Identify All Externally Owned Files

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/identify-all-externally-owned-files/

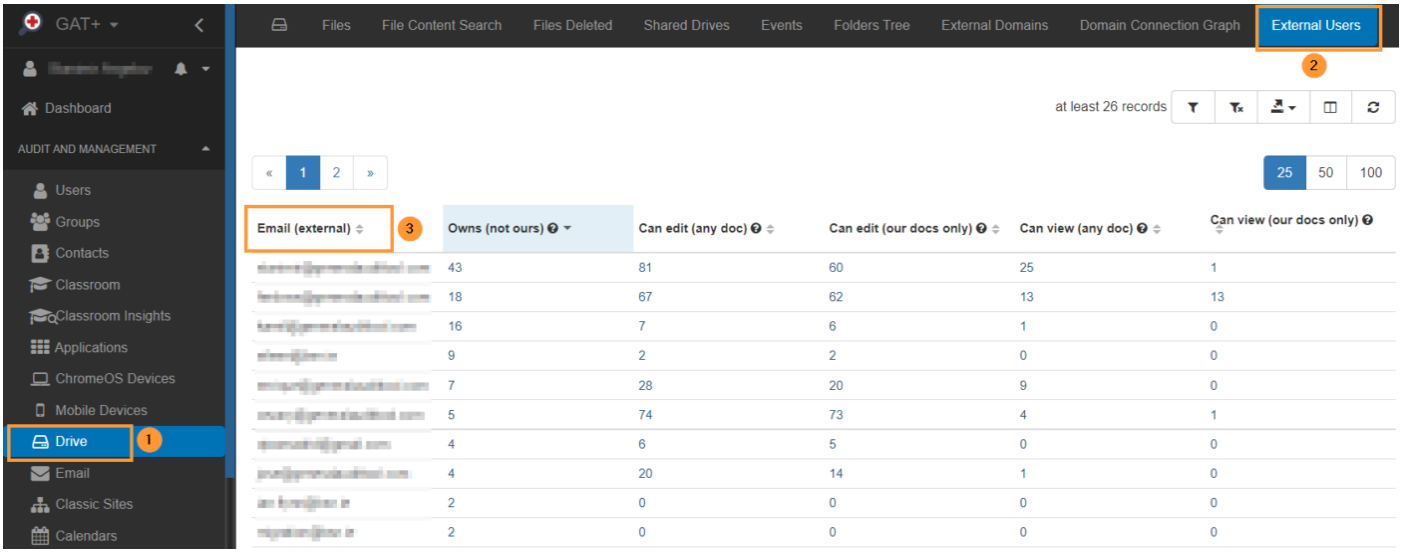
GAT+ is an Audit tool for Google Workspace domains. The audit allows an extensive and detailed view of the entire domain Drive files.

GAT+ allows the Admin to view all the External owned files on the Domain.

There are a few different ways to see all those files.

External users tab

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



This table will show all External users who have access to your files.

Filter by "**Owns (not ours)**" from the table to filter **all external users** who **own the files part of your Domain.**

View from a user perspective how many files the external user has:

- **Owns (not ours)** - where the user matches the user email
- **Can edit (any doc)** - where the contributors contain the user email
- **Can edit (our docs only)** - where contributors contain the user email AND owner matches out domain(s).

