# Set Up Gmail Alerts for Google Workspace Users with GAT+

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-set-up-gmail-alerts-for-google-workspace-users/

GAT+ provides an extensive and detailed view of the entire Google domain. There are multiple reports that can be set up and generated based on Files or Emails or any other aspect of the Google Workspace domain.

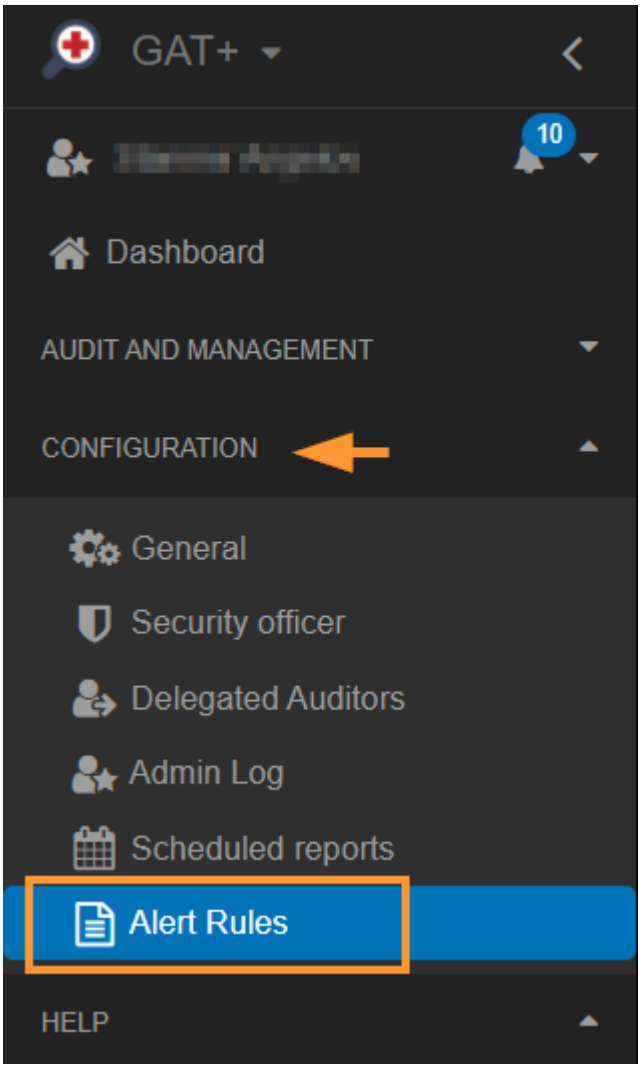
In GAT+, we also have Alert rules. There are different types of alerts that can be set up on a domain.

For example:

- Applications - alert for Applications usage
- **Emails - alerts for Email usage**
- Drive - alerts for Drive usage
- YouTube - alerts for YouTube usage
- Mobile devices - alerts for Mobile device usage
- Users - alerts for Users
- Users' logins - alerts for User logins

