Change the Group Email Subscriptions Settings for Multiple Users with GAT Flow

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/change-the-group-email-subscriptions-settings-for-multiple-users-with-gat-flow/

GAT Flow allows admins to bulk change group members' email subscriptions to selected Google Groups. The tool's comprehensive capability allows Google Workspace Admins and auditors to manage users individually and in bulk.

The Admin can select many users in bulk and change the subscription each user has to the chosen Google groups.

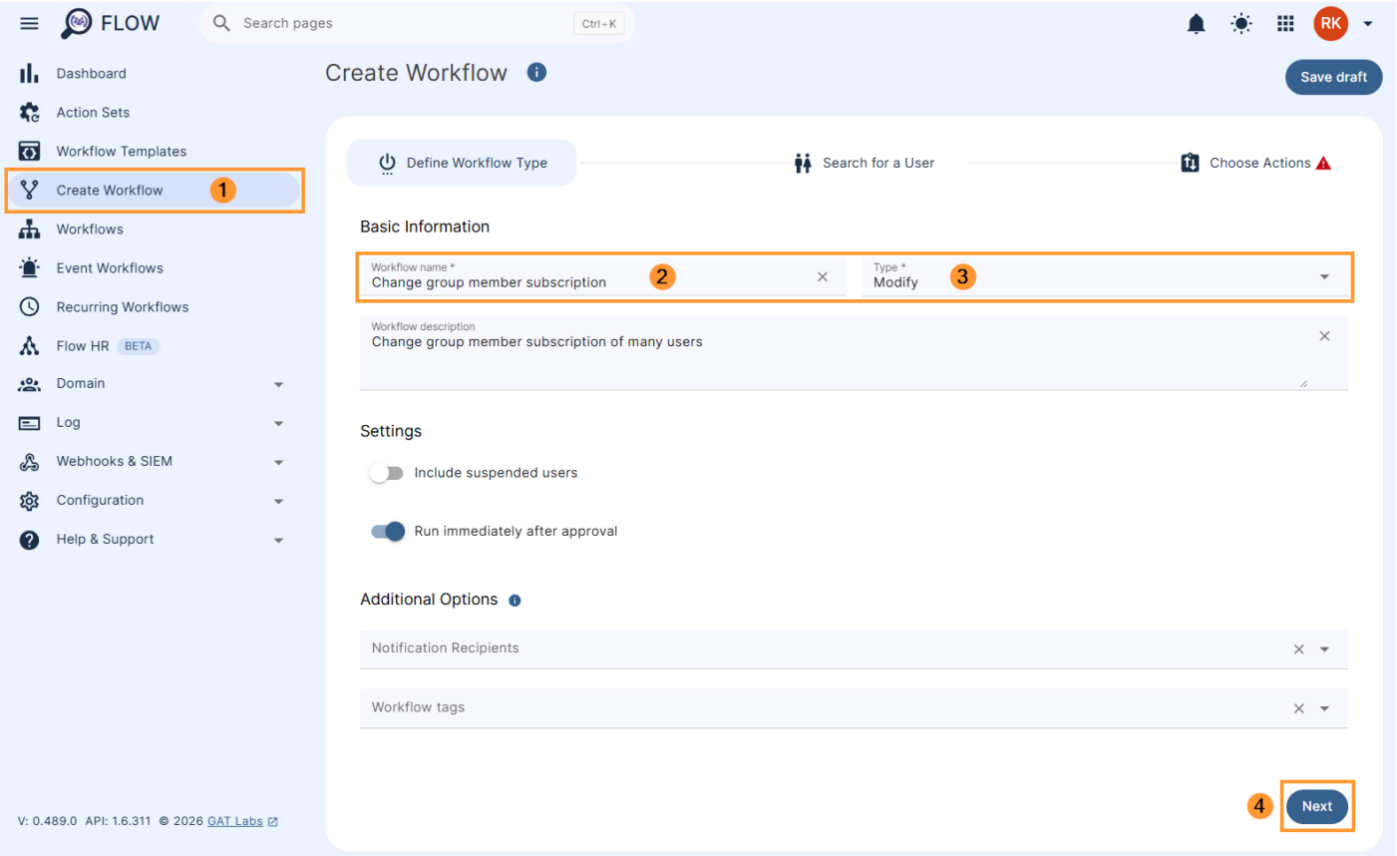
Create workflow

Create a Workflow to change group email subscriptions.

