How to Set Up Alerts for G Suite User’s Activity

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How to Set Up Alerts for G Suite Users' Activity

In GAT+, the Super Admins of the Google Workspace domains can create multiple alert rules for different activities done by the users.

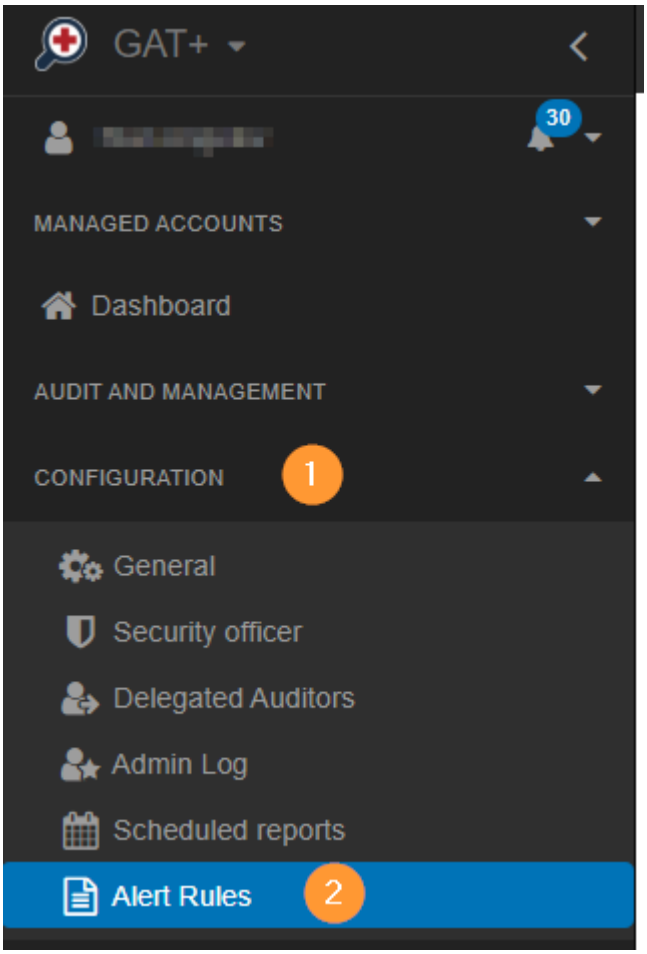
There are many types of alerts

- For Applications
- For Emails
- For Drive
- For YouTube
- For Mobile Devices
- For Users
- For Users Security
- For User logins