## How to configure Gmail alerts for Google Workspace users

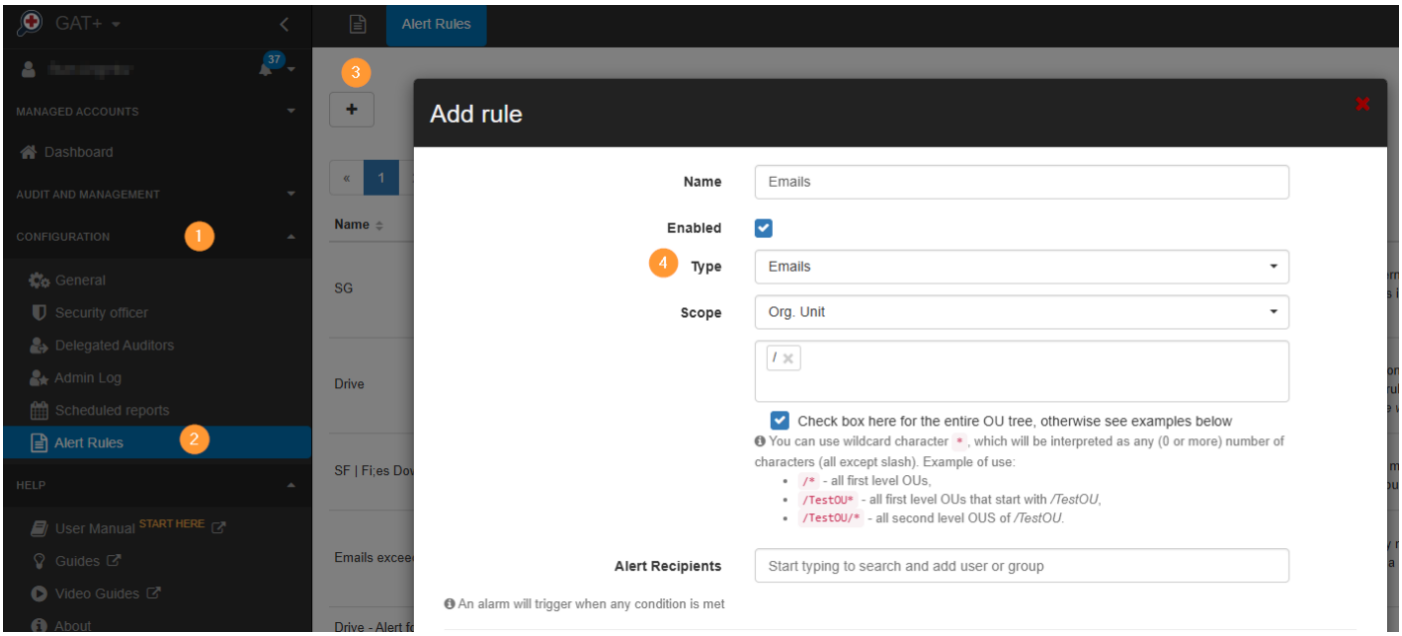
Open GAT+ , then navigate to **Alert rules** under **Configuration.**




## Set up Email alerts

Click on the **+** sign to open a new window and fill in the details for your needs.

