Bulk Gmail Label Clean Up with GAT Flow

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/bulk-gmail-label-clean-up-with-gat-flow/

What is changing

GAT Flow is a comprehensive user management tool for Google Workspace domains that allows making multiple automated actions for the users of the domain.

One of them is the ability to mass delete existing Gmail labels. The administrator can perform a mass action and clear the Gmail labels of domain users.

What is impacted

An administrator who has access to a wider range of tasks that can be performed on Gmail user labels, ensuring smoother and easier management of users' Gmail labels.

Domain users whose Gmail labels can be managed by a domain administrator on their behalf.

Why it matters

The Gmail label removal action in GAT Flow enables automation and easier management of end-user Gmail labels in bulk, ensuring consistency across your domain.

How to implement

Create workflow

First, navigate to **Flow > Create workflow** (1).

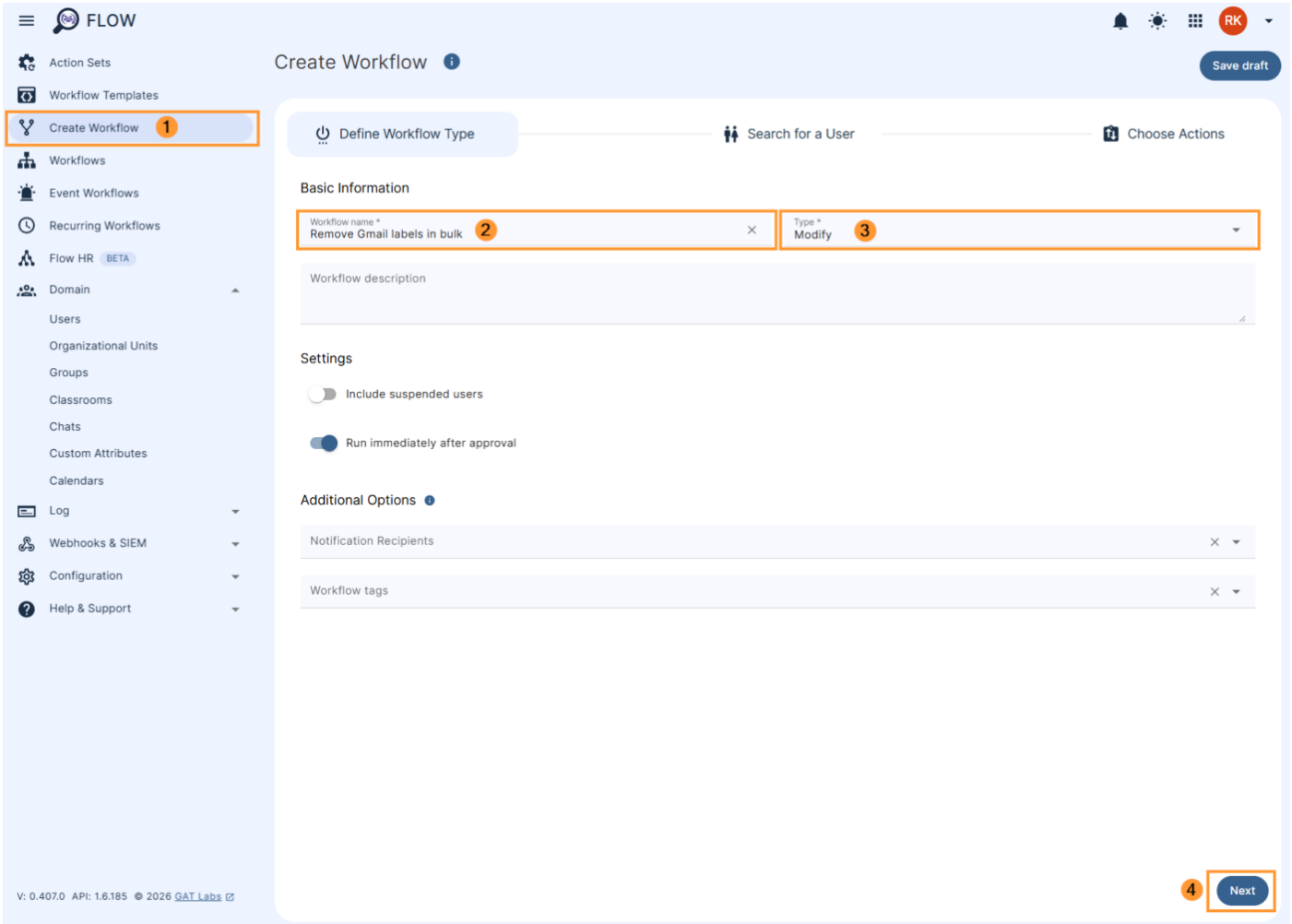
Workflow type

In the **Workflow** fill in the details. You can set it up also as an **Event workflow** or **Recurring workflow.**

- **Name** – enter the name of the workflow (2)
- **Description** – enter a description for the workflow (optional)

- **Type** – select what workflow type you would like to run
  - **Modify** – modify existing users (3)
- **Include suspended users** – enable or disable to allow you to select users who are currently suspended:
  - If enabled – you will be able to select even users who are suspended
  - If disabled – you will be able to select only users who are active
- **Run immediately after approval** – provides an option to schedule the workflow to run in a selected future time (optional)

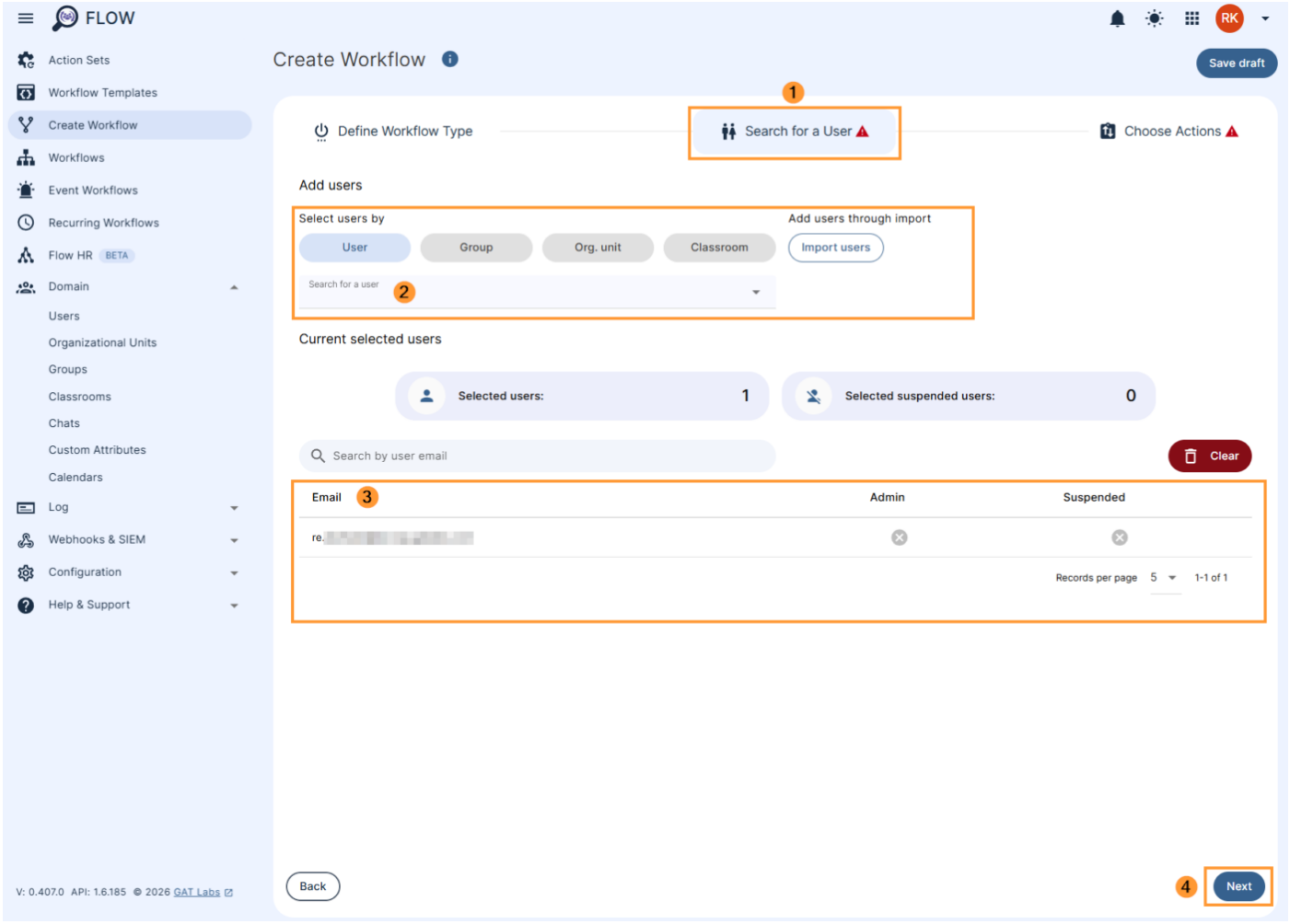
Later click **Next** (4) to proceed.



