

gPanel® Office Hours Webinar

February 2025

Agenda



Introductions

Workshop: Email Management

Live Q&A

<https://promevo.com/officehours>

Presenters



Shelbi Gaines

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Promevo



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Promevo

promevo™

With the expertise, agility, and commitment you can only get from a partner that is solely 100% Google-focused, Promevo is with you every step of the way, enabling your organization to have the best Google life experience possible.

We **Sell**, We **Service**, and We **Build** Google Products

gPanel®
by
promevo™

Google Workspace



Google Cloud

✦ Gemini for Google Workspace

- **14-Year Google Partnership**
- **Dedicated** Customer Success Team and **Google-Certified** Technical Support Teams
- Ability to drive **license and GCP consumption discounts**
- Custom IT Solutions across **Application, Cloud, and Data Services**
- **Centralized Billing** for all your Google Products and Services
- Proprietary **Google Workspace management platform**

Partnering to Drive Innovation



CAMEYO

cloudm



gPanel Basics

Monthly sessions on gPanel essential functions with open Q&A time

- Second Tuesday of each month
- New features will prompt Office Hours

Go to Promevo.com/webinars for more info and to sign up for the series

What is gPanel?

- Provides our customers time savings through Advanced User Administration and Admin Delegation, Automated Onboarding/Decommissioning Workflows
- Enhanced visibility through Unique Customizable Reporting
- Drives consistency in branding
- Operational efficiency gains through additional role delegation (Google Workspace Admins, Security Analysts, HR, Learning & Development, Marketing, First-line Managers)
- Superior Domain Security for their organization through granular security controls



What Our Customers Are Saying



Its presentation of data across Google Workspace is better than native tooling. There are various tasks where it is just faster to get answers via gPanel.

I can get in, and get out quickly and know exactly where all the controls are.



It makes managing individual user data easier. Especially info that requires you to log in as the user like vacation and autoresponders.

Email Management

- Exclusive Gmail settings for administrators
- Import/Export tool
- Exploring Gmail automation possibilities



Gmail Export Tool

- gPanel facilitates data management and migration through import/export tools.
- Exports user mailboxes as encrypted MBOX files, decryptable with third-party software.
- Data management: Create backups to avoid accidental deletion or corruption.
- Migration: Export data when switching email platforms.
- Compliance and legal: Generate data that meets regulatory requirements.
- Archiving: Free up storage space while retaining access to historical data.
- Supports various data formats and user-friendly.

PGP Key Generator


• Free & easy to use client-side PGP key generator •





Generate a PGP key pair


Use the form below to generate a PGP key pair.


OPTIONS


 Shelbi Gaines


 shelbi.gaines@demo.staging.promevo.com ✓

 Optional comments

 RSA (Recommended) ▾


 1024 bits (good for testing purposes) ▾

 1 year ▾


 ***** ✓


FINISHED

YOUR KEYS

 -----BEGIN PGP PUBLIC KEY BLOCK-----
Version: Keybase OpenPGP v1.0.0
Comment: <https://keybase.io/crypto>

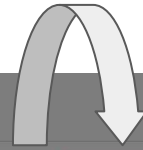
xcD
s
qv
aP
1h
NIN

 DOWNLOAD PUBLIC KEY

 -----BEGIN PGP PRIVATE KEY BLOCK-----
Version: Keybase OpenPGP v1.0.0
Comment: <https://keybase.io/crypto>

xcF
Inh
7Kf
d3Z
99Y
AB

Gmail Export



FILTERS

Search...

