Automatically remove calendar (reader, writer, free/busy reader) permissions from any given user(s)

Calendar Audit & Management · https://gatlabs.com/knowledge/tech-tips/automatically-remove-calendar-reader-writer-free-busy-reader-permissions-from-any-given-users/

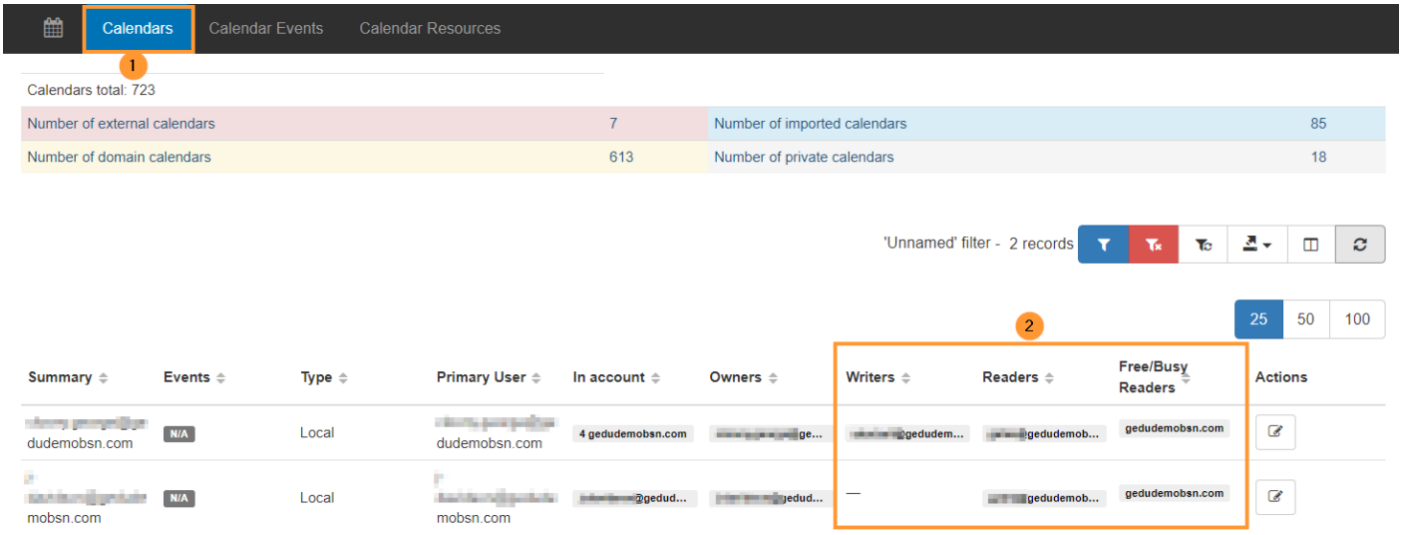
GAT Flow is a User Management tool for Google Workspace domains. It allows Admins to take multiple actions on the User accounts.

One of the options available is to **remove users from everywhere they are added as a Reader, Writer, Free/Busy Reader in Google Calendars.**

In Google Calendars a user can be set up as a (reader, writer, and free/busy reader) to somebody else's calendar. Those permissions allow a user to access somebody's calendar using the permissions (reader, writer, or free/busy reader).

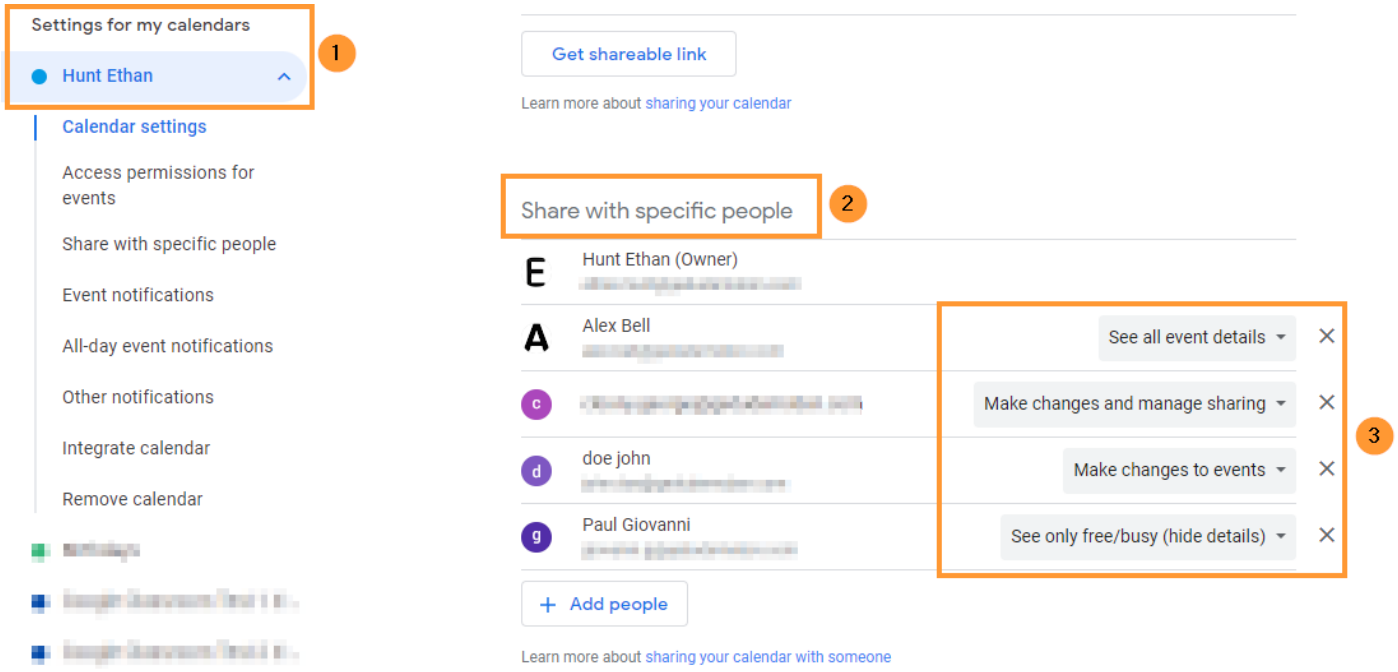
The **Admin can take action with Flow** and **remove a user from all calendars** where the **account is writer, reader, and free/busy reader.**

The **secondary** calendar permissions (**Reader, Writer, Free/Busy Readers**) on Google Calendars can be seen in **GAT+ > Calendars** audit.