Search for a user

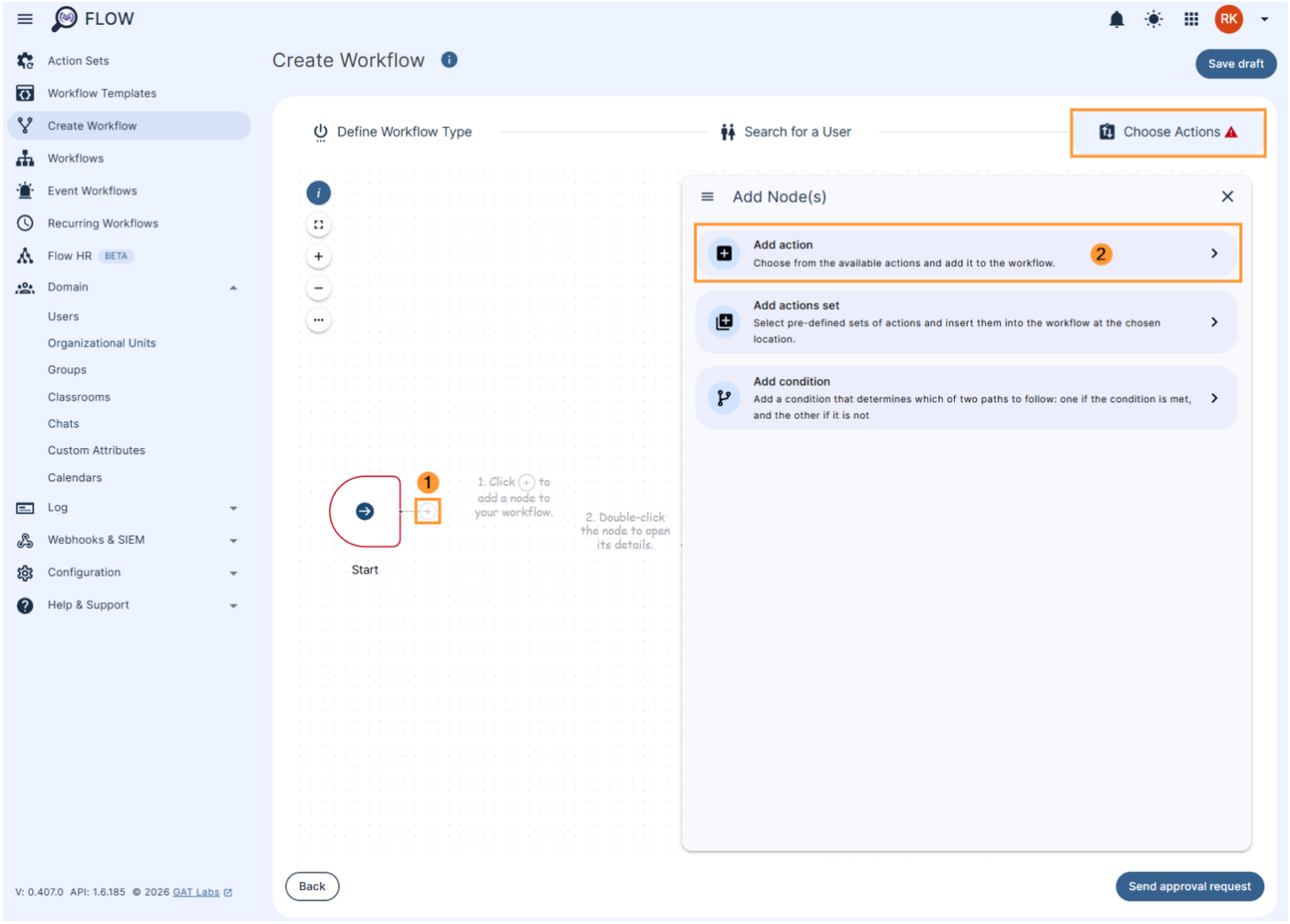
Select the users for whom you would like to remove Gmail labels (1) from. You can select a user, group of users, or org. unit of users (2-3), and even use the Import users option.

