GAT LABS TRAINING RESOURCES

Email Auditing Delegation





Training Resources

Email Auditing + Delegation

Gain visibility into Gmail activity, manage access securely, and automate delegation at scale using GAT+ and GAT Flow.

1. Auditing Email Activity in GAT+

Gain visibility into email traffic patterns across your organization: who's emailing whom, how often, and where the data is going.

Use Cases:

- Identify top senders/recipients
- Investigate suspicious email spikes
- Audit email flow for internal vs external traffic

Navigate: (

GAT+ > Email

What You'll See:

- Email and file activity broken down by user
- Sent and received counts for both external and internal traffic
- Precise time ranges and export options for reporting

Tip: Click the funnel icon to apply filters by email direction, dates, or keywords. You can export the data or schedule reports for ongoing audits.

	Emails	Email Content S	Search User stat	istics Group sta	atistics External	From/To Sende	r/Receiver Dor	main Connections	Domain Connec	tions Graph N	ail domains
 Daily S 	Statistics	Summary Statis	tics		*						
	@genera	laudittool.com	• 2020	10-13	Filter data	'10	/13/2020, 12:00:00	AM / undefined' filte	r - 4 records	Tx To	<u>a</u> . II 2
				*		*				I	25 50 100
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	generala	2020-10-13	s@generalaudit	0	0	15	0	0	0	73	8
	generala	2020-10-13	@generala	0	0	28	6	1	1	71	1
e	generala	2020-10-13	@generalau	7	15	0	0	7	15	33	41
	generala	2020-10-13	@generalau	0	0	0	0	0	0	12	3



How Admins Use This:

- Spot users sending large volumes of emails externally
- Compare internal collaboration between teams or OUs
- Identify inactive accounts or high-risk external communication

Use this when investigating:

- Unusual spikes in outbound traffic
- Users who may be exfiltrating data
- Department-level communication patterns

Related Articles:

- Find Emails Sent and Received by the User with GAT
- Schedule Users' Email Exchanges Report with GAT
- Group Email Statistics

2. Analyzing Email Workload

There are many reasons to analyze an employee's email workload, whether you're monitoring performance, ensuring fair workload distribution, or investigating unusual activity.

GAT+ provides multiple ways to break down both external and internal Gmail activity by user.

Navigate:	GAT+ >	Email	\supset

Apply a filter for the user (or group) and desired date range (e.g., last 12 months). Use "Any Email" as your search operand.

Once the filter is applied, GAT+ will begin gathering and indexing the metadata.



Key Analysis Tabs:

External From/To

See all interactions between your user and external domains.

Quickly identify:

- Which external domains contact them most
- If they're responding, or only receiving
- Volume of incoming vs outgoing emails

Sender/Receiver

See which internal and external users communicate with the employee.

Useful for:

- Spotting internal collaboration bottlenecks
- Detecting unusual spikes or isolation

Use Cases:

- Use this view to measure collaboration balance between departments.
- Spot risky behavior (e.g. only sending to external recipients, no replies).
- Compare external engagement across job functions like Sales vs Finance.

	Emails	Email Content Search	n User statistics	Group statistic	s External	From/To Sender/I	Receiver	Domain Connections	Domain Connectio	ns Graph
Last sc	an date: 2022-0	1-13 18:01	Emails span 2019-01	-22 - 2022-01-14						
733359	Emails sent in		285182 Files sent in			841 Bounced				
76729	Emails sent out		44356 Files sent out			11343 Emails sent onl	y out	4677 File	s sent only out	
160265	54 Emails sent ir	iternal	94966 Files sent inte	mal		1536644 Emails sent of	only internal	55200 Fi	les sent only internal	
•	∎ - Q 1 2 ≫	GAT Unlock Help					nnamed' filter	- at least 101 records	₹ ि 25	□□50100
	Subject	Accounts	From	Sent by (alias/delegate)	То	CC	BCC	Flags	GMail date \$	Actions
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Related Articles: Analyze Employee Email Workload



3. Gmail Alert Rules in GAT+

Use alert rules to detect risky Gmail behaviors, such as unauthorized forwarding or mass emailing.

Navigate:

GAT+ > Configuration > Alert Rules

How to do it:

- Click "+"
- For the Type Select Emails
- Choose scope: User, Group, or OU
- Select recipient(s) for alert
- Enable the alert

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🛔 inceptor 🖉 -	3	
	Add rule	×
A Dashboard		-
AUDIT AND MANAGEMENT	Name Emails	
	Enabled 🗹	
Con General	Type Emails -	
Security officer	Scope Org. Unit -	
lelegated Auditors		
🎥 Admin Log	ive	0
Scheduled reports	Check box here for the entire OU tree, otherwise see examples below	
Alert Rules	O You can use wildcard character *, which will be interpreted as any (0 or more) number of characters (all except slash). Example of use:	
HELP	 /* - all first level OUs, /TestOU* - all first level OUs that start with /TestOU, 	21
User Manual START HERE C	 /TestOU/* - all second level OUS of /TestOU. 	
💡 Guides 🗹	Alert Recipients Start typing to search and add user or group	a
🖸 Video Guides 🗗	• An alarm will trigger when any condition is met	

Email Alert Types:

- External email forwarding enabled
- Email delegation set
- New Gmail filters added
- New "Send as" configured
- High volume of emails (sent/received)
- Internal email activity



Why it matters:

These signals can indicate shadow inboxes, data leaks, or unauthorized configurations.



