Change Contact Email Addresses in Bulk with GAT+

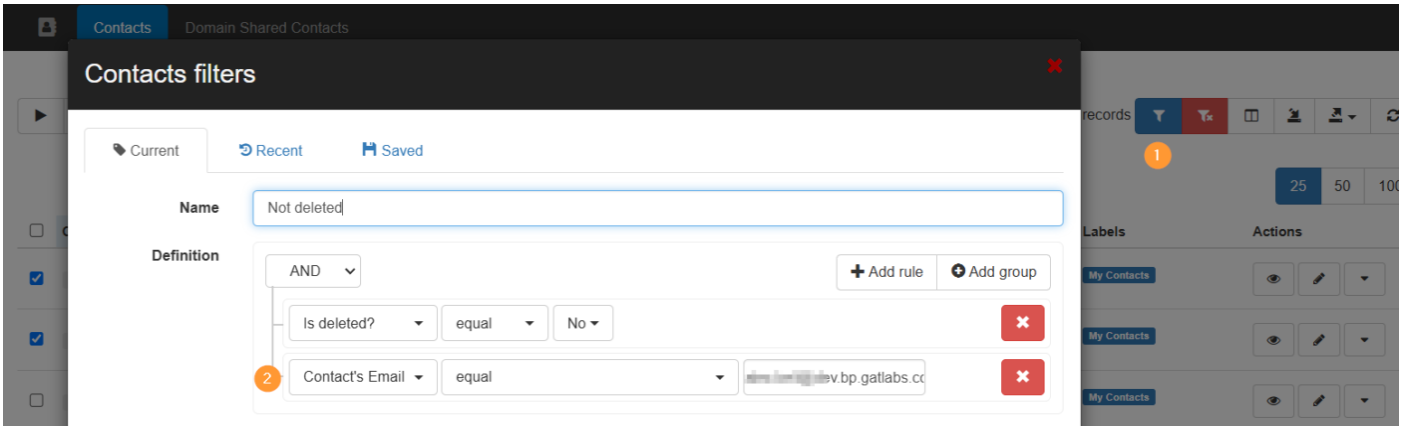
Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/change-contacts-email-addresses-in-bulk/

GAT+ simplifies bulk email updates for Google Workspace admins, allowing you to efficiently update contact email addresses for multiple users in just a few steps:

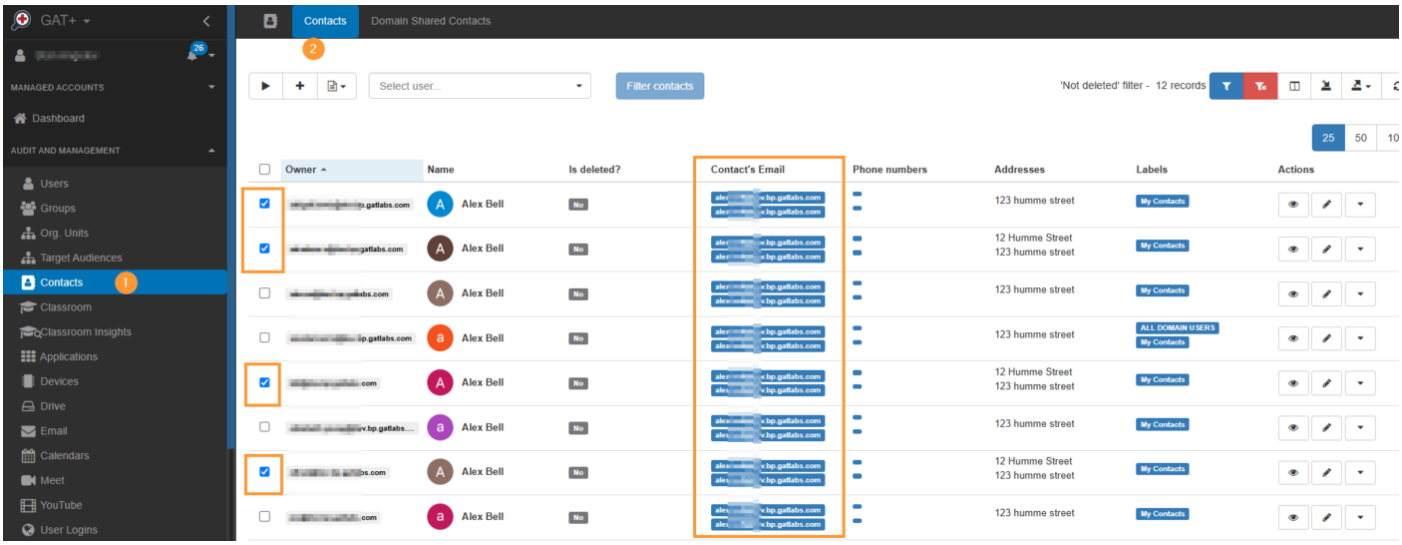
Navigate to **GAT+ > Contacts > Contacts**

Search for any Contact's Email and change it for any user.