GAT+permisisons **writer, reader, free/busy readers COMPARED** to the **Google calendar settings**

- **Owners = Make changes and manager sharing (secondary owner)**
- **Writers = Make changes to events**
- **Readers = See all event details**
- **Free/Busy readers = See only free/busy (hide details)**



Take action in Flow

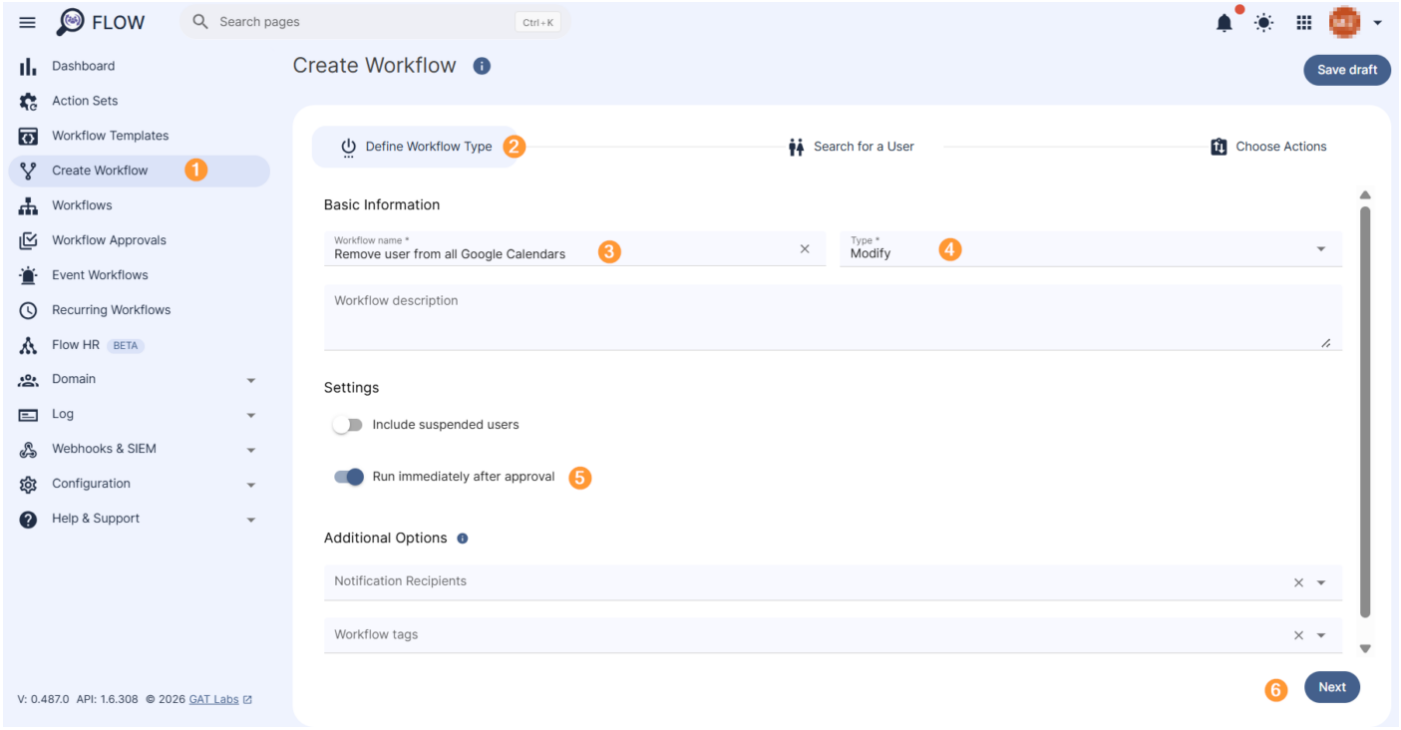
With GAT Flow, a user can be removed from all Google calendars where they have the permissions reader, writer, free/busy reader

Create Workflow

Navigate to **Flow > Create workflow**

In **Define Workflow Type -** select the workflow type and name

- **Name** – enter a name for the workflow
- **Type** – select the workflow type
  - **Modify** – modify and update existing users of the domain
  - Offboard – offboard the users from the domain
- Description (optional) – a description of the workflow can be added
- **Run immediately after approval**
- **Next** – click on the button to proceed