Related Articles: Set Up Gmail Alerts for Google Workspace Users



4. Manage Auto-Forwarding with GAT Flow

Control Gmail forwarding across your domain without relying on user action, reducing the risk of data leaks.

Navigate:

GAT Flow > Users

Click the 'pencil icon' to display all details about the user.

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S Recurring workflow		Cinc Obsticon	/Employees/	10			2023/06/14 12:52:40		
🎝 Users		kelli nobsn.com	/K'Employees	17	No	No	8 months ago	2 ×	\sim
Organizational units	_						2022/10/19 06:09:27		
😤 Groups									
Classrooms									
Custom attributes									

Available Actions:

- Set up forwarding without end-user confirmation
- Select destination mailbox
- Choose disposition (Keep, Read, Delete, Archive)
- Add a forwarding address to bypass Gmail token confirmation

Note: Forwarding to external addresses may be restricted by domain settings. Internal forwarding works instantly.

Use Cases:

- Forward HR inboxes during leave
- Auto-forward alerts to security team
- Set supervision for new joiners or interns

Related Articles: Manage Email Forwarding Options in GAT Flow



5. Delegation Management in GAT Flow

Delegate inbox access at scale for users and groups.

Navigate: GAT Flow > Create Workflow > Select a Workflow Type

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Q, Search in menu	1			
MANAGERS	~	Create workflow		
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Y Create workflow				
H Workflow		Workflow type → H Search for a user → Choose actions		
区 Approval				
Event workflow				
C Recurring workflow				
🞝 Users		Pada sintali delegadon to sun asela		
😫 Groups				
Classrooms		Enter worknow description		
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2? Delegate flow				
Preapproved access			0/1000	
CONFIGURATION	~			2
វថ្មីវ Settings		Modify Conditional flow Include suspended users Run immediately after approval	er Next	1

Follow the steps, adding user and choosing an action (Set Email Delegation)

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Back							2 Send approval	l request



Available Features:

- Add/remove email delegates for users
- Assign delegation to entire Google Groups
- Bulk copy or move delegates between users
- Include delegation as part of onboarding/offboarding workflows
 - Bulk Email Delegation

Related Articles:

- Move or Copy Email Delegations
- Add Delegation to Group Members
- Delegation to Google Groups
- Set Email Delegation and Auto-Forward to Manager

6. Deleting Risky Emails

Remove malicious or sensitive emails directly from inboxes to prevent breaches and enforce compliance.

Navigate:

GAT+	>	Email	1

🔎 GAT+ 🔸 🛛 🗧	Emails Ema	ill Content Search User statistics Group statistics External From/To Sender/Receiver Domain Connections	Domain Connections Graph Ma
<u>د الم</u>	Email messag	jes filters	
A Dashboard			
AUDIT AND MANAGEMENT	S Current	© Recent H Saved	Files sent only out
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Di Mobile Devices		of month) in your GAT configured time zone Etc/UTC C	Gmail date 🤤 Actions
🖨 Drive			Jun 15, 2022
🖾 Email 🚺	Scheduled		17:53:23
🕂 Classic Sites	Created	2 hours ago by monika@gedudemobsn.com	Jun 15, 2022
🛗 Calendars			18:58:27 🔓 🔹
Meet	Modified	2 hours ago by monika@gedudemobsn.com	
E YouTube		Note, filter results are not presorted on any particular field.	25 50 100
() User Logins		4	
One Click Reports	🛎 Import 💆 Expr	H New Anniv BAnniv & Save Cancel	
A Google Workspace DLP			



Steps:

- Search by keyword, sender, subject, date, or recipient
- Filter results and select emails
- Choose "Remove" to delete from inboxes (Super Admin permissions required)

Use Cases:

- Clean up phishing attempts
- Remove confidential emails sent by mistake
- Enforce compliance after HR/legal request

Tip:

Deletion is a powerful action. Always review content with a delegated auditor or Security Officer using GAT Unlock before removing emails.

Related Articles: Delete Domain Users' Emails That Pose Security Risks

Best Practices for Email Auditing & Delegation

- Review email delegation regularly to remove unused or outdated access
- **2.** Set alerts for risky forwarding/filter behavior
- Automate recurring workflows (e.g., audits, onboarding)
 via GAT Flow
- **4.** Always export and save audit logs before making changes
- 5. Use GAT Flow roles and approvals to delegate safely without full admin rights



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