After selecting the users, click on the **Next** button (4).



Choose action: Remove Gmail labels

In the **Choose actions** click on the **(+) button** (1) and then click the **Add action** button (2)



Afterwards, search and add the action **Email > Remove Gmail labels.**

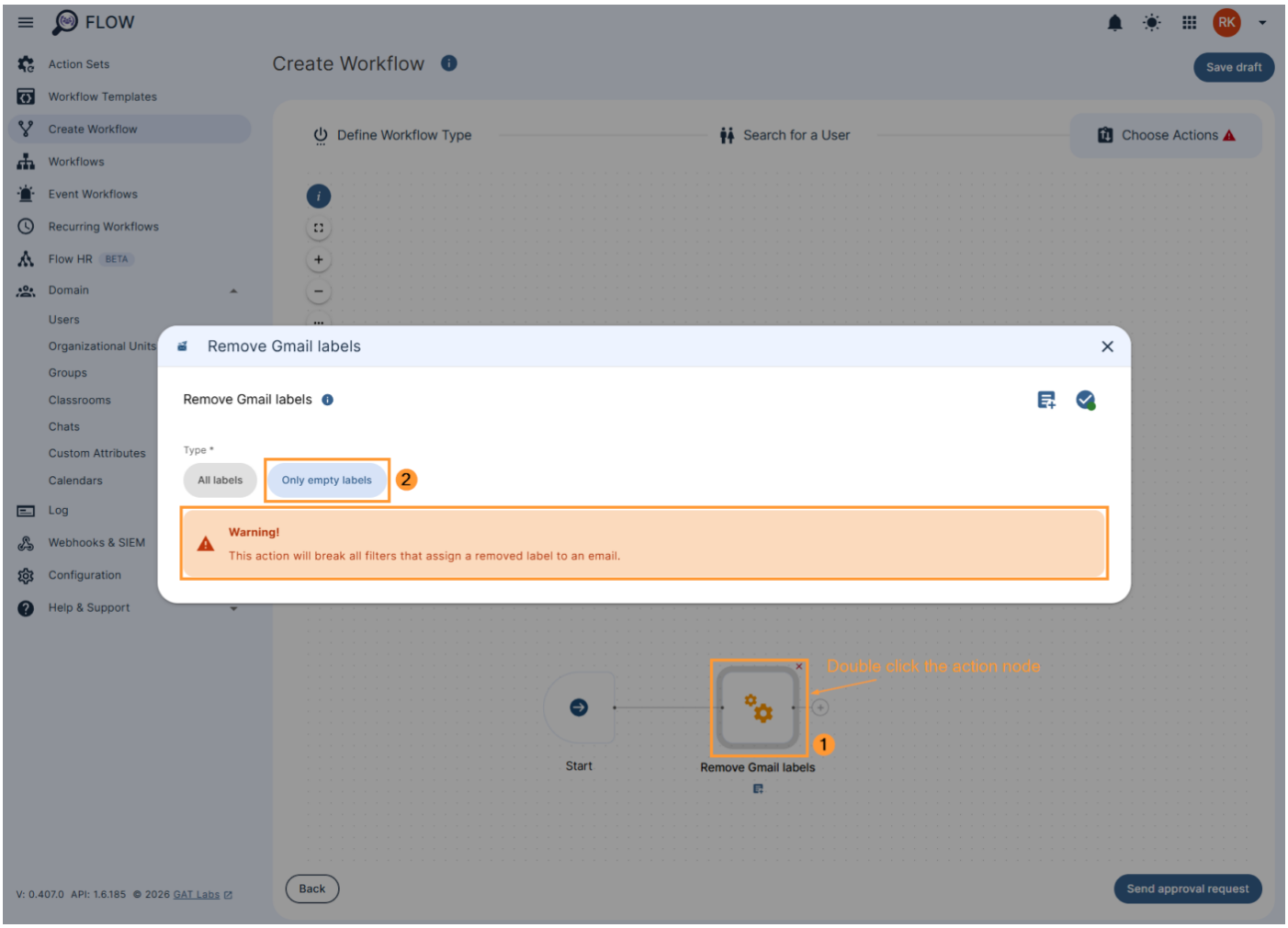
Next, decide whether to remove only the empty labels or all existing labels under the selected user(S) account(s).