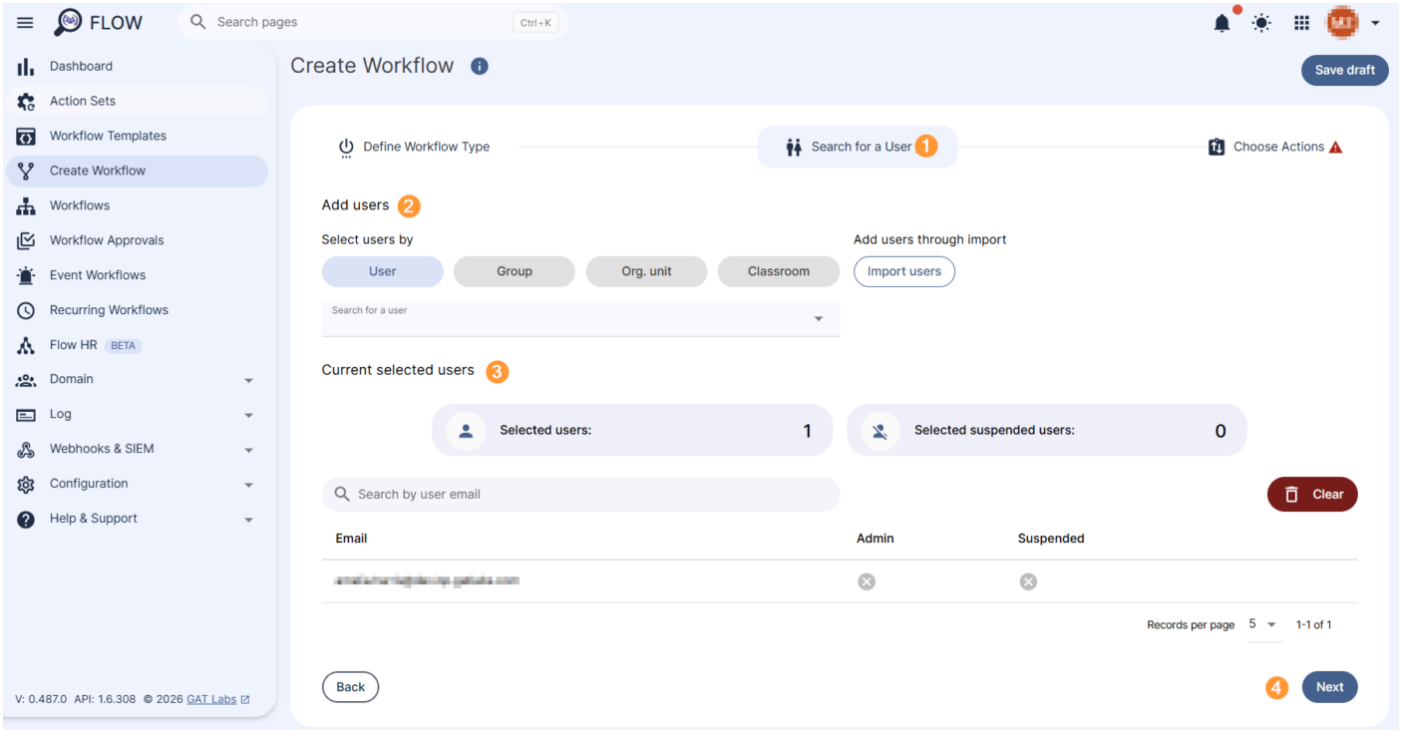


Search for a User

In **Search for a user** (1)- select what users to be affected by this workflow (2)

- Search for a **User** – select individual users
- Search for a **Group** – select a group of users
- Search for an **Org. Unit** – select Org. Unit of users
- **Classroom**
- **Import users –** import used via Google spreadsheet

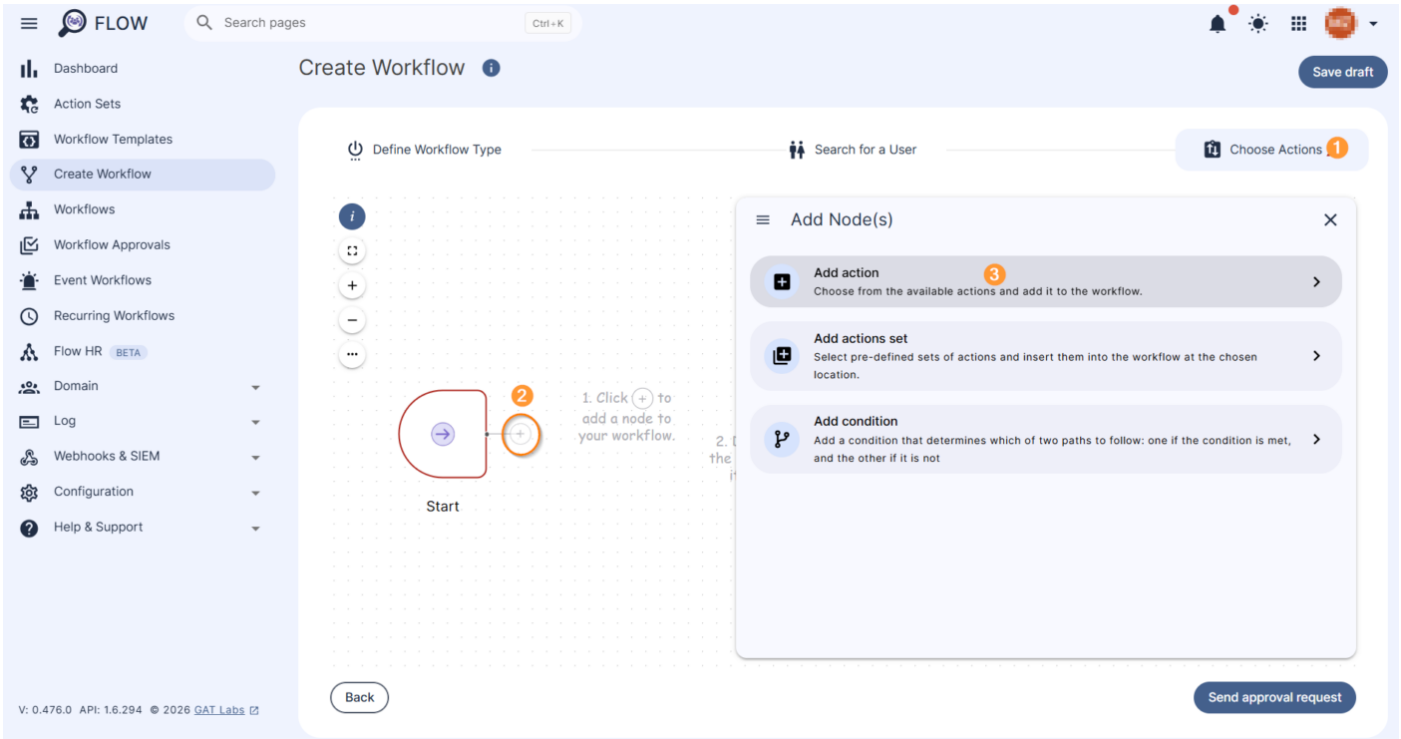
Check the list of selected users under the Current selected users section (3), and click **Next** (4) to move on to the next step.