Navigate to **GAT Flow > Create workflow**

In the ‘Workflow type’ subtab fill in the details as required:

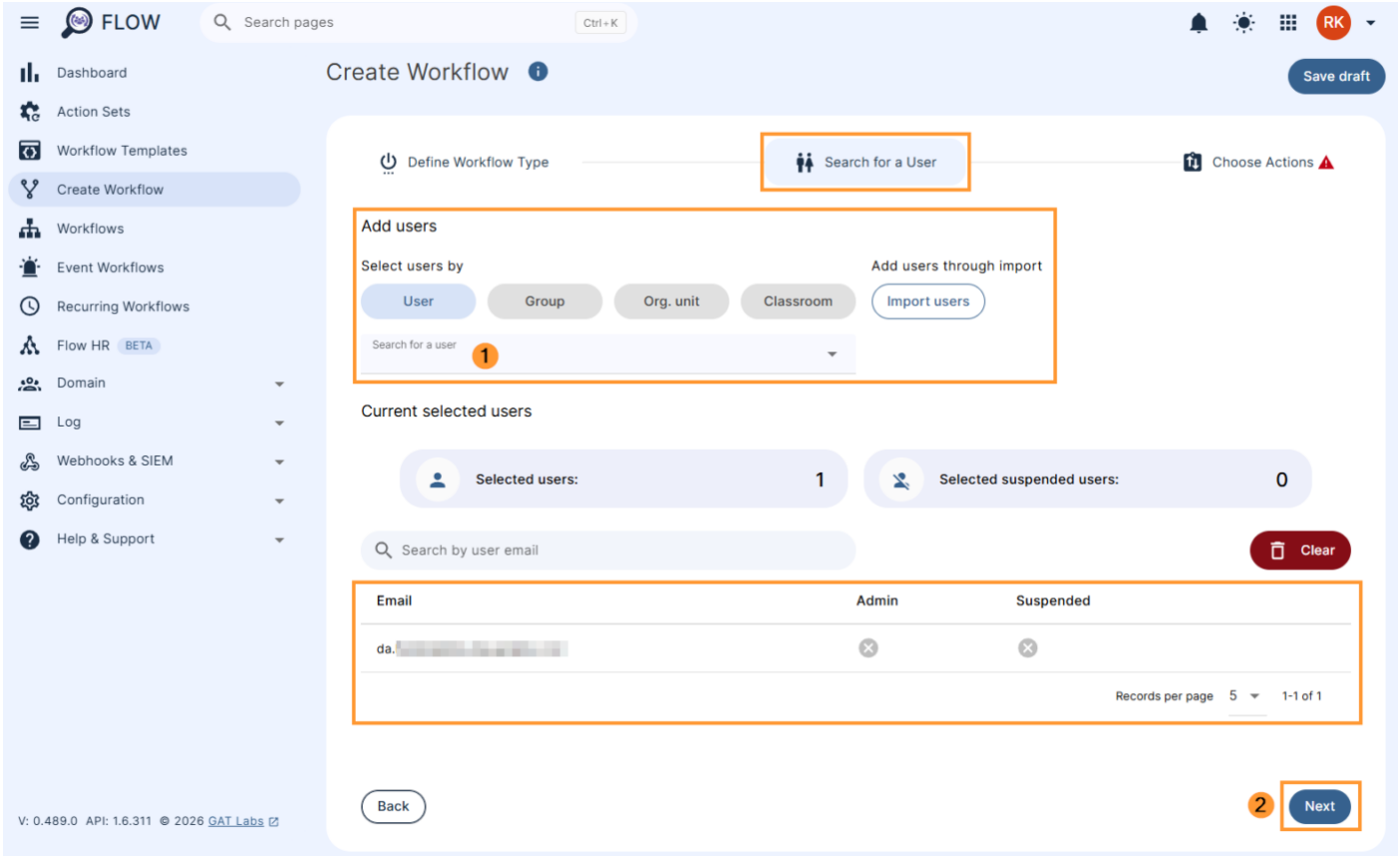
- **Name** - enter a name for the workflow
- **Type** - select the type of workflow (for this example ‘Modify’)
- **Description** - enter a description for the workflow (**optional**)
- **Include suspended users** - enable if you would like to run this workflow on suspended users (**optional**)
- **Run immediately after approval** - set up the workflow to run right away or select a future time when to run (**optional**)



Search for a user

