Find all files shared to Gmail accounts and remove them

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/find-all-files-shared-to-gmail-accounts-and-remove-them/

GAT+ is a Google Workspace audit tool. It provides the Admins with the ability to find and view all the Files in a domain.

As part of the Drive audit, the Admin can find all the files Shared to Gmail accounts and the option to remove those shares.

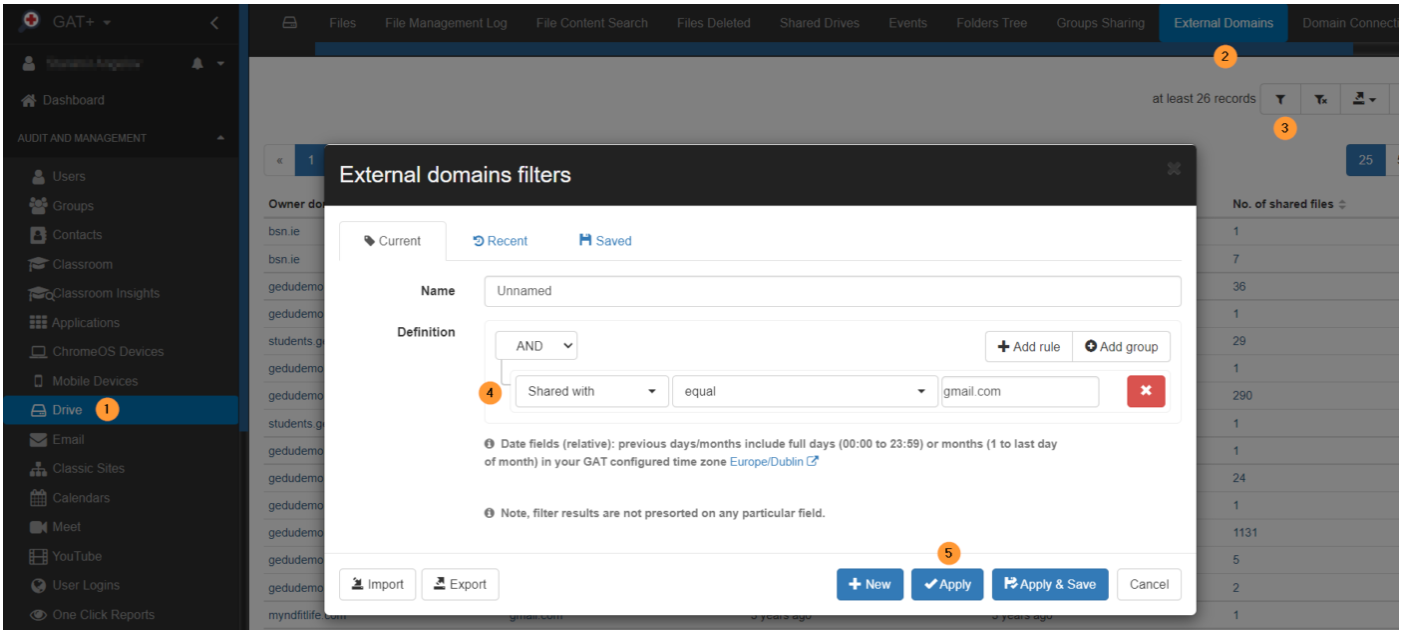
Find Files accessed by Gmail accounts

Navigate to **GAT+ > Drive > External domains**

Apply filter and search for

- **Shared with equal gmail.com**

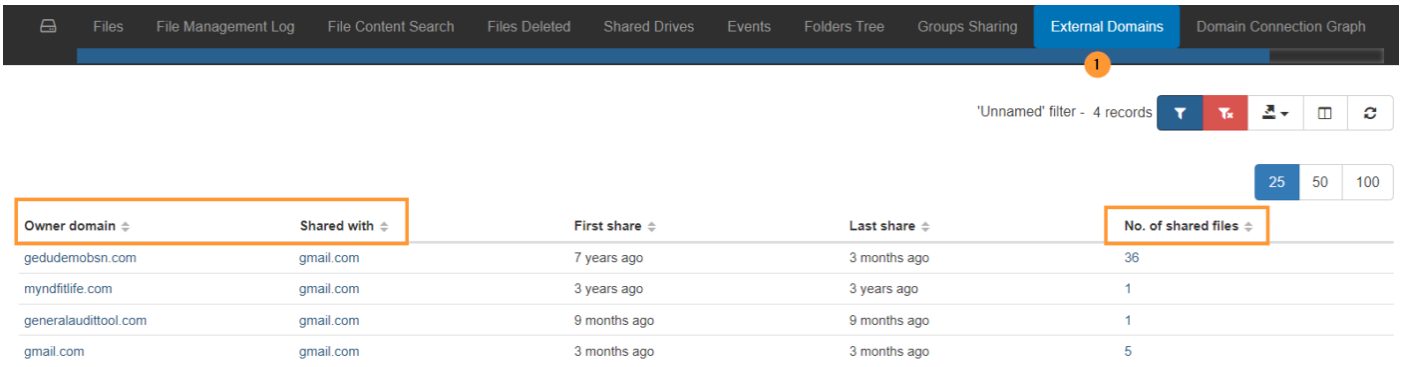
Click on **Apply**



Result of filter

The result will give

- **Owner domain** - the owned domain or subdomain
- **Shared with** - **gmail.com**
  - First share - the first time a file from the particular domain was shared with gmail.com
  - Last share - the last time a file from the particular domain was shared with gmail.com
- **No. of shared files** - number of files shared between the domain and gmail.com



Owner domain	Shared with	First share	Last share	No. of shared files
gedudemobsn.com	gmail.com	7 years ago	3 months ago	36
myndfitlife.com	gmail.com	3 years ago	3 years ago	1
generalaudittool.com	gmail.com	9 months ago	9 months ago	1
gmail.com	gmail.com	3 months ago	3 months ago	5

In this case, **select your domain (owner) and Shared with (gmail.com)**

- **Click** on the **value** in No. of shared files (**36**)

This will lead you to **Drive > Files** where **action for removing the shares can be taken.**