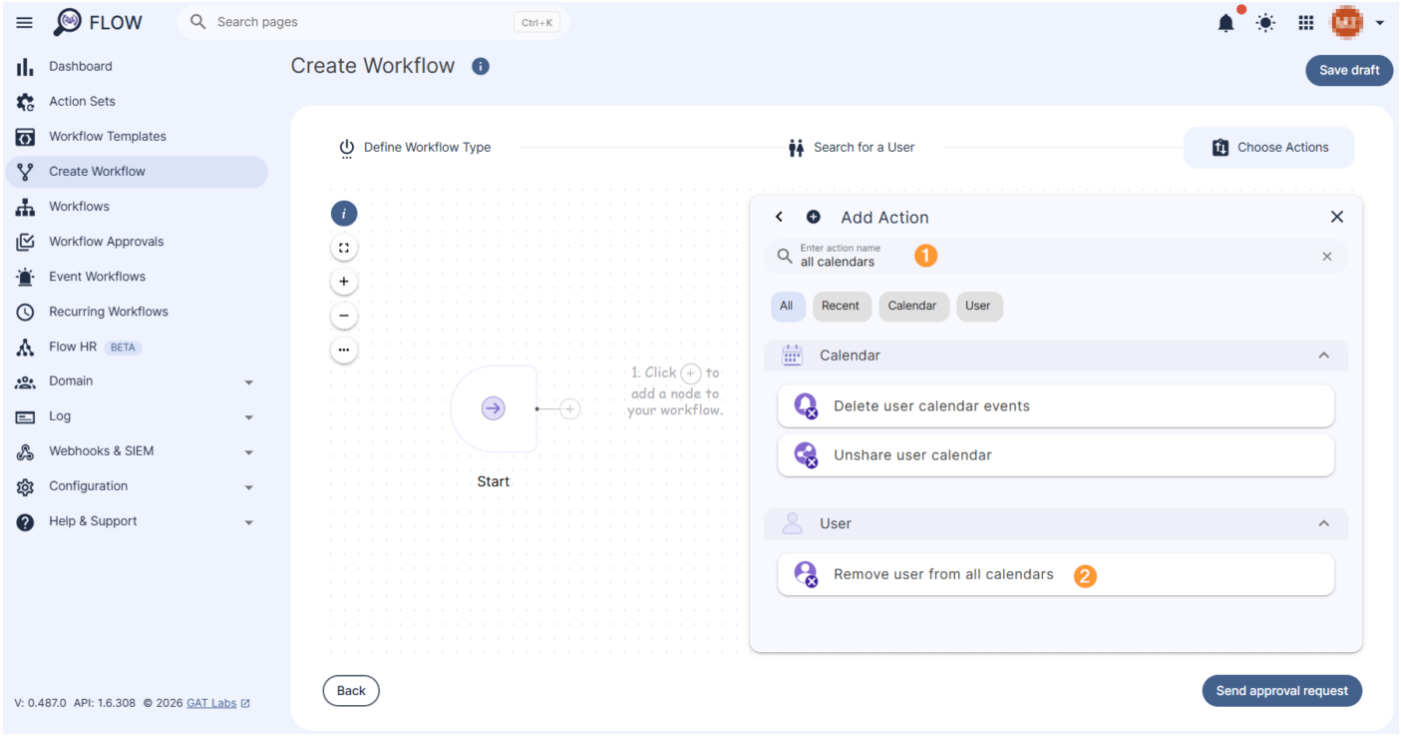
Choose Actions

Choose actions - select the actions you want to take

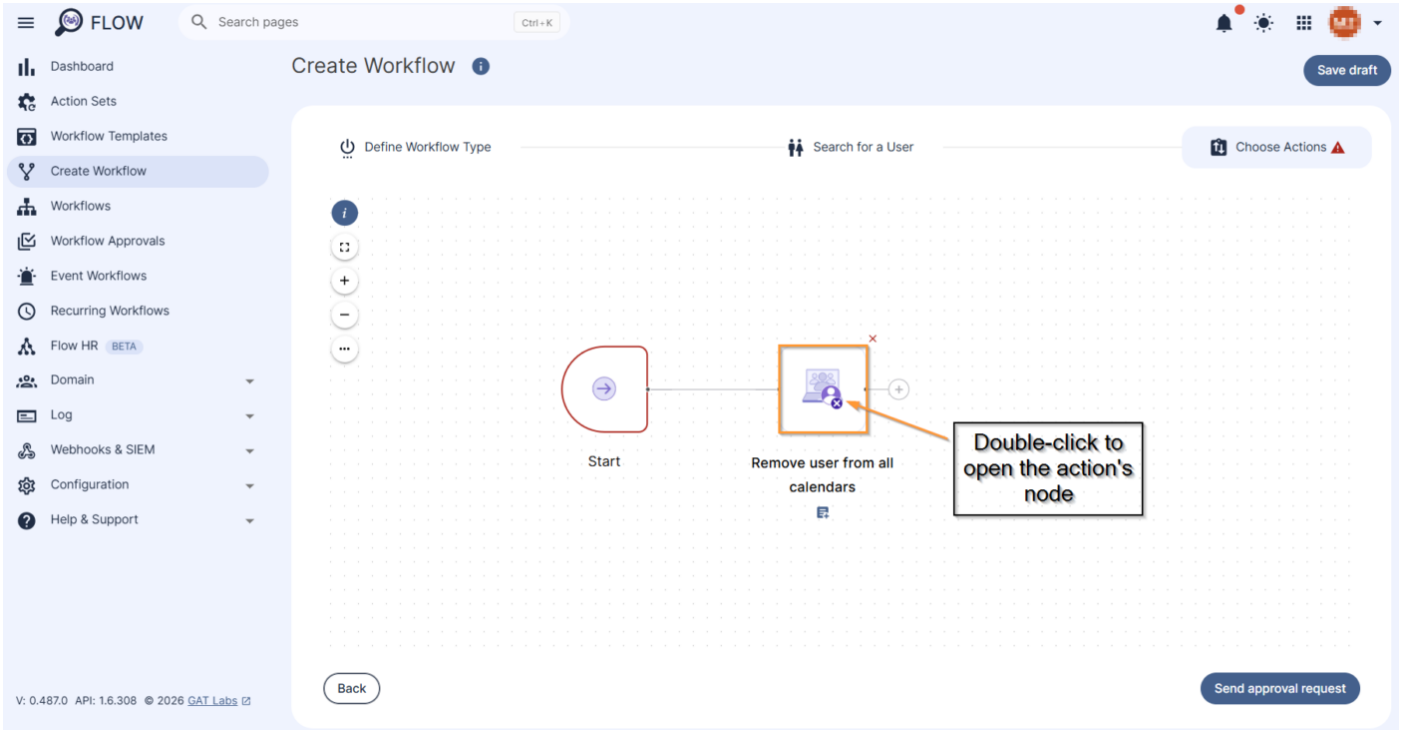
Under the Choose Actions section (1), click on the + button (2) and Add action (3). A pop-up menu with all the available actions will be displayed.