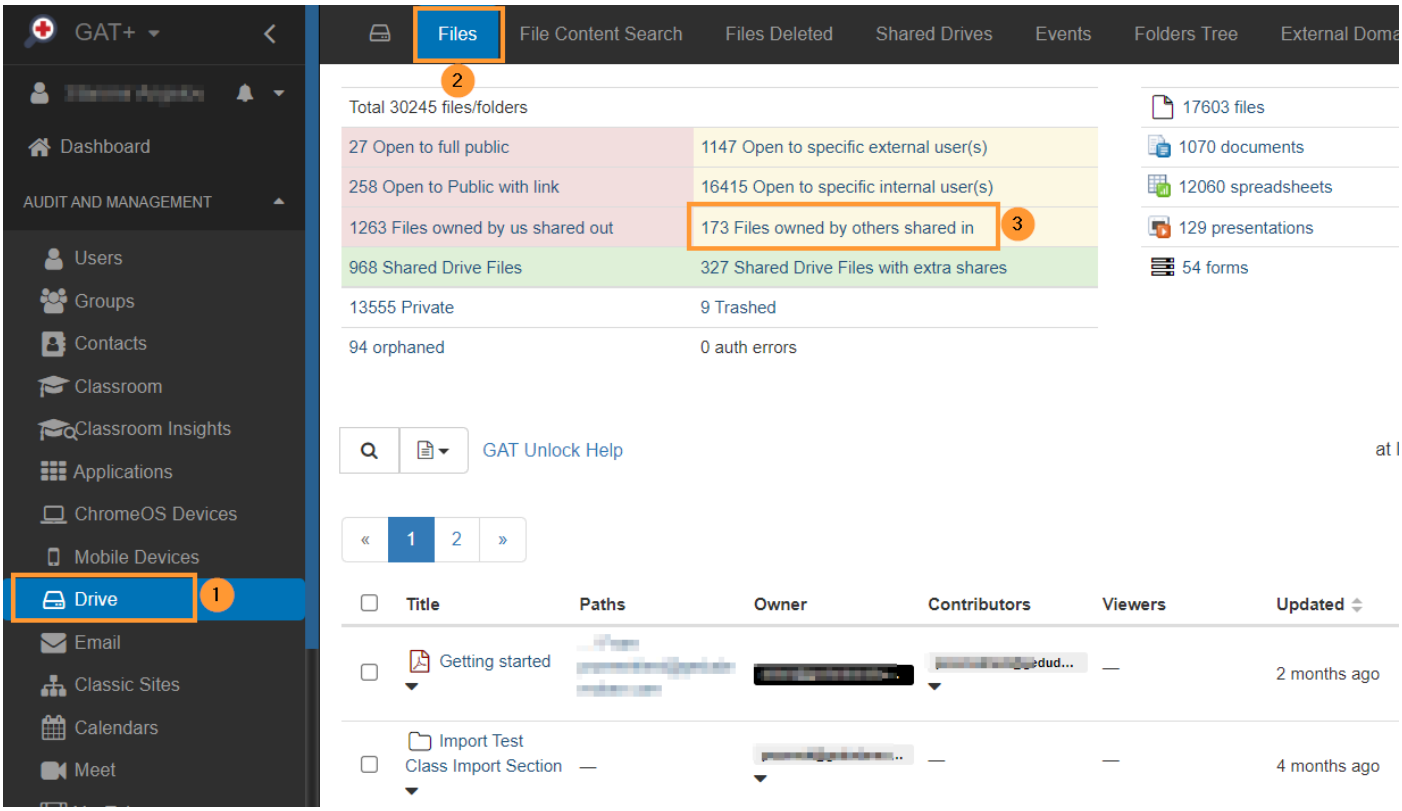
- Note that **shared drive** contents are **not counted**

- **Can view (any doc)** - where the viewers contain the user email
- **Can view (our docs only)** - where viewers contain the user email AND owner matches our domain(s).
  - Note that **shared drive** contents are **not counted**