Remove only empty labels

Remove only empty labels from the affected user gmail account.

NOTE: This action will break all filters that assign a removed label to an email.

- Double click the 'Remove Gmail labels' action node (1)
- Select "**Only empty labels**" option from the menu (2)

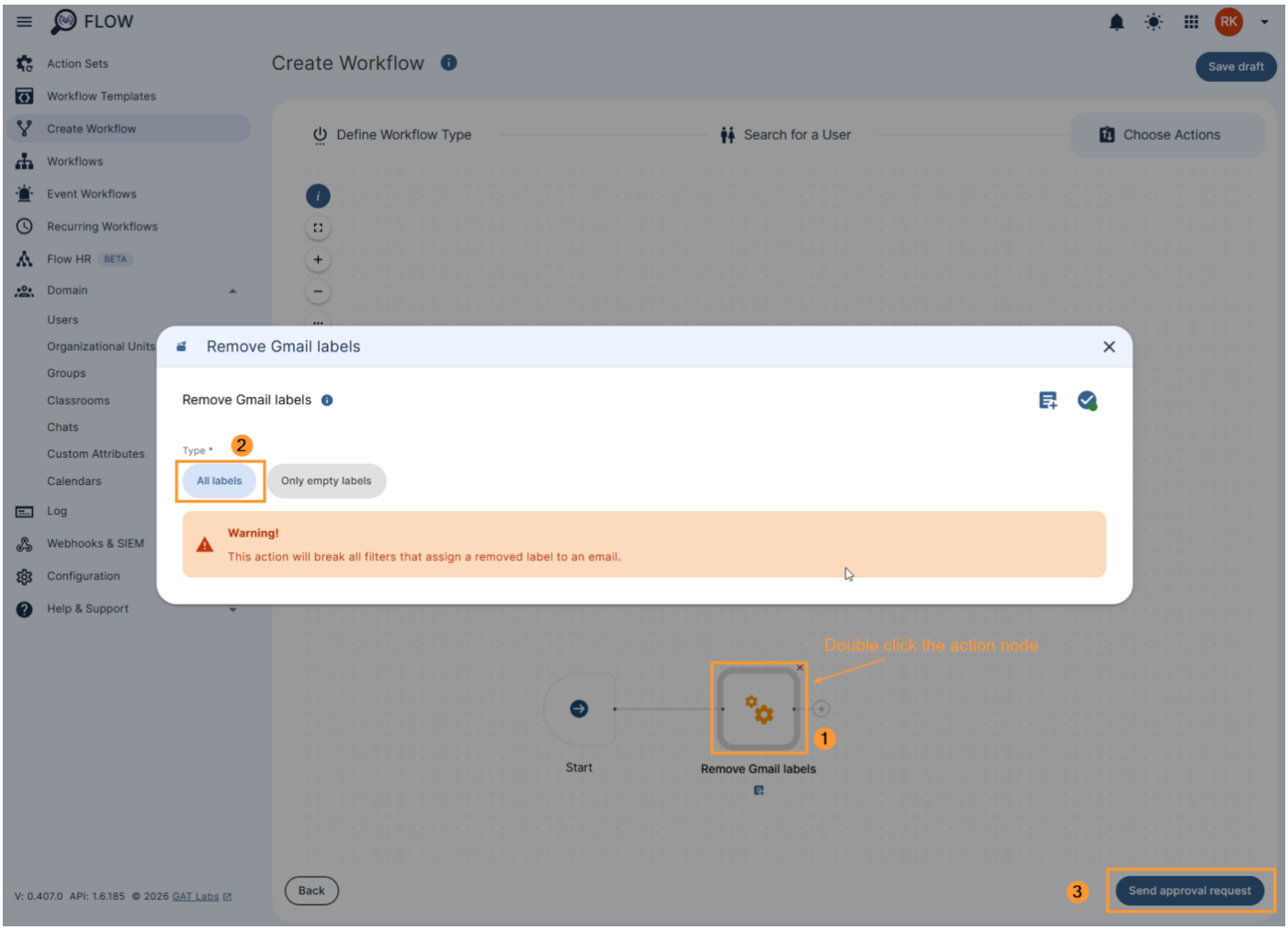


Remove all labels

This action removes all labels from the affected user gmail account.