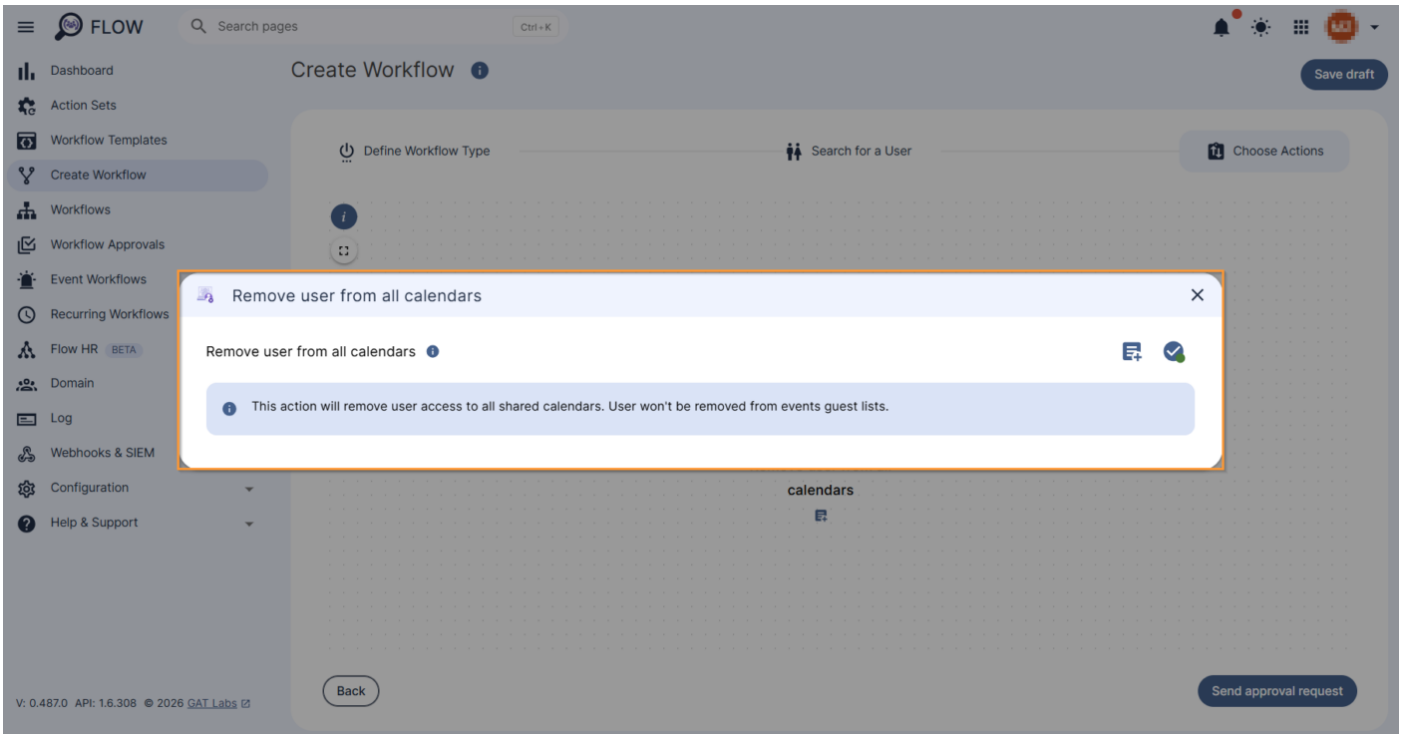
From all available actions, search for (1) and select "**Remove user from all calendars**" action (2) under the **Users** section



The selected action will be added to the node section. Double-click on the action node to open the action's configuration section.