Externally owned filter

Navigate to **GAT+ > Drive > Files**

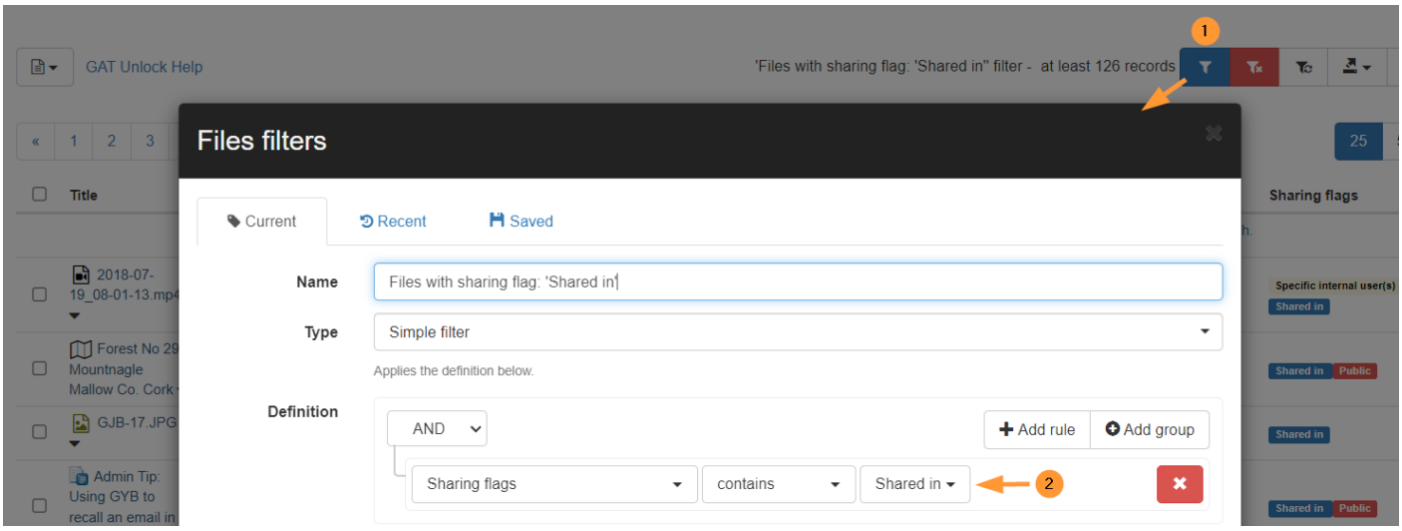
From the **Sharing** table select **Files owned by others shared in**



Selecting this value, a **filter will be applied** and **will show the metadata** of **all files Shared In**-to the domain.

The Filter applied will be:

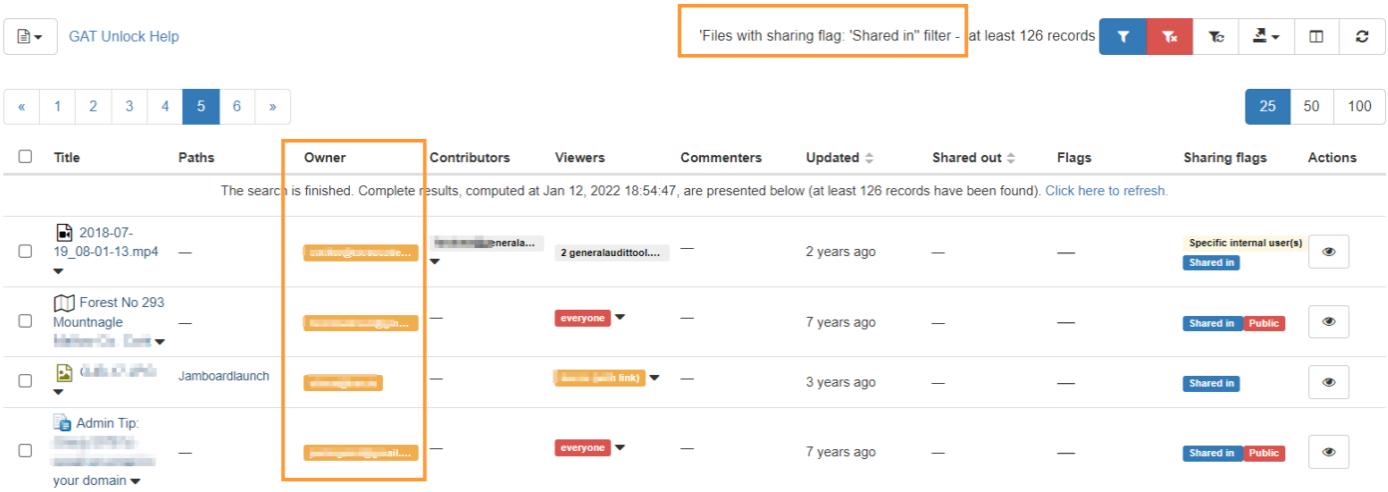
- **Sharing flags contains Shared in**



The **result will show all the files** that are "**Shared in**"into the domain **from outside (from an external source).**