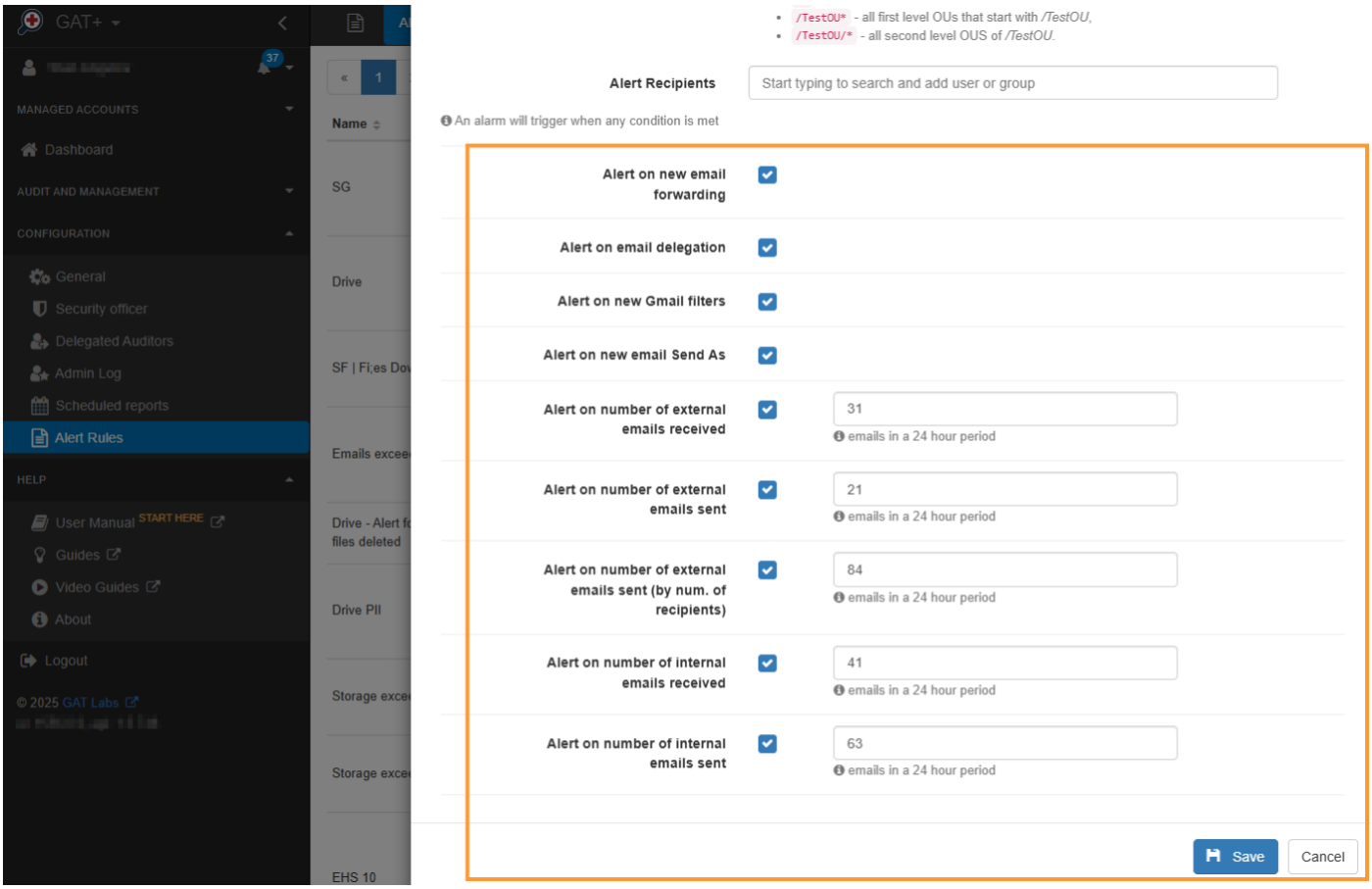
- Enter the **name** of the **Alerts**
- Click on the **Enabled** checkmark for the rule to be active
- Under **Type,** select **Emails**
- In the **Scope,** select user, group, or org. unit.
  - For **recipients,** select and add a user or group email that will receive the alerts.




## Email alert options

Choose any of the options available for the Email alert rules.

- Alert on **External email forwarding** (when email forwarding is enabled)
- Alert on **Email delegation** (when email delegation is set)
- Alert on **new Gmail filters** (when a new Gmail filter is added)
- Alert on **new email Send as**
- Alert on **number of external emails received** (emails in a 24 hour period)
- Alert on **number of external emails sent** (emails in a 24 hour period)
- Alert on number of external emails sent (by number. of recipients)
    - *Note: It also includes the number of (external) members in groups!*
- Alert on number of internal emails received
- Alert on number of internal emails sent




When the rule is created it can be found in the Alert rules where an admin can quickly see the name of the rule, the type of the rule if it is enabled, what scope, and the recipients.