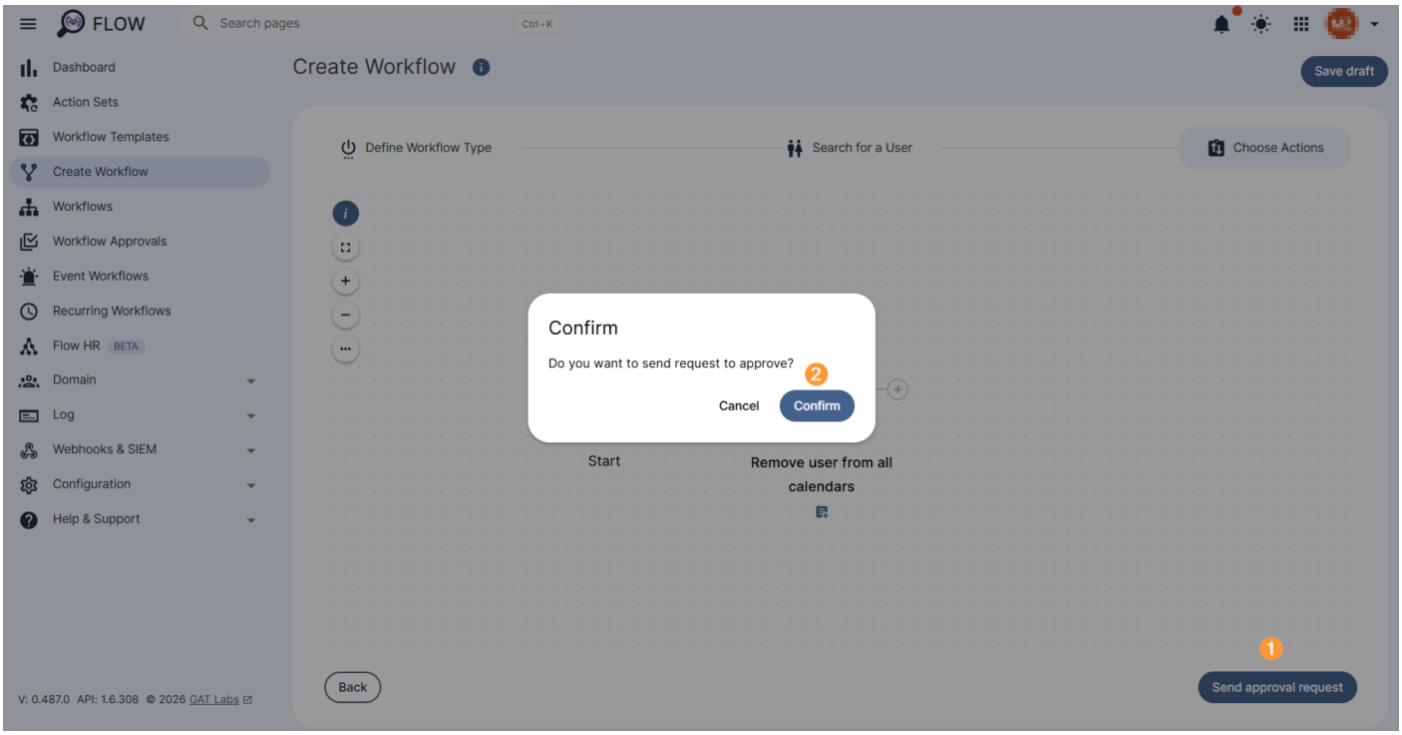


Review the action details. There is nothing to configure for this action. This action will remove all user access permissions for all existing Google Calendars.



Once finished, click anywhere outside the action node to close it and select **Send Approval Request** to the Security Officer for review.

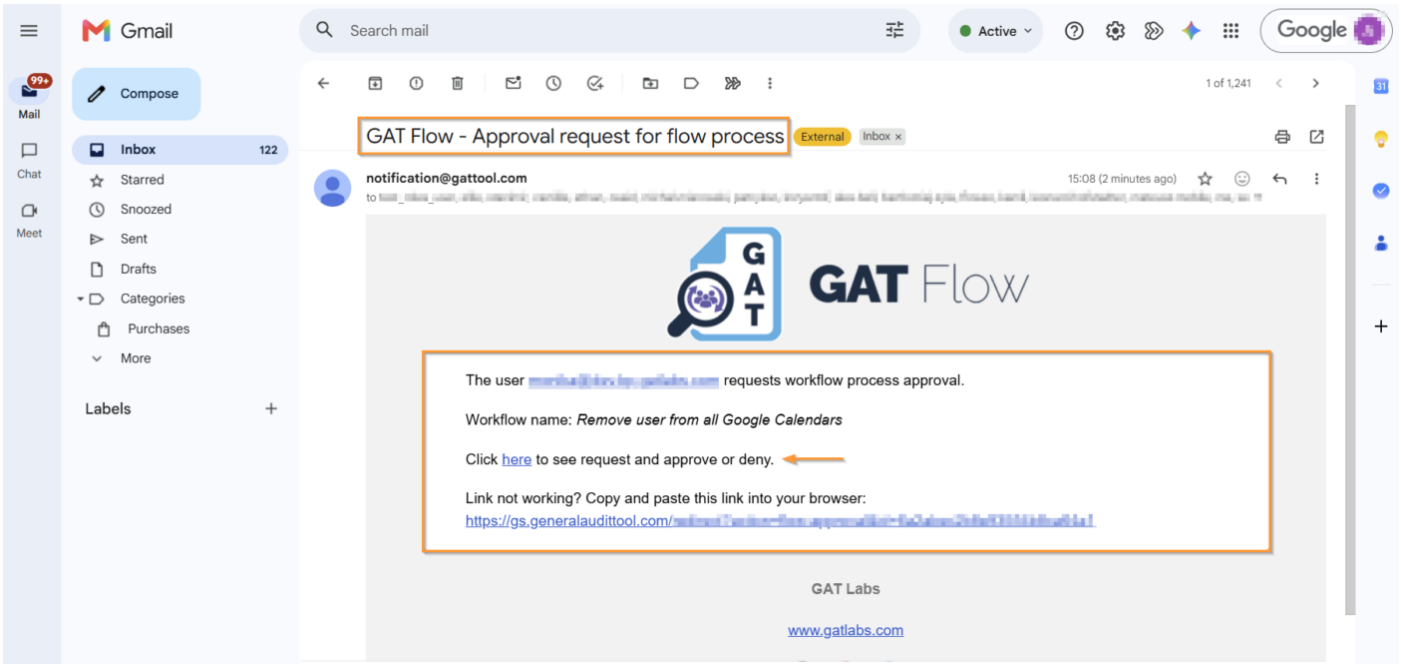
After selecting **Send Approval Request** (1), a confirmation message will appear. **Confirm** to continue (2).