NOTE: This action will break all filters that assign a removed label to an email.

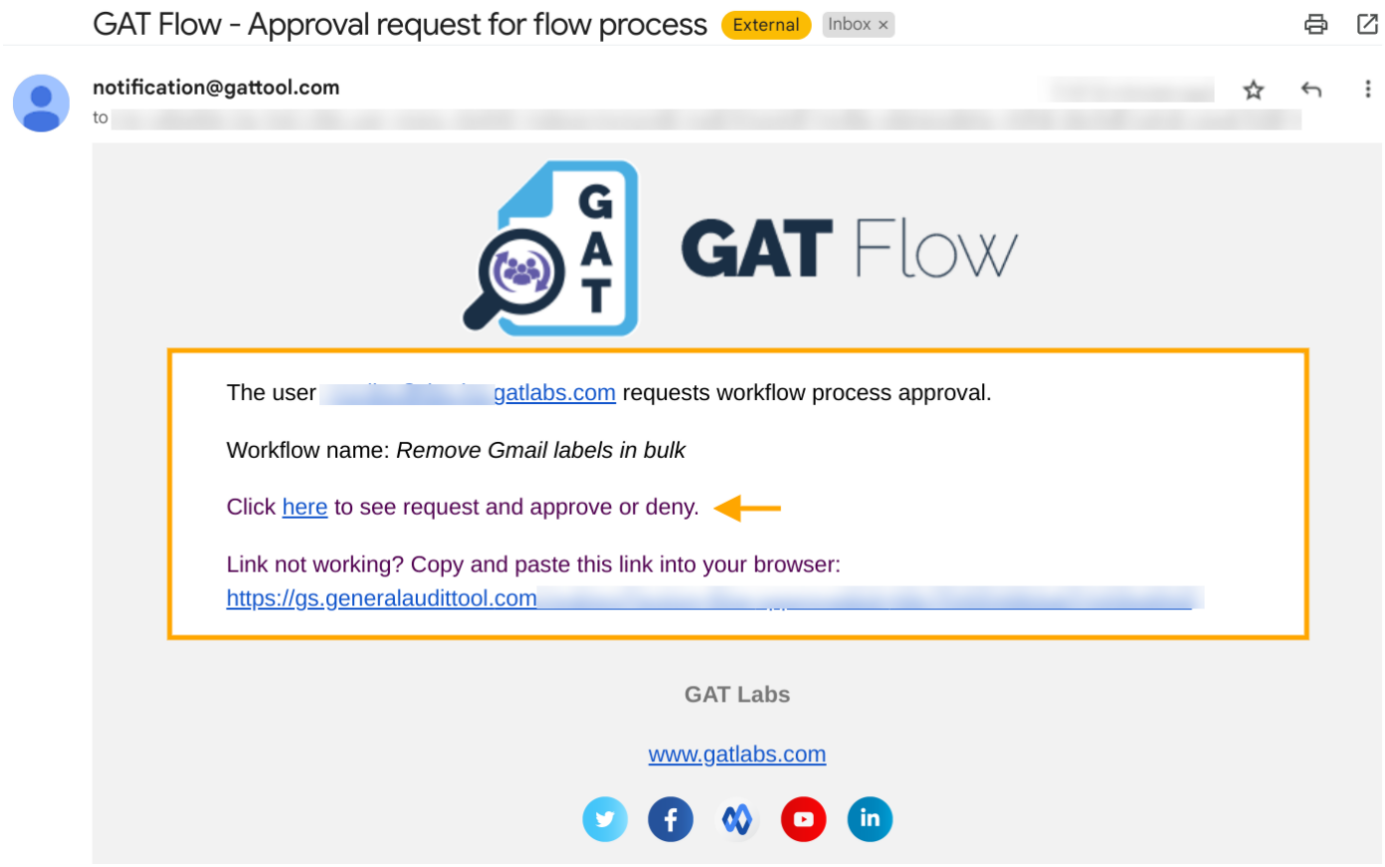
- Double click the 'Remove Gmail labels' action node (1)
- Select "**All labels**" option from the menu (2)
- Once you've made changes to the action they are automatically saved, you can exit by clicking outside of the 'Remove Gmail labels' pop-up box or by clicking the 'X' at the top right of the pop-up box.
- **Send approval request** for approval to Security Officer (3)



