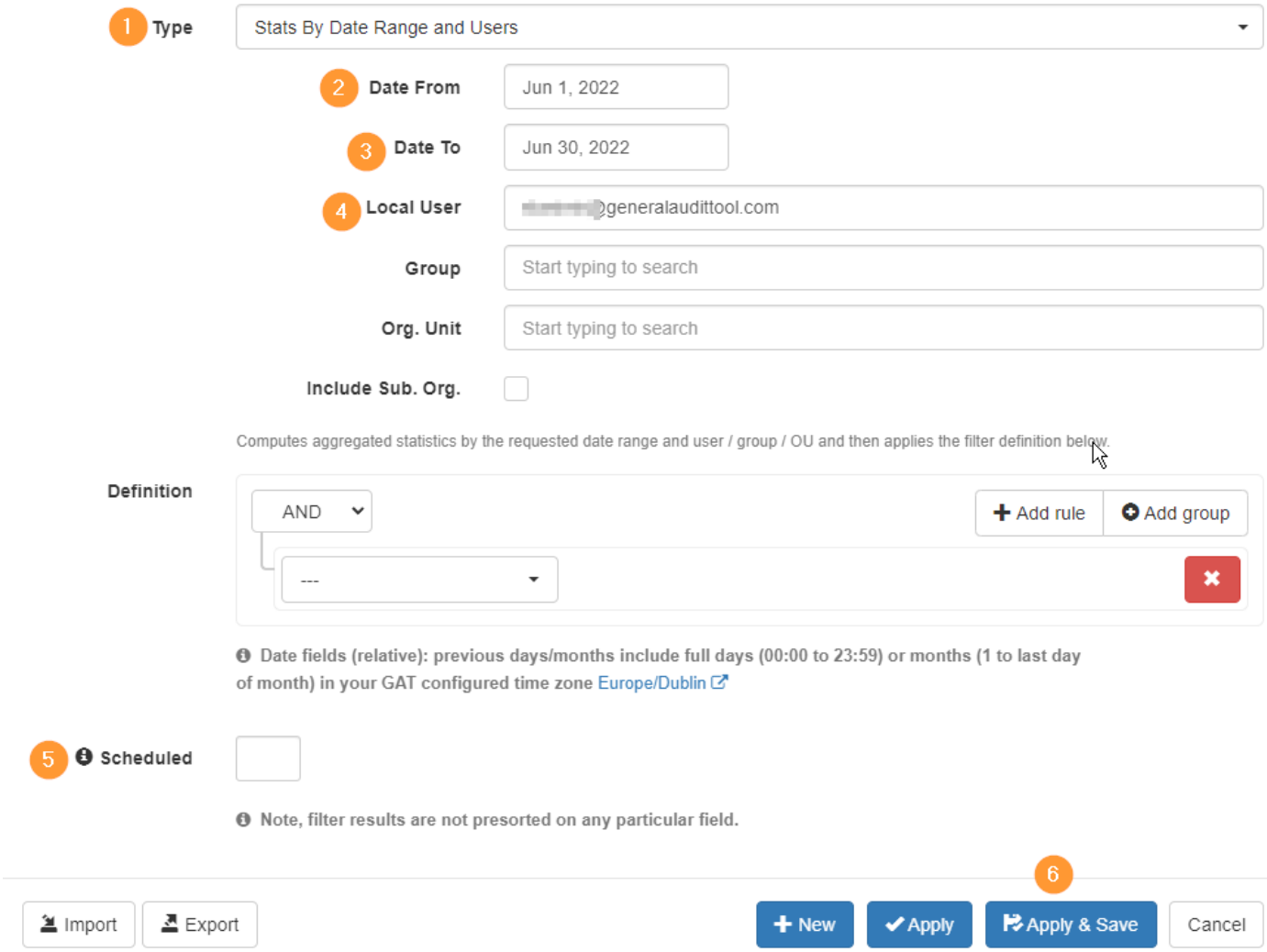


Monthly Email audit report

The Admin can also apply a more extensive filter for a longer period of time.

Per month, for example.

- **Apply a filter** in **User statistics**
- **Type** - change type to **Stats by date range and users**
- Date from - enter date from
- Date to - enter date to
- Local user - enter local user, group, or org. unit
- **Scheduled** - click to set up a Scheduled report (optional)
- Apply - run the filter