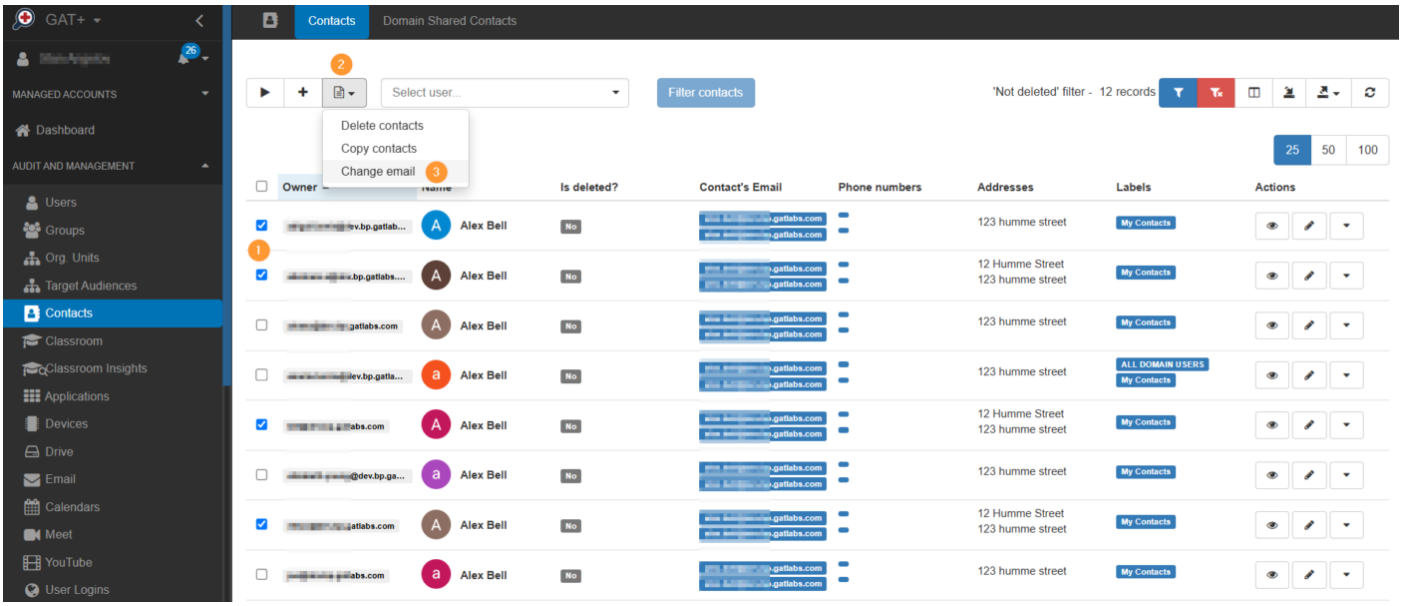
Apply the filter and **search for the Contact's email** you need.



When the result is found **select any or all users who have this contact's email**