Security Officer approval

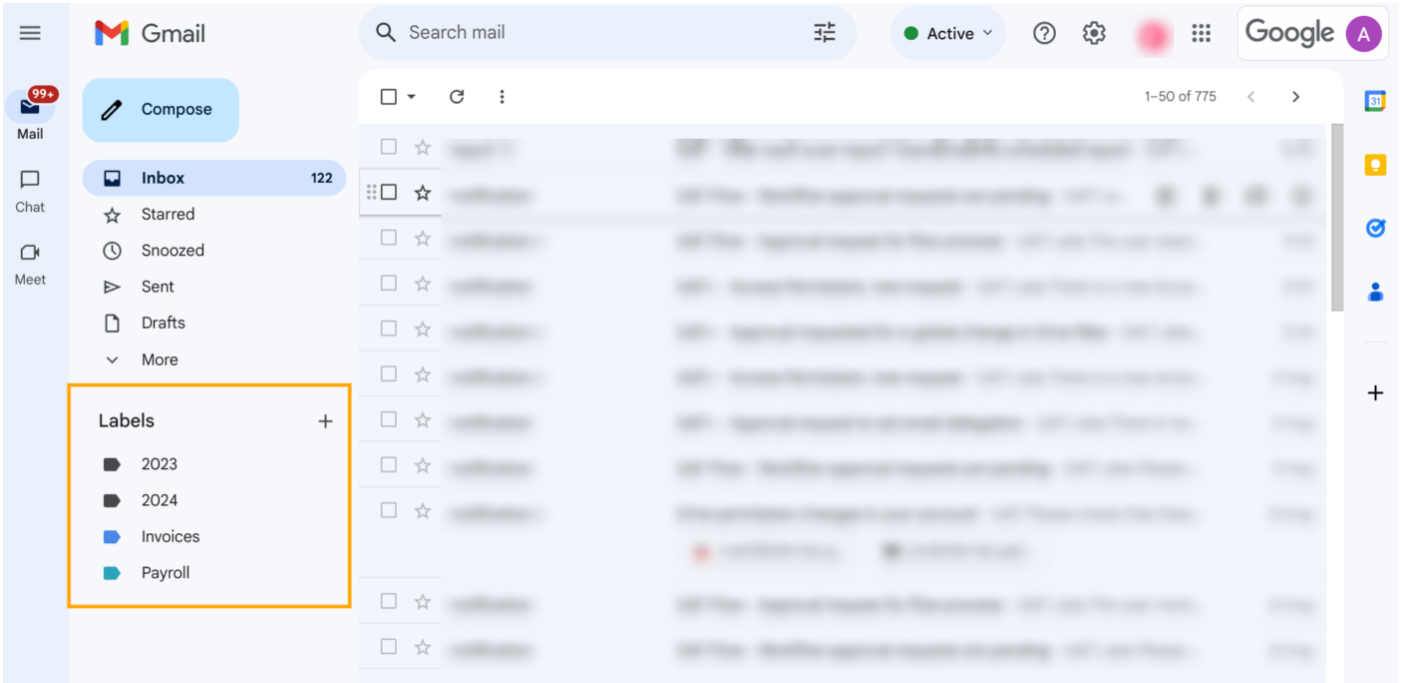
Note: If there is pre-approval enabled the workflow will be set to run right away, if not, a Security Officer must approve the request first to be executed.