ADD GMAIL EXPORT



Request Date ↓

User

Status

Search Query

Message Type

Start Date

End Date

Actions

Create Gmail Export

User to Export

shelbi.gaines@demo.staging.promevo.com



Date Range

02/09/2025 12:00 AM – 02/15/2025 11:59 PM

Include Deleted Messages

Full Message Headers Only

SAVE



Gmail Export

FILTERS ADD GMAIL EXPORT

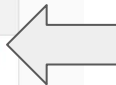
| <input type="checkbox"/> | Request Date ↓ | User | Status | Search Query | Message Type | Start Date | End Date | Actions |
|--------------------------|------------------|------------------------------------|----------------|--------------------------------------|---------------|------------------|-------------------|---------|
| <input type="checkbox"/> | 2/21/25, 1:15 PM | shelbi.gaines@demo.staging.prom... | Export Pending | Entire mailbox with deleted messages | Full Messages | 2/9/25, 12:00 AM | 2/15/25, 11:59 PM | |



Gmail Export

FILTERS ADD GMAIL EXPORT

| <input type="checkbox"/> | Request Date ↓ | User | Status | Search Query | Message Type | Start Date | End Date | Actions |
|--------------------------|------------------|------------------------------------|-----------------|--------------------------------------|---------------|------------------|-------------------|--------------|
| <input type="checkbox"/> | 2/21/25, 1:15 PM | shelbi.gaines@demo.staging.prom... | Export Complete | Entire mailbox with deleted messages | Full Messages | 2/9/25, 12:00 AM | 2/15/25, 11:59 PM | ¹ |



Gmail Deletion Tool

- Granular Control
- Targeted Deletion
- Compliance and Risk Mitigation
- Search Functionality
- Data Governance





1 Search Config

Search Config

Search:

By Message By Thread

From:

To:

Subject:

Has the words:

Doesn't have:

2 Sources

Sources

Source Type: User Group Org Unit Domain

Search:

Choices
1 selected

- shelbi.gaines@demo.staging.promevo.com

Search:



Chosen
0 selected










































None chosen



Gmail Deletion

FILTERS

ADD Gmail DELETION  

| <input type="checkbox"/> | Created Date ↓ | Created By | Sources | Search String | Type | Actions |
|--------------------------|-------------------|--|---|--|------------|---|
| <input type="checkbox"/> | 2/21/25, 12:57 PM |  shelbi.gaines@demo.staging.promevo.com |  shelbi.gaines@demo.staging.promevo.com | from:(shelbi.gaines@promevo.com) to:(shelbi.gaine... | By Message |    |
| <input type="checkbox"/> | 2/11/25, 5:13 PM |  cole.fuller@demo.staging.promevo.com |  /  /Shelbi's Test OU/Shelbi's Test users for gPa | from:(colerussellfuller@gmail.com) in:all | By Message |    |
| <input type="checkbox"/> | 12/9/24, 1:07 PM |  wes@demo.staging.promevo.com |  demo.staging.promevo.com | from:(wes@demo.staging.promevo.com) subject:(Te... | By Message |    |
| <input type="checkbox"/> | 12/6/24, 11:36 AM |  shelbi.gaines@demo.staging.promevo.com |  avengershr@demo.staging.promevo.com | from:(shelbi.gaines@promevo.com) to:(avengershr@... | By Message |    |
| <input type="checkbox"/> | 12/6/24, 11:21 AM |  shelbi.gaines@demo.staging.promevo.com |  avengershr@demo.staging.promevo.com | to:(avengershr@demo.promevo.com) subject:(Test g... | By Message |    |
| <input type="checkbox"/> | 12/6/24, 10:43 AM |  shelbi.gaines@demo.staging.promevo.com |  avengershr@demo.staging.promevo.com | from:(shelbi.gaines@promevo.com) subject:(Test Gr... | By Message |    |
| <input type="checkbox"/> | 12/6/24, 10:35 AM |  shelbi.gaines@demo.staging.promevo.com |  shelbi.gaines@demo.staging.promevo.com | subject:(Test Email) in:inbox | By Message |    |
| <input type="checkbox"/> | 12/4/24, 8:50 AM |  shelbi.gaines@demo.staging.promevo.com |  shelbi.gaines@demo.staging.promevo.com | from:(shelbi.gaines@promevo.com) to:(shelbi.gaine... | By Message |    |

Rows per page: 100 ▾ 1-8 of 8 < >



Gmail Deletion

FILTERS

ADD GMAIL DELETION

| <input type="checkbox"/> | Created Date ↓ | Created By | Sources | Search String | Type | Actions |
|--------------------------|-------------------|---------------------|---------|---|------------|---------|
| <input type="checkbox"/> | 2/21/25, 12:57 PM | shelbi.gaines@demo | | om:(shelbi.gaines@promvevo.com) to:(shelbi.gaine... | By Message | |
| <input type="checkbox"/> | 2/11/25, 5:13 PM | cole.fuller@demo.st | | om:(colerussellfuller@gmail.com) in:all | By Message | |
| <input type="checkbox"/> | 12/9/24, 1:07 PM | wes@demo.staging | | om:(wes@demo.staging.promvevo.com) subject:(Te... | By Message | |
| <input type="checkbox"/> | 12/6/24, 11:36 AM | shelbi.gaines@demo | | om:(shelbi.gaines@promvevo.com) to:(avengershr@... | By Message | |
| <input type="checkbox"/> | 12/6/24, 11:21 AM | shelbi.gaines@demo | | (avengershr@demo.promvevo.com) subject:(Test g... | By Message | |
| <input type="checkbox"/> | 12/6/24, 10:43 AM | shelbi.gaines@demo | | om:(shelbi.gaines@promvevo.com) subject:(Test Gr... | By Message | |
| <input type="checkbox"/> | 12/6/24, 10:35 AM | shelbi.gaines@demo | | bject:(Test Email) in:inbox | By Message | |
| <input type="checkbox"/> | 12/4/24, 8:50 AM | shelbi.gaines@demo | | om:(shelbi.gaines@promvevo.com) to:(shelbi.gaine... | By Message | |

Rows per page: 100 1-8 of 8

Run Gmail Deletion

Please select the Gmail Deletion Report you would like to import. This process will delete ALL emails represented on the report.

SELECT FILE

Gmail Deletion Report - 02/21/2025 0...

Now confirm that you wish to delete all Gmail messages/threads from the selected spreadsheet by entering 'ALL MAIL' down below:

ALL MAIL

ALL MAIL

RUN



Gmail Deletion Results - 02/21/2025 07:03:11 PM

File Edit View Insert Format Data Tools Extensions Help

Menus 100% \$ % .0 .00 123 Default... - 10 + **B** *I* A

A1 Time

| | A | B | C | D | E | F | G | H | I |
|---|-----------------|-------------------------------------|---------------|------------------|---|---|---|---|---|
| 1 | Time | User Email | Thread Id | Message Id | | | | | |
| 2 | 02/21/2025 2:03 | shelbi.gaines@demo.staging.promevo. | 19529cd71a478 | 19529cd71a4785e6 | | | | | |
| 3 | Complete | 02/21/2025 2:03:36 PM | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |

Gmail

Search mail

Active

- Compose
- Mail
- Inbox 7
- Starred
- Snoozed

-
- 1-41 of 41
- Sam Steele (via Goo. **You've been added to the shared drive Cole Test** - Sam Steele (sam@demo.staging.promevo.com) added you to this shared drive Sam Steele (sam@demo.staging.p...
- Google **Security alert** - A new sign-in on Chrome OS shelbi.gaines@demo.staging.promevo.com We noticed a new sign-in to your Google Account on a Chrome OS device. If this was yo... Feb 6
- *Google Workspace A. **Alert: Super admin password reset - john.doe@demo.staging.promevo.com** - The password for super admin john.doe@demo.staging.promevo.com was reset. Alert details: ... Jan 31

Questions?

updates@promevo.com

Thank You!

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<https://promevo.com/officehours>

Upcoming Promevo Webinars:

- March 11: gPanel Basics
- March 25: Office Hours - Drive Management
- April 15: Google Cloud Next Recap

Your Trusted Guide for Workspace Administration

Get started with gPanel:

www.promevo.com/gpanel