When selected you can bulk update the Contact's email by selecting Change email



A new window will be displayed

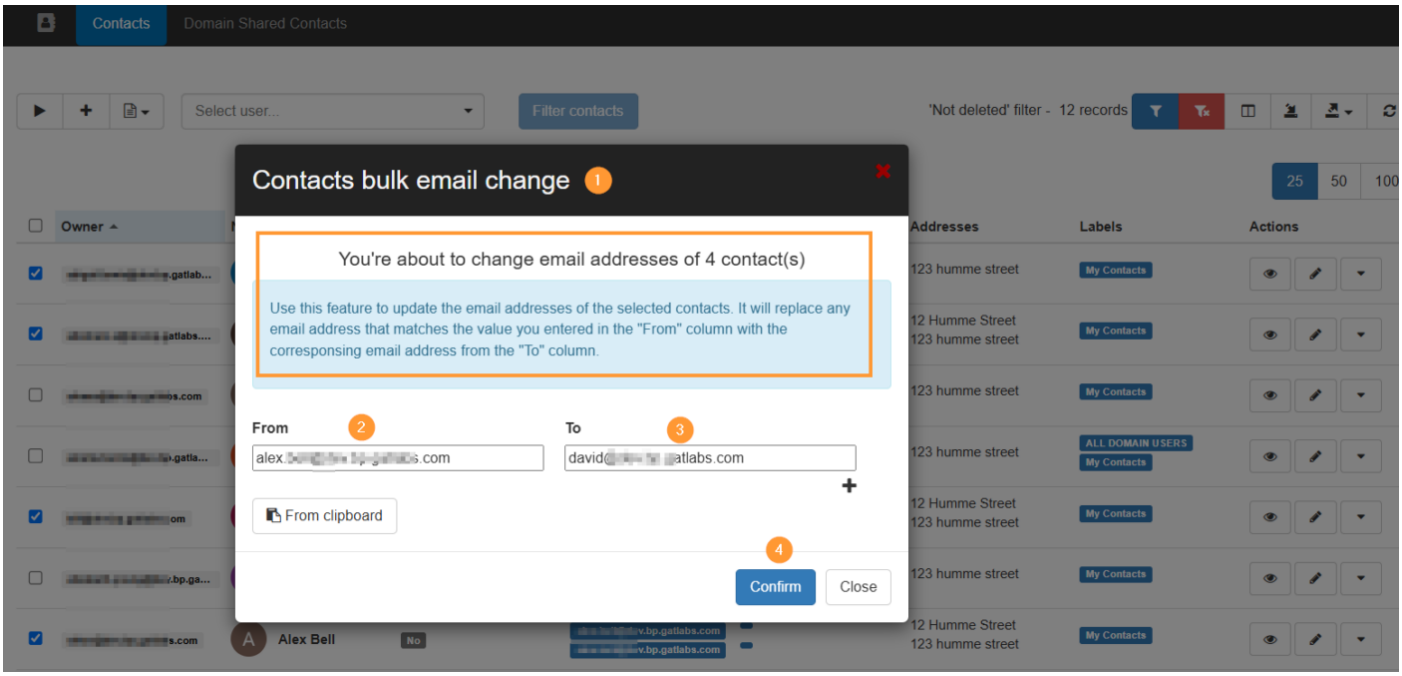
Contacts Bulk Email Change

Use this feature to update the email addresses of the selected contacts. It will replace any email address that matches the value you entered in the "From" column with the corresponding email address from the "To" column.

For example:

- Search for all contact's email = userX
- Select all users
- Change the contact's email from UserX to UserY
- Confirm changes
- The contact's email will be changed for all selected users

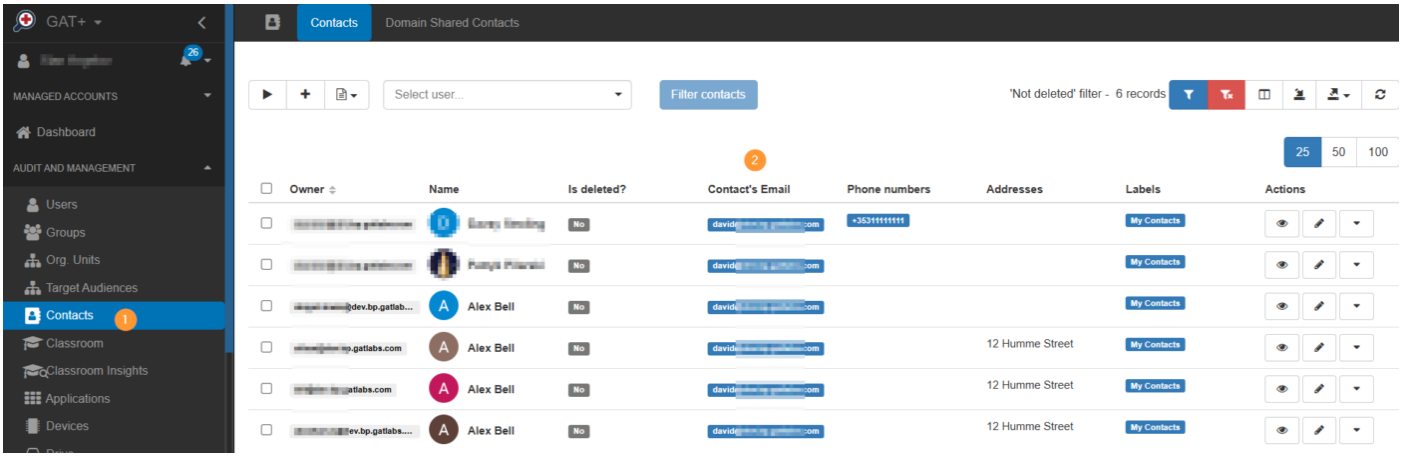
You can also use **"From clipboard"** where can enter bulk emails to be changed.



