Schedule Users Email Exchanges Report with GAT+

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/schedule-users-email-exchanges-report-with-gat/

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https://www.youtube.com/embed/JsXjIOkfCQU?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_loa

GAT+ is an auditing and reporting tool that Google Workspace Admins can use to manage their workspace environment easily. The admins can also view the no. of emails sent and received by any or all users in your domain. This functionality gives a great overview of the emails exchanged internally and externally. Apart from auditing functionality, GAT+ can be used to schedule the users' email exchanges report as required.

Find Exchanged Emails and Schedule Report

Navigate to **GAT+ > Email (1) > User statistics (2) > Summary Statistics (3)**

Next, click the **filter (4)** icon. A window would pop up.

In the pop-up, change **Type (5)** to **Stats By Date Range and Users.**

Select the desired **date range (6)**.

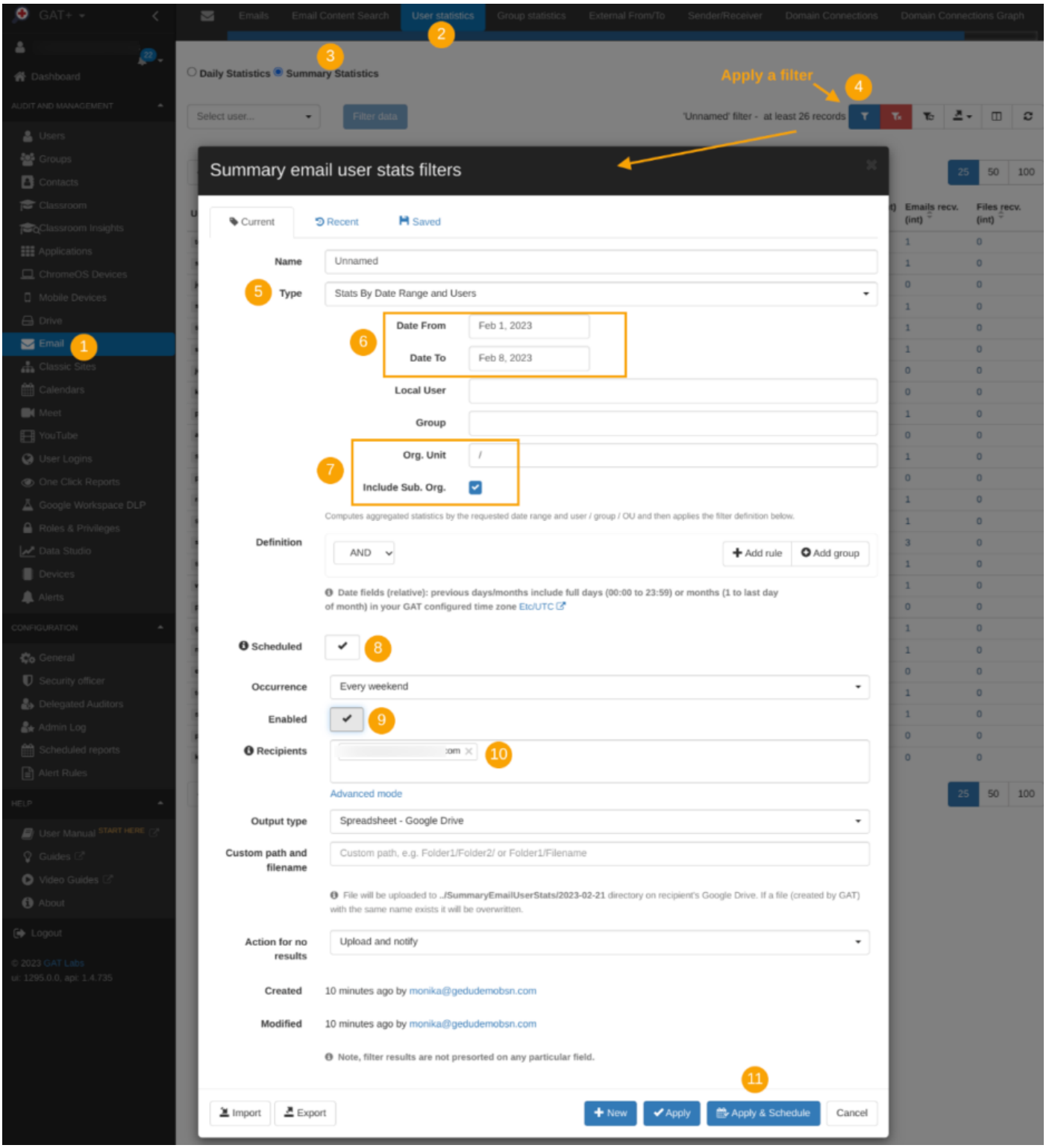
Fill in '/' in **Org. Unit** and check box for **Include Sub. Org. (7).**

Check the **Scheduled (8)** box and then select the **occurrence** time. In the example below, the occurrence time is set as 'Every weekend' to receive the reports every weekend. Other available occurrences are: *Once-now, Every day - this time, Every day - after midnight, Every weekend, Every first day of the month, Custom, and After every scan.*

Check the **Enabled (9)** box to enable the schedule.