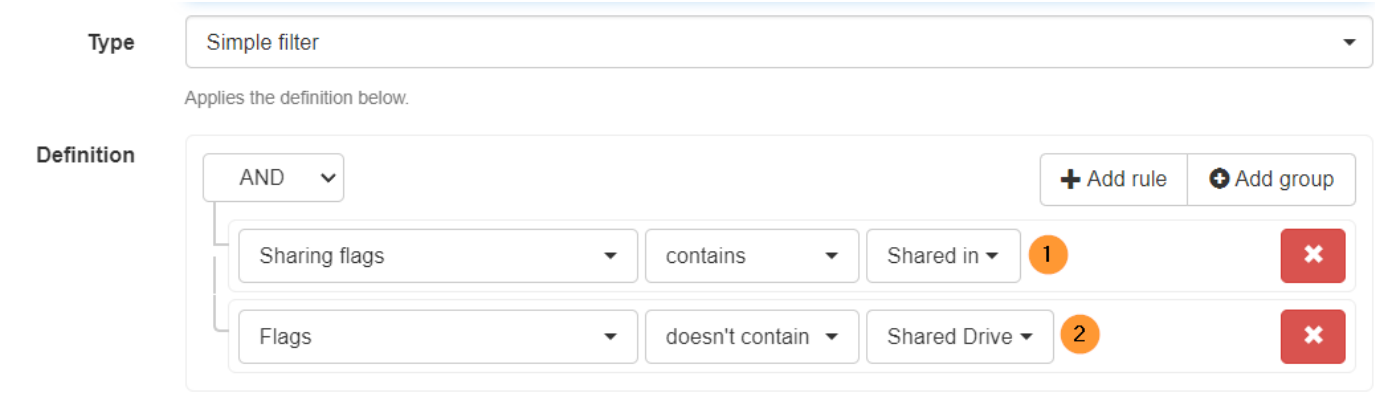
Notice all owners will be with **orange background** - **meaning the owners are external**

> If the owner is (green background) - it means the file is part of **Shared Drive** - but owner (creator of file is external)



Additional filters can be applied to exclude Shared Drive files.