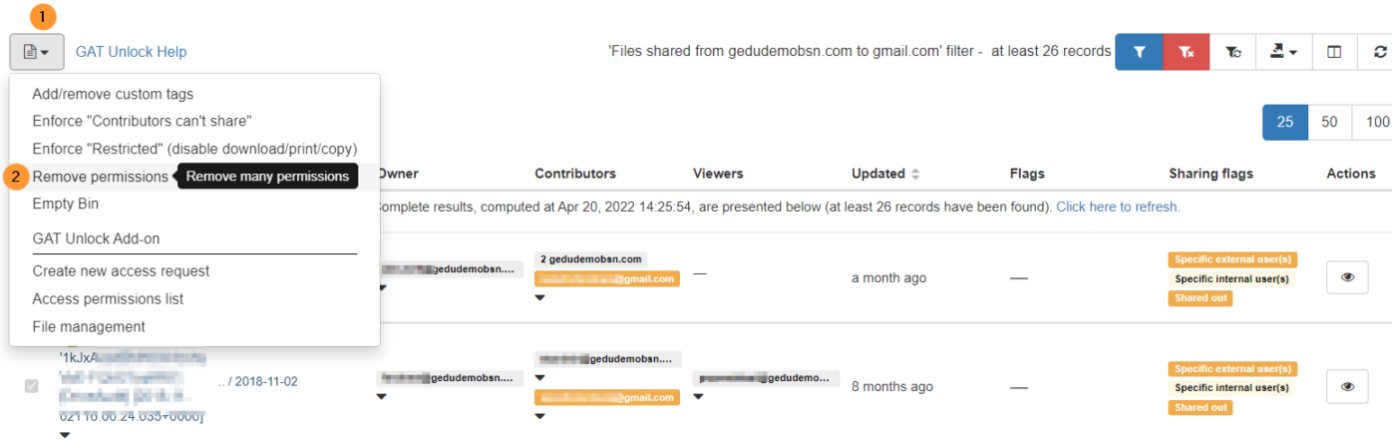
Remove the gmail.com shares

Select all the files from the result



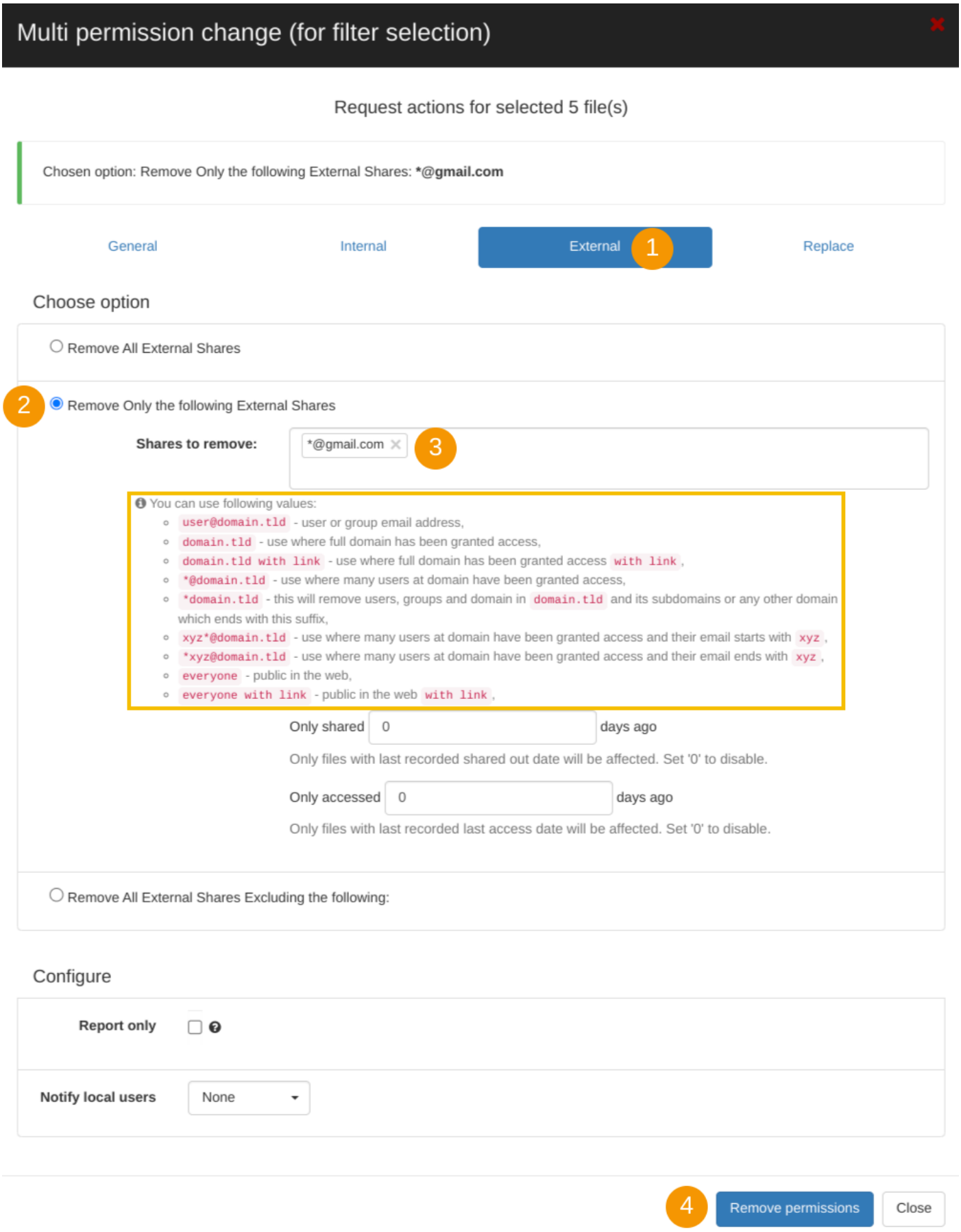
Click on the **File operations button > Remove permissions**

- Select specific files and remove their gmail.com shares only



The **Remove permissions** button will open a new window where action can be taken.

- **External** - Click on the **External** tab (1)
- Click on **Remove only the following External Shares** button (2)
- In **Shares to remove** - enter ***@gmail.com** (3) (wildcard for when many users at the domain have been granted access)



- Any additional shares can be removed

Once ready, click on the **Remove permissions** button (4).

Result

As a result of this, the **shares to gmail.com accounts** for the selected Files **will be removed.**

Navigate to **GAT+ > Configuration > Admin Log** > Permission removal/**Permission change**

Click on the "eye" icon under Additional information.

This **will show** you the **details** of the **change done**, and the **removed gmail.com accounts from the selected files.**

- **General** - will show details for the Remove permissions job
- **Changes preview** - will show the details for the files and the gmail.com users that were removed
- **Revert changes** - will revert and restore the removed permissions