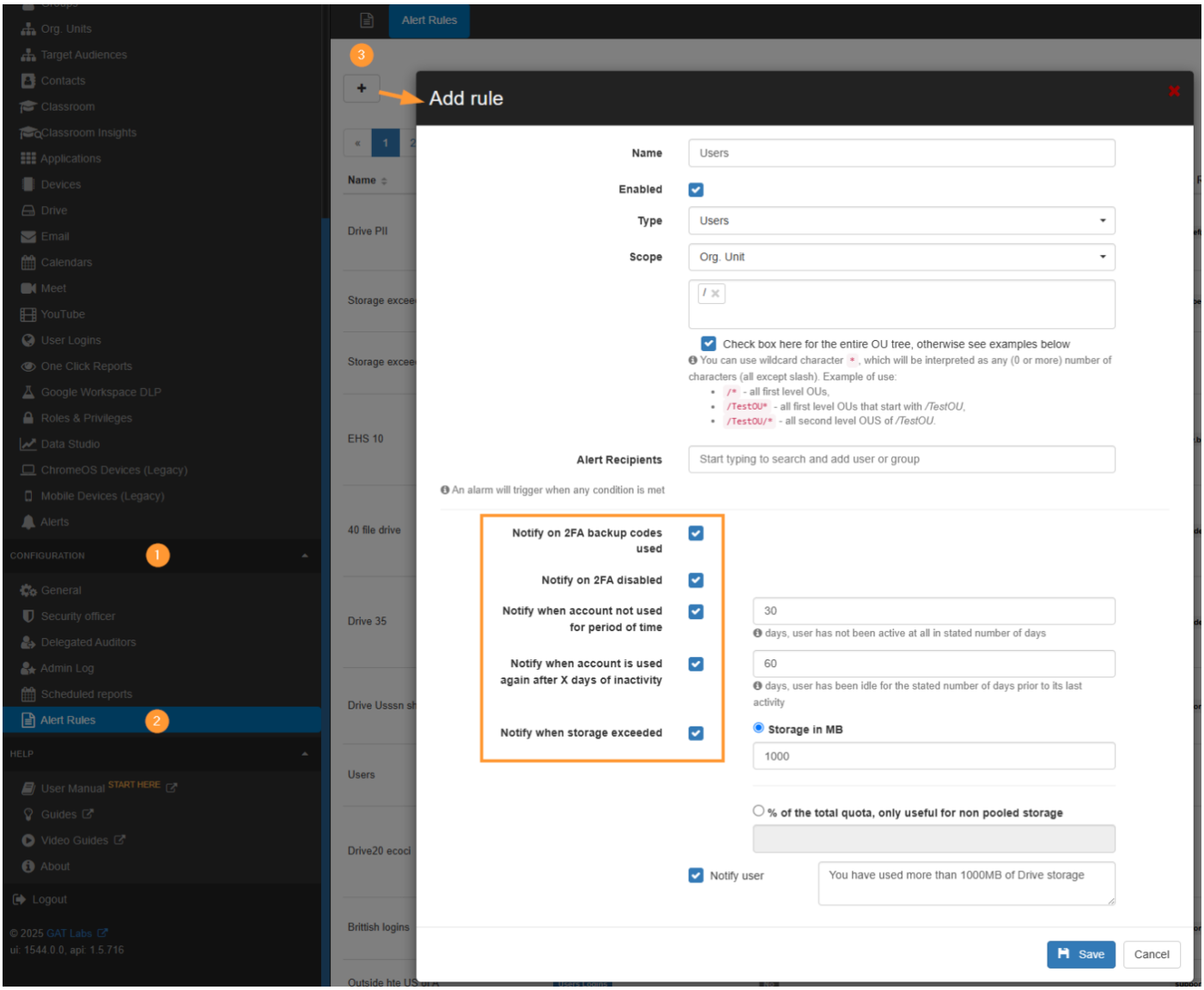
Below we will add **Alert rule for Users**

Set up user alerts

Open GAT+, navigate to **Alert rules** under the **Configuration** tab



Click on the + sign and a new window will be displayed, fill in the details and click on the save.



Fill in the details

- Set up a **Name** for the rule
- Set the checkmark to **Enabled**
- Set the **Type** to Users
- Choose the **scope** that will be affected by this alert rule
  - It can be a user, group, or org unit
- Pick and select the **Recipient,** this can be a user or group email.

Below, we will showcase and explain the **Alert rules for Users**. Each alert is for user activity.

- Notify on 2FA backup code used
- Notify on 2FA disabled
- Notify when account not used for a period of time

- Notify when account is used again after X days of inactivity
- Notify when storage exceeded
  - Storage in MB
  - % of the total quota, only useful for non-pooled storage
    - Notify user: Set up a message that the end-user will receive when the storage quota is reached

By selecting **Notify user a window will open** where the admin can leave a message to the affected users.

Click on **save** to activate the rule.