- **Flags doesn't contain Shared Drive**

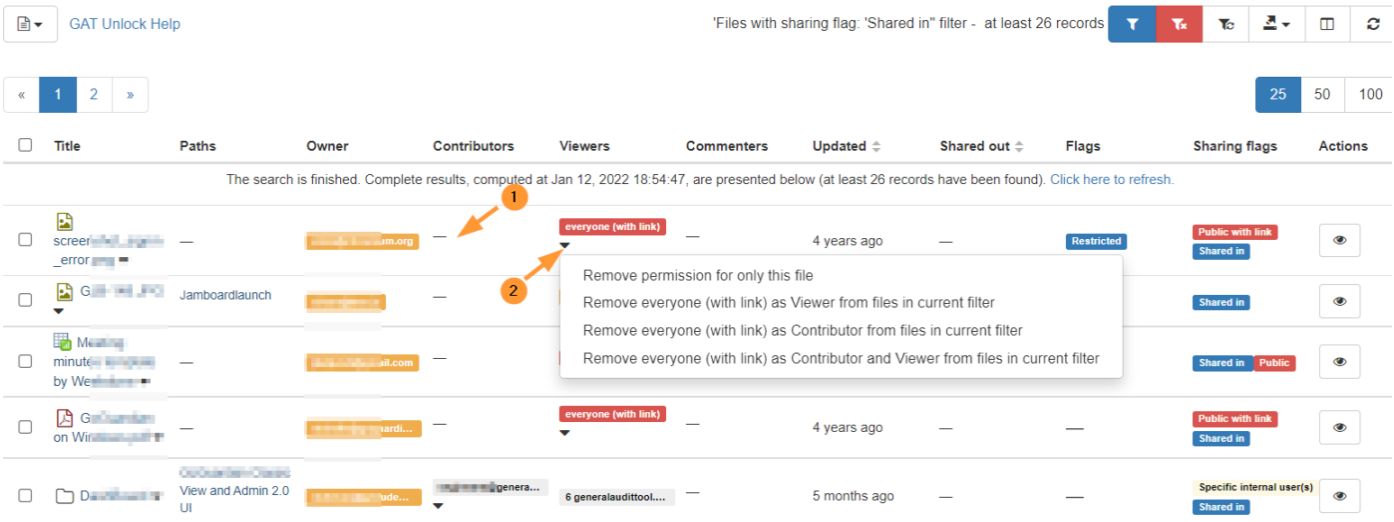


Actions on Externally owned files

When filtering the **Shared In - Externally owned files,** the Admin can take action on those files.

Navigate to **GAT+ > Files > Shared in** - files

- For **Externally owned files** (Shared in) you **cannot remove permissions** - if you **do not have Contributors** (editor) rights



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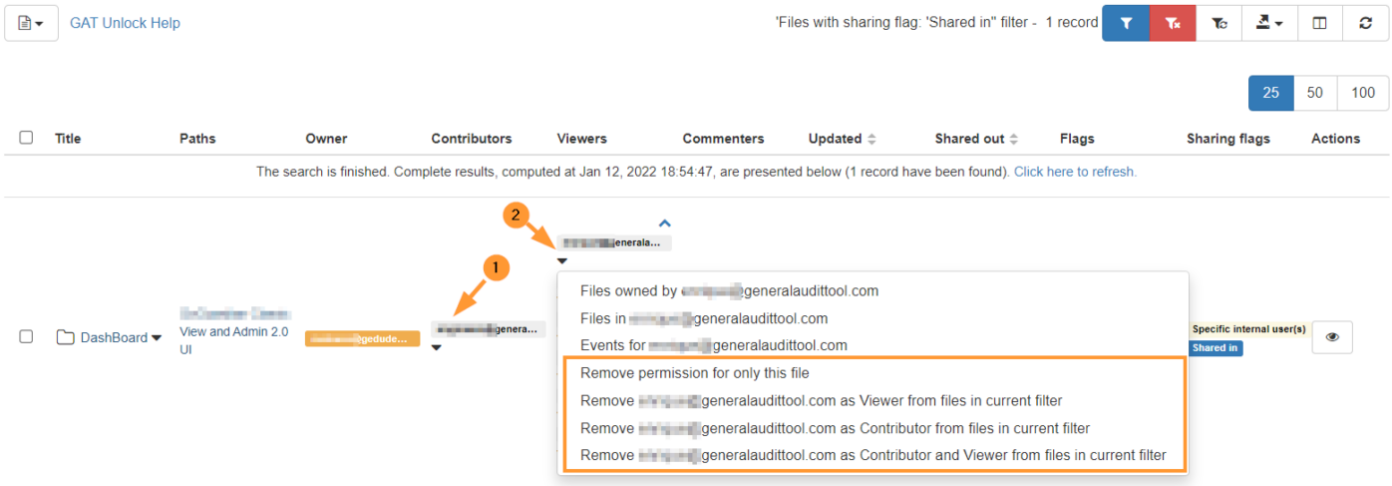
GAT Unlock Help
'Files with sharing flag: 'Shared in" filter - 1 record
25
50
100
Title
Paths
Owner
Contributors
Viewers
Commenters
Updated
Shared out
Flags
Sharing flags
Actions
The search is finished. Complete results, computed at Jan 12, 2022 18:54:47, are presented below (1 record have been found). Click here to refresh.
2
1
DashBoard
View and Admin 2.0 UI
Files owned by generalaudittool.com
Files in generalaudittool.com
Events for generalaudittool.com
Remove permission for only this file
Remove generalaudittool.com as Viewer from files in current filter
Remove generalaudittool.com as Contributor from files in current filter
Remove generalaudittool.com as Contributor and Viewer from files in current filter
Specific internal user(s)
Shared in