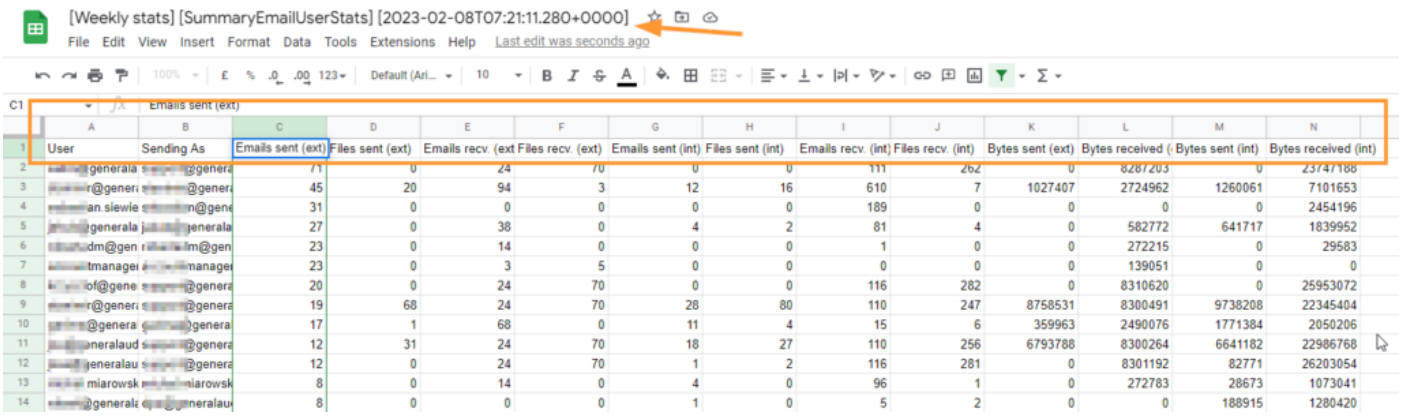
Then, choose and select the recipient's email who would receive this report in the **Recipients (10)** field.

Finally, save and schedule the applied filter by clicking **Apply & Schedule (11)** at the bottom of the pop-up window.



Results

The report will be generated and sent to the Recipients specified in the settings every weekend and will contain the report on the no. of emails exchanged in the last week since the last report.



User	Sending As	Emails sent (ext)	Files sent (ext)	Emails recv. (ext	Files recv. (ext)	Emails sent (int)	Files sent (int)	Emails recv. (int)	Files recv. (int)	Bytes sent (ext)	Bytes received (	Bytes sent (int)	Bytes received (int)
[redacted]@genera	[redacted]@genera	71	0	24	70	0	0	111	262	0	8287203	0	23747188
[redacted]r@genera	[redacted]@genera	45	20	94	3	12	16	610	7	1027407	2724962	1260061	7101653
[redacted]an.siewie	[redacted]n@gene	31	0	0	0	0	0	189	0	0	0	0	2454196
[redacted]@generala	[redacted]generala	27	0	38	0	4	2	81	4	0	582772	641717	1839952
[redacted]dm@gen	[redacted]m@gen	23	0	14	0	0	0	1	0	0	272215	0	29583
[redacted]tmanage	[redacted]manage	23	0	3	5	0	0	0	0	0	139051	0	0
[redacted]of@gene	[redacted]@genera	20	0	24	70	0	0	116	282	0	8310620	0	25953072
[redacted]r@genera	[redacted]@genera	19	68	24	70	28	80	110	247	8758531	8300491	9738208	22345404
[redacted]@genera	[redacted]genera	17	1	68	0	11	4	15	6	359963	2490076	1771384	2050206
[redacted]neralaud	[redacted]@genera	12	31	24	70	18	27	110	256	6793788	8300264	6641182	22986768
[redacted]eneralau	[redacted]@genera	12	0	24	70	1	2	116	281	0	8301192	82771	26203054
[redacted]miarowsk	[redacted]miarowsk	8	0	14	0	4	0	96	1	0	272783	28673	1073041
[redacted]@generala	[redacted]neralau	8	0	0	0	1	0	5	2	0	0	188915	1280420

The report provides an overview of the email sent and received (internally and externally) domain-wide (for every user in the domain). This is because **Org. Unit** was set as "/" and **Include Sub. Org.** was also selected. This setup will target ***top-level (parent) Org. Unit and their child organizational units***. To select a specific OU or group of users, change the settings accordingly.

Since the **Occurrence** time is set as ***Every weekend***, the report will be generated every weekend and the date range will automatically be moved forward every time the report is generated.

Related Posts

- How To Audit Email in Google Workspace
- Delete Domain Users' Emails That Pose Security Risks with GAT+
- Email Audit: How to find storage space for emails on your domain?