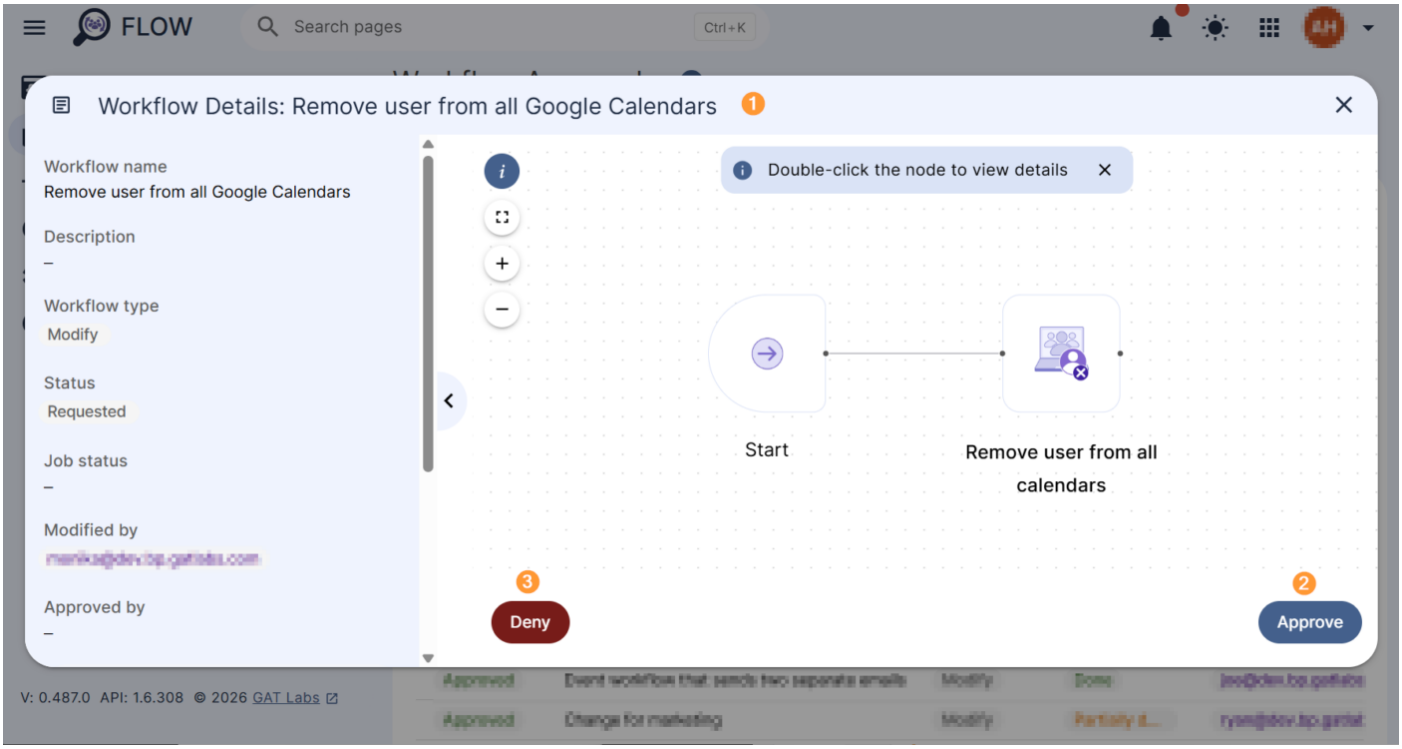
The workflow will be submitted for approval to the **Security Officer**.

Security Officer Approval

The Security Officer will receive an email notification for verification.



After clicking the link in the email, they will be redirected to the approval section of the relevant workflow in Flow (1), where they can review the request and approve (2) or deny it (3).



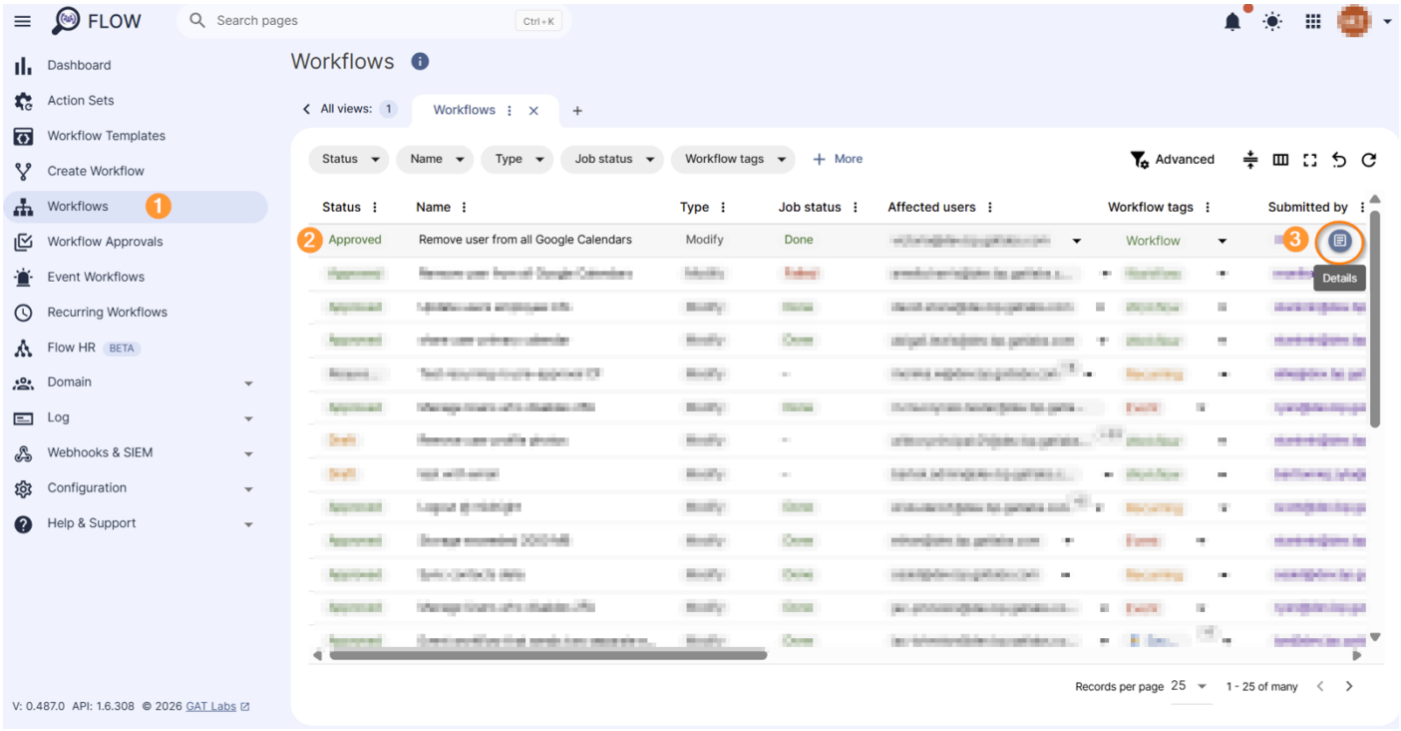
Once approved, the action will take effect and all user access permissions to calendars will be removed.