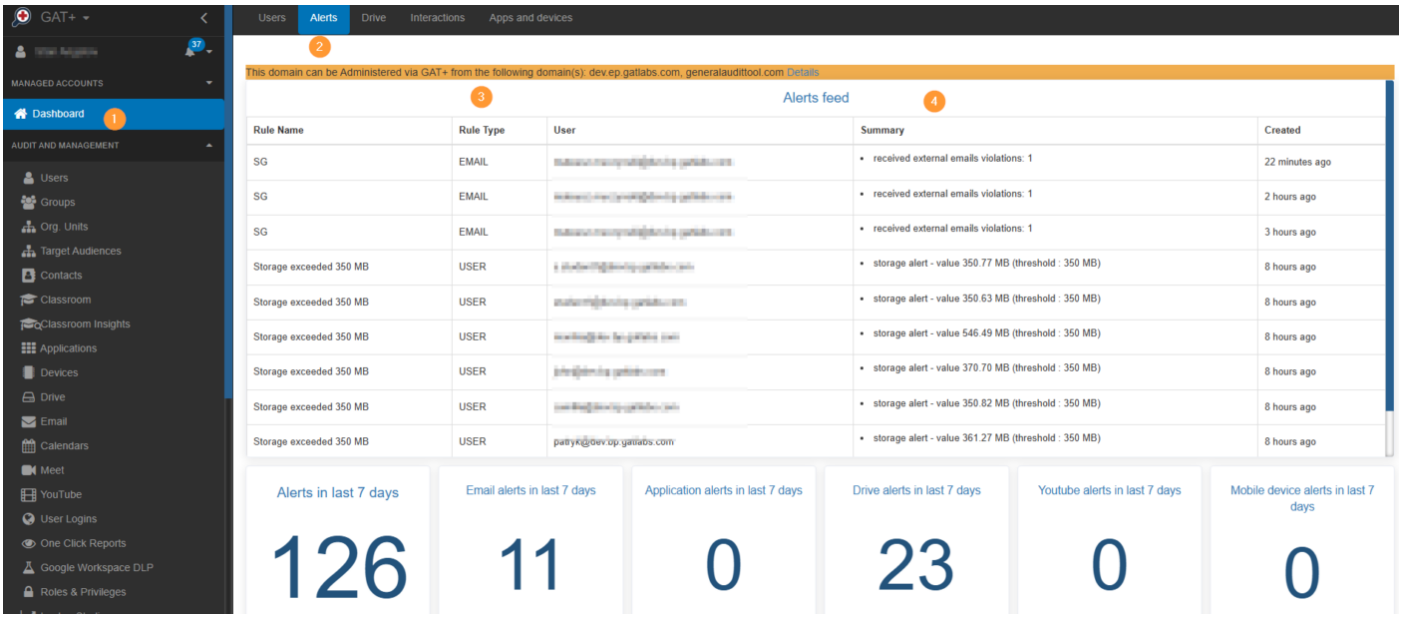
## Edit the rule

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.

## Audit the triggered alerts

When the alerts are triggered, they will be displayed in **GAT > Alerts** or **Dashboard > Alerts** for every Super Admin to view.


GAT+
MANAGED ACCOUNTS
Dashboard
1
AUDIT AND MANAGEMENT
Users
Groups
Org. Units
Target Audiences
Contacts
Classroom
Classroom Insights
Applications
Devices
Drive
Email
Calendars
Meet
YouTube
User Logins
One Click Reports
Google Workspace DLP
Roles & Privileges
Users
Alerts
Drive
Interactions
Apps and devices
2
This domain can be Administered via GAT+ from the following domain(s): dev.ep.gatlabs.com, generalaudittool.com Details
3
Alerts feed
4
Rule Name
Rule Type
User
Summary
Created
SG
EMAIL
received external emails violations: 1
22 minutes ago
SG
EMAIL
received external emails violations: 1
2 hours ago
SG
EMAIL
received external emails violations: 1
3 hours ago
Storage exceeded 350 MB
USER
storage alert - value 350.77 MB (threshold : 350 MB)
8 hours ago
Storage exceeded 350 MB
USER
storage alert - value 350.63 MB (threshold : 350 MB)
8 hours ago
Storage exceeded 350 MB
USER
storage alert - value 546.49 MB (threshold : 350 MB)
8 hours ago
Storage exceeded 350 MB
USER
storage alert - value 370.70 MB (threshold : 350 MB)
8 hours ago
Storage exceeded 350 MB
USER
storage alert - value 350.82 MB (threshold : 350 MB)
8 hours ago
Storage exceeded 350 MB
USER
storage alert - value 361.27 MB (threshold : 350 MB)
8 hours ago
Alerts in last 7 days
126
Email alerts in last 7 days
11
Application alerts in last 7 days
0
Drive alerts in last 7 days
23
Youtube alerts in last 7 days
0
Mobile device alerts in last 7 days
0