Result

When the change of email addresses is confirmed the job will be executed.

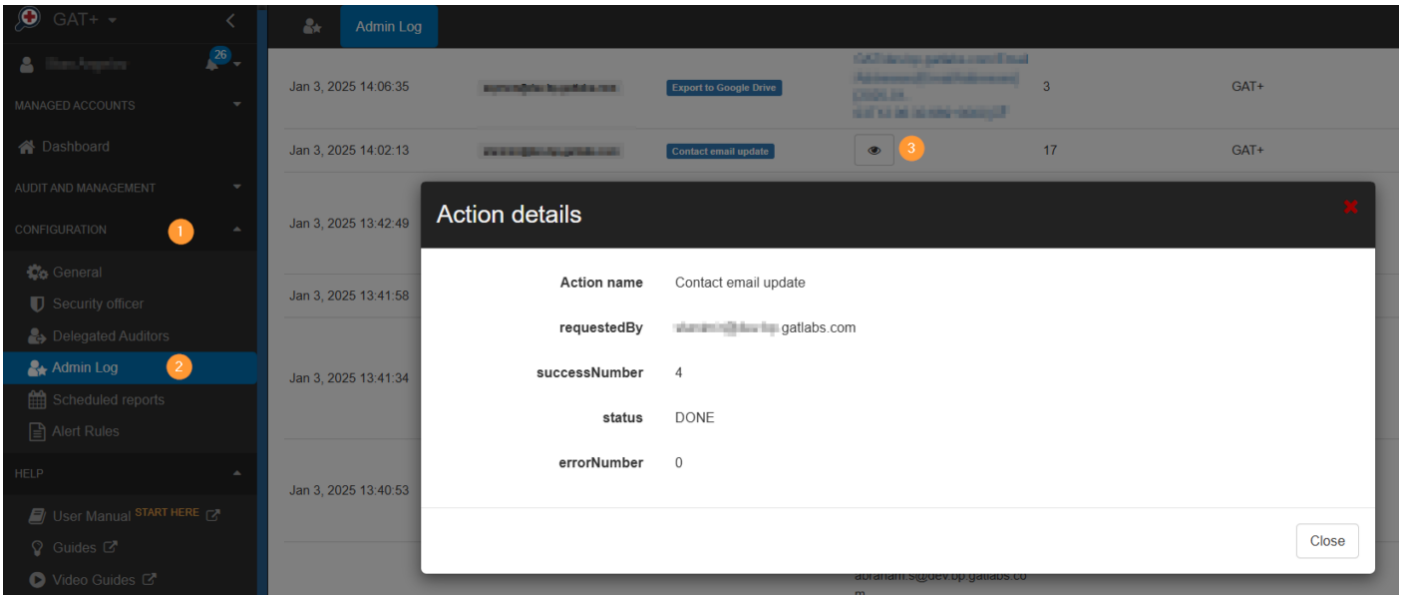
As a result, the contact email address will be changed.



As mentioned above the **Contacts email will be changed from Alex to David**

Admin log

When the change is done it will be reported in the Admin log.


GAT+
MANAGED ACCOUNTS
Dashboard
AUDIT AND MANAGEMENT
CONFIGURATION
1
General
Security officer
Delegated Auditors
Admin Log
2
Scheduled reports
Alert Rules
HELP
User Manual START HERE
Guides
Video Guides
Admin Log
Jan 3, 2025 14:06:35
Export to Google Drive
3
GAT+
Jan 3, 2025 14:02:13
Contact email update
3
17
GAT+
Jan 3, 2025 13:42:49
Jan 3, 2025 13:41:58
Jan 3, 2025 13:41:34
Jan 3, 2025 13:40:53
Action details
Action name
Contact email update
requestedBy
gatlabs.com
successNumber
4
status
DONE
errorNumber
0
Close