The Security Officer receives an email notification about the workflow and has to approve it. After that the workflow will be set to run.

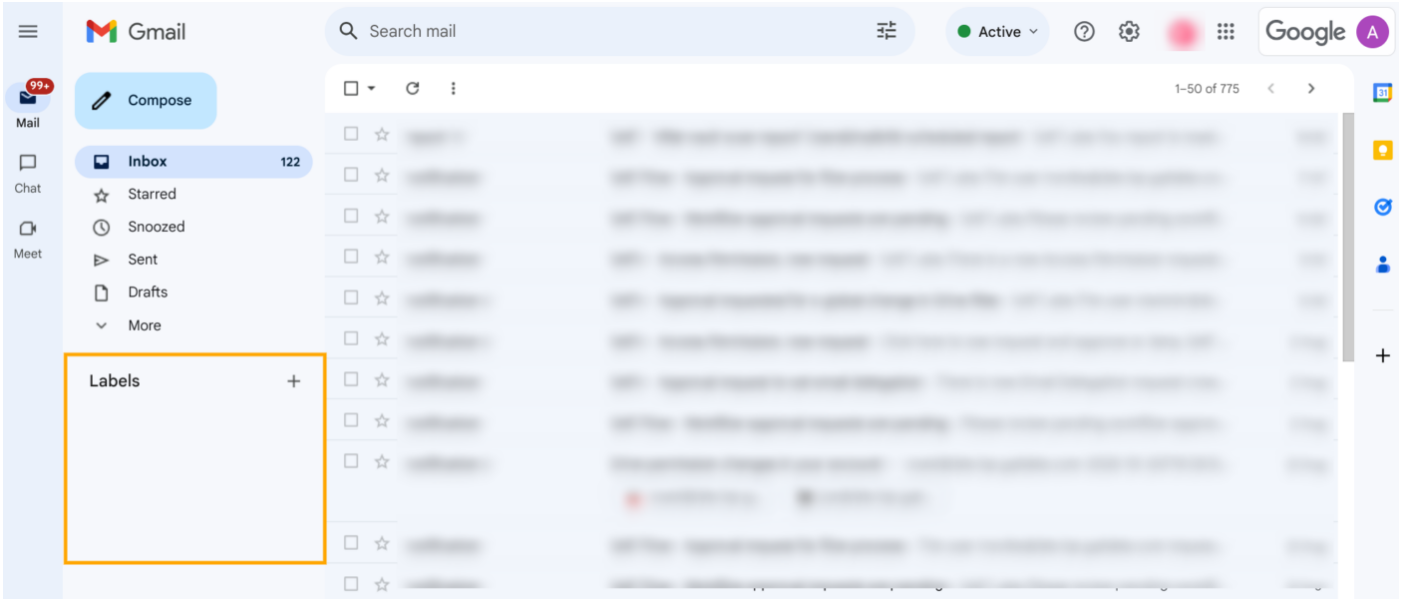


Results

Before the action run:



After the action run:



Availability

The "Remove Gmail Labels" feature is available to every GAT Flow user, automatically to domain administrators, and also to auditors who have been granted permission to create workflows.

Relevant post

- Setting up Gmail Labels in Bulk with GAT Flow