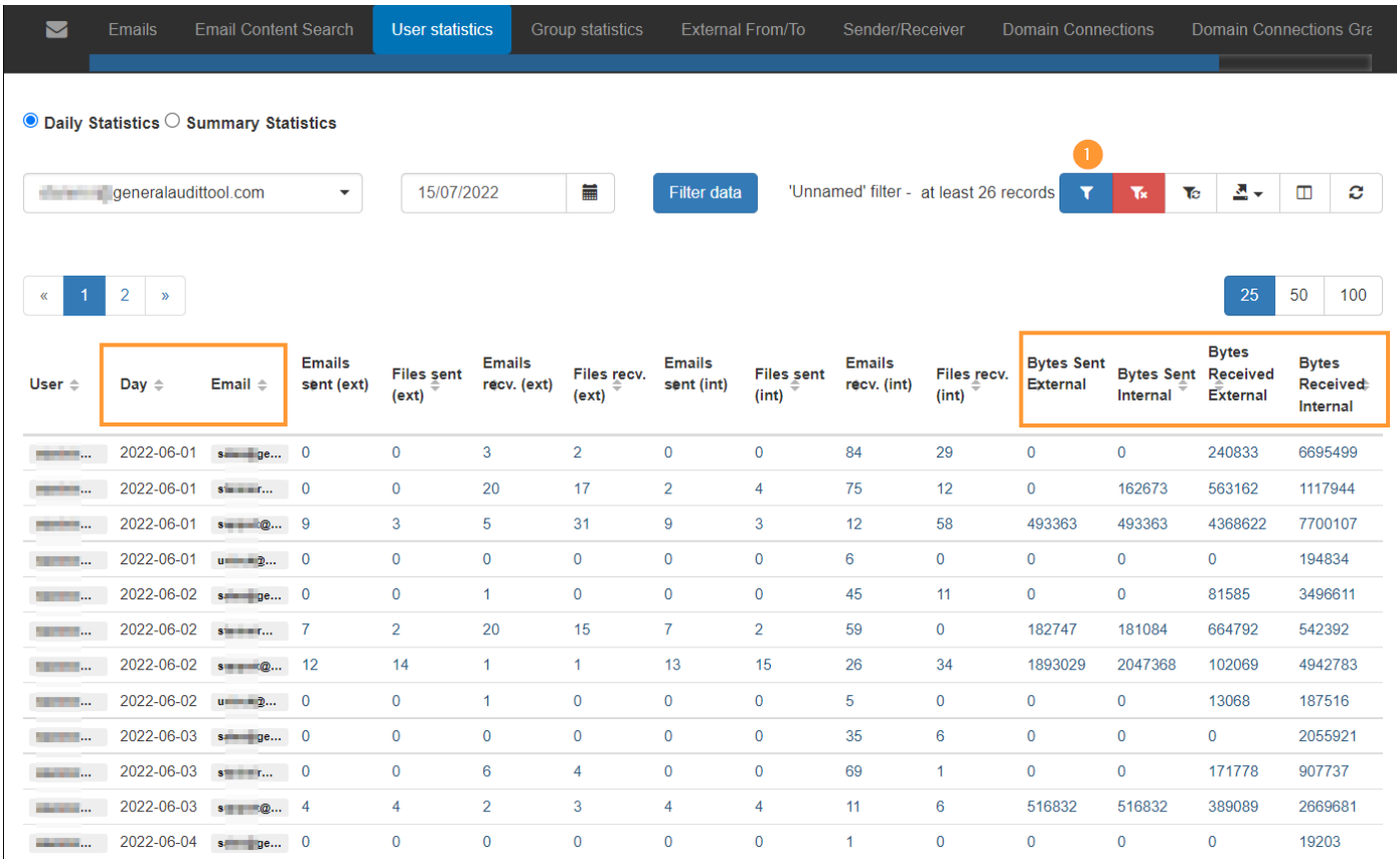


Result of the monthly data

You can see the **chosen user and all the data (bytes) sent/received by internal/external users.**

The "Email" will show the user from whom the email was sent or received.

- `supplier@vendorcompany.net` (External Sender)
- `jdoe@yourdomain.com` (Internal Recipient)
- `newsletters@mailinglist.info` (External Sender)



User	Day	Email	Emails sent (ext)	Files sent (ext)	Emails recv. (ext)	Files recv. (ext)	Emails sent (int)	Files sent (int)	Emails recv. (int)	Files recv. (int)	Bytes Sent External	Bytes Sent Internal	Bytes Received External	Bytes Received Internal
...	2022-06-01	s...ge...	0	0	3	2	0	0	84	29	0	0	240833	6695499
...	2022-06-01	s...r...	0	0	20	17	2	4	75	12	0	162673	563162	1117944
...	2022-06-01	s...@...	9	3	5	31	9	3	12	58	493363	493363	4368622	7700107
...	2022-06-01	u...@...	0	0	0	0	0	0	6	0	0	0	0	194834
...	2022-06-02	s...ge...	0	0	1	0	0	0	45	11	0	0	81585	3496611
...	2022-06-02	s...r...	7	2	20	15	7	2	59	0	182747	181084	664792	542392
...	2022-06-02	s...@...	12	14	1	1	13	15	26	34	1893029	2047368	102069	4942783
...	2022-06-02	u...@...	0	0	1	0	0	0	5	0	0	0	13068	187516
...	2022-06-03	s...ge...	0	0	0	0	0	0	35	6	0	0	0	2055921
...	2022-06-03	s...r...	0	0	6	4	0	0	69	1	0	0	171778	907737
...	2022-06-03	s...@...	4	4	2	3	4	4	11	6	516832	516832	389089	2669681
...	2022-06-04	s...ge...	0	0	0	0	0	0	1	0	0	0	0	19203

FAQ

Q1: What's the difference between **Bytes received internal** and **Bytes received external** in the User Statistics report?

A1: Bytes received internal reflects the total size (in bytes) of emails received by the user **from another account within your same Google Workspace domain**.

Bytes received external reflects the total size of emails received by the user **from any email address outside of your Google Workspace domain** (e.g., from Gmail, Outlook, etc.).