Google Drive files that Contain Email Addresses

DLP (Data Loss Prevention) · https://gatlabs.com/knowledge/tech-tips/google-drive-files-that-contain-email-addresses/

Introduction

Using GAT+ Alert rules, an Admin can get notified if Google Drive documents when shared **outside** of your domain, contain text with email addresses.

This is one example of using the regex feature inside of Alert Rules.

Embedded media:
https://www.youtube.com/embed/DnJchRW_o8Q?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_lo

;

Create the alert

Navigate to **GAT+ → Configuration →Alert rules → + button**

A new pop-up window will be displayed.

- **Name** - enter the name for the rule.
- **Enabled** - use the checkmark to enable or disable the alert.
- **Type** - select the type of alert to Drive.
- **Scope** - select the scope of users where the rule will be active for.
- **Recipient** - enter the email of the recipient, this can be a user or group email or leave as blank, all alerts generated will be **shown under Alerts tab by default**.

Set regex

- Alert if the regex matches a newly shared out file (doc, presentation, pdf, txt files)
  - Click on the "**Custom**" option
    - Enter a name for the custom alert
  - An empty field will be displayed
    - Enter the REGEX needed

The Regex example below: **You can set regex example for any words**

> **(\W|)(@gmail.com)|(@yahoo.com)|(@outlook.com).*?(\W$)**

Additional options

There are two options that can be selected.

- **Notify user** - Send notification to the end-users who did the sharing
- **Remove shares** - Use to remove the shares automatically, once the alert is triggered

Click on the "**Save**" button to save the rule

The rule will be saved and later can be **viewed, edited, or removed** from the options under **Actions.**

When a google document is **shared out** and if it contains an email address (based on the regex) in its content an **alert will be triggered**.

> **Note:** there extra contributors (external users) and Sharing Flag is **Shared Out**

Result

The alert will be shown under **GAT+ → Audit & Management → Alerts**

On the alert itself click on the "eye" icon under Actions. Pop-up will be displayed with additional details.

If the additional options are selected.

- The users will be **notified**
- The Shared **will be removed** - automatically once the Alert is triggered

> **Note:** the "shares" (contributors) and the Sharing Flag - Shred out - have **been removed**