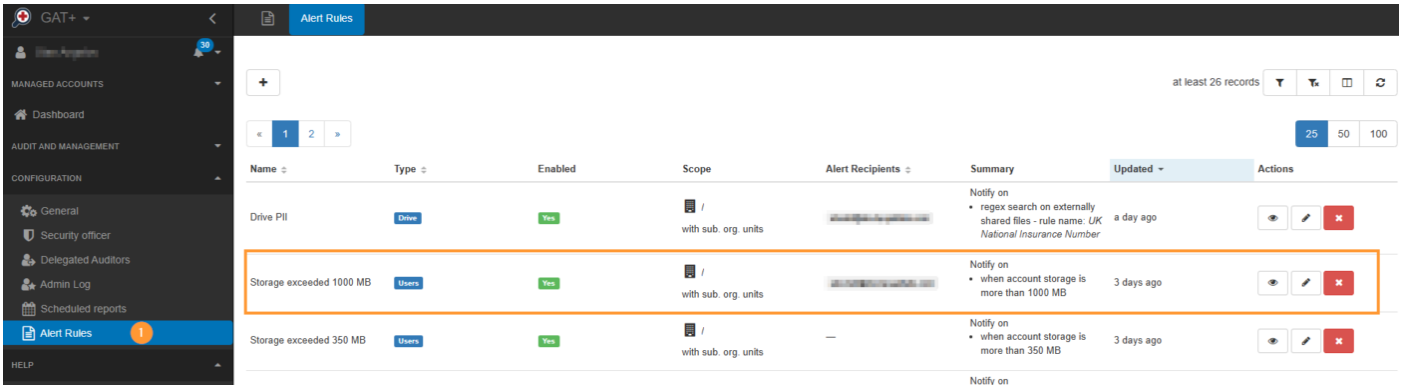
View and edit the alerts

When the rule is created, it can be found in the **Alert rules** under the **configuration.**

An admin can quickly see the name of the rule, the type of the rule if it is enabled, what scope and the recipients.

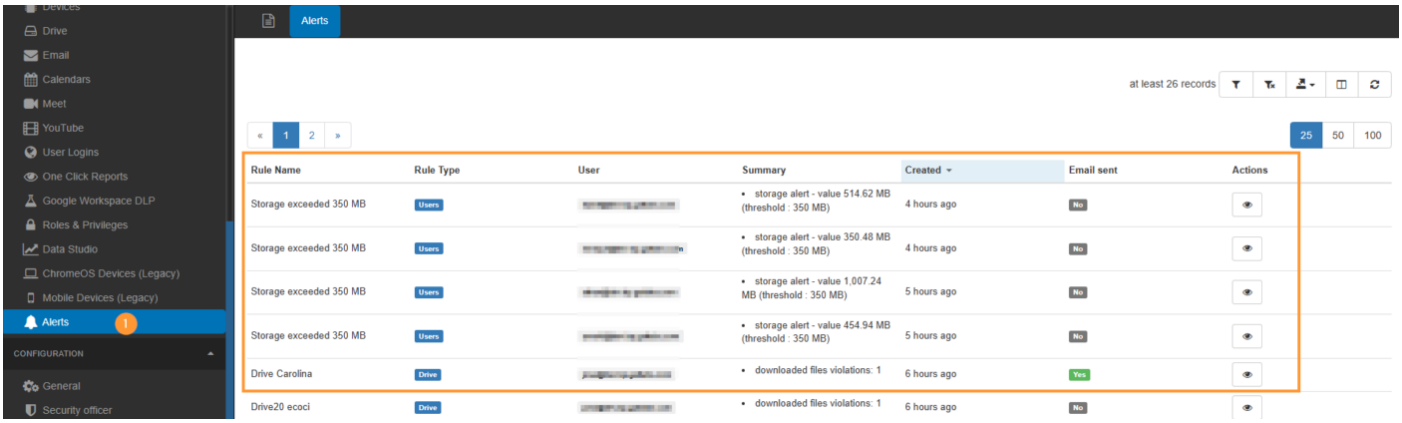
Under the summary tab, an admin can see exactly the alerts enabled for this rule.

Under the **actions** tab, the rule can be viewed (**eye icon),** it can be **edited** from the **pen** icon, or deleted from the **x** button.



Result of the alert

When an alert is triggered by an action done by the end-users, it will be shown in **Alerts.**


Devices
Drive
Email
Calendars
Meet
YouTube
User Logins
One Click Reports
Google Workspace DLP
Roles & Privileges
Data Studio
ChromeOS Devices (Legacy)
Mobile Devices (Legacy)
Alerts
1
CONFIGURATION
General
Security officer
Alerts
at least 26 records
« 1 2 »
25 50 100
Rule Name
Rule Type
User
Summary
Created
Email sent
Actions
Storage exceeded 350 MB
Users
storage alert - value 514.62 MB (threshold : 350 MB)
4 hours ago
No
Storage exceeded 350 MB
Users
storage alert - value 350.48 MB (threshold : 350 MB)
4 hours ago
No
Storage exceeded 350 MB
Users
storage alert - value 1,007.24 MB (threshold : 350 MB)
5 hours ago
No
Storage exceeded 350 MB
Users
storage alert - value 454.94 MB (threshold : 350 MB)
5 hours ago
No
Drive Carolina
Drive
downloaded files violations: 1
6 hours ago
Yes
Drive20 ecoci
Drive
downloaded files violations: 1
6 hours ago
No