Note: If pre-approval is enabled no Security Officer approval will be needed.

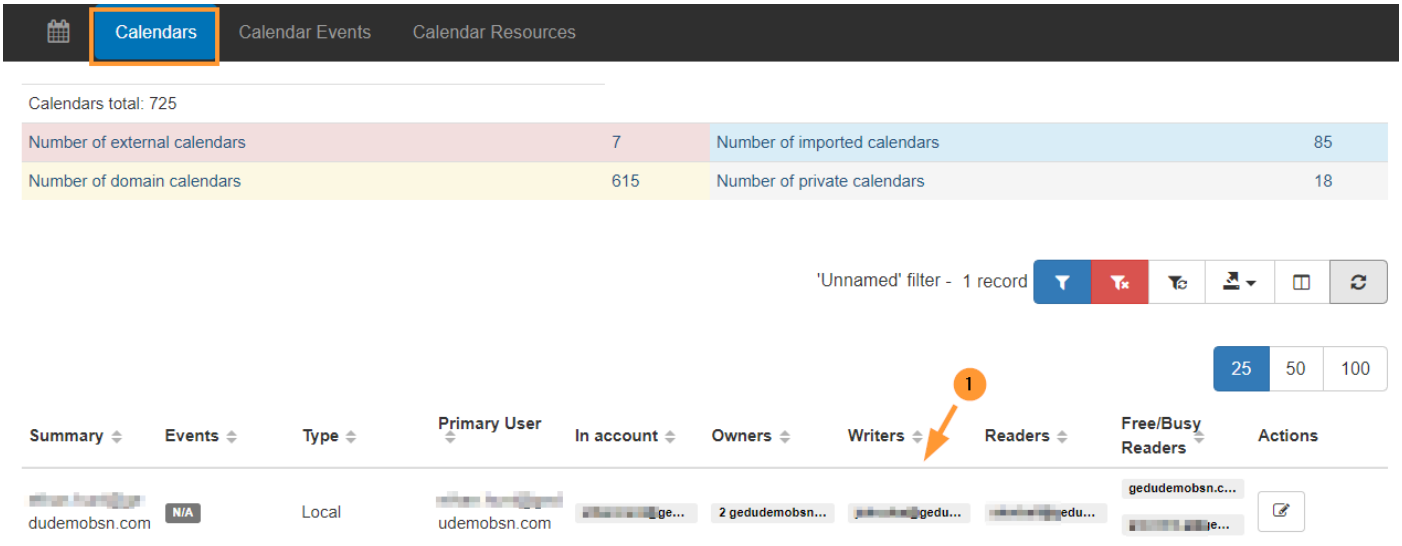
Results

As a result of the action, the **user access to all calendars as a reader, writer, and free/busy permissions will be revoked.**

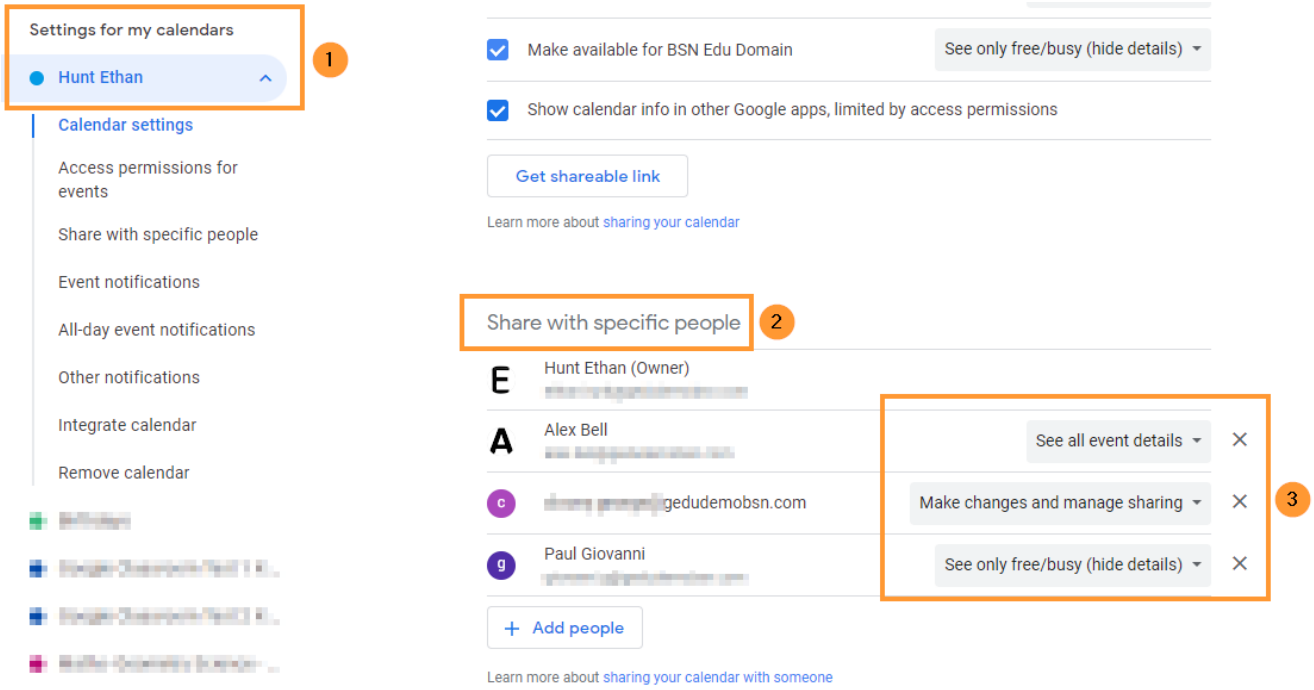
Flow - result



GAT+ result



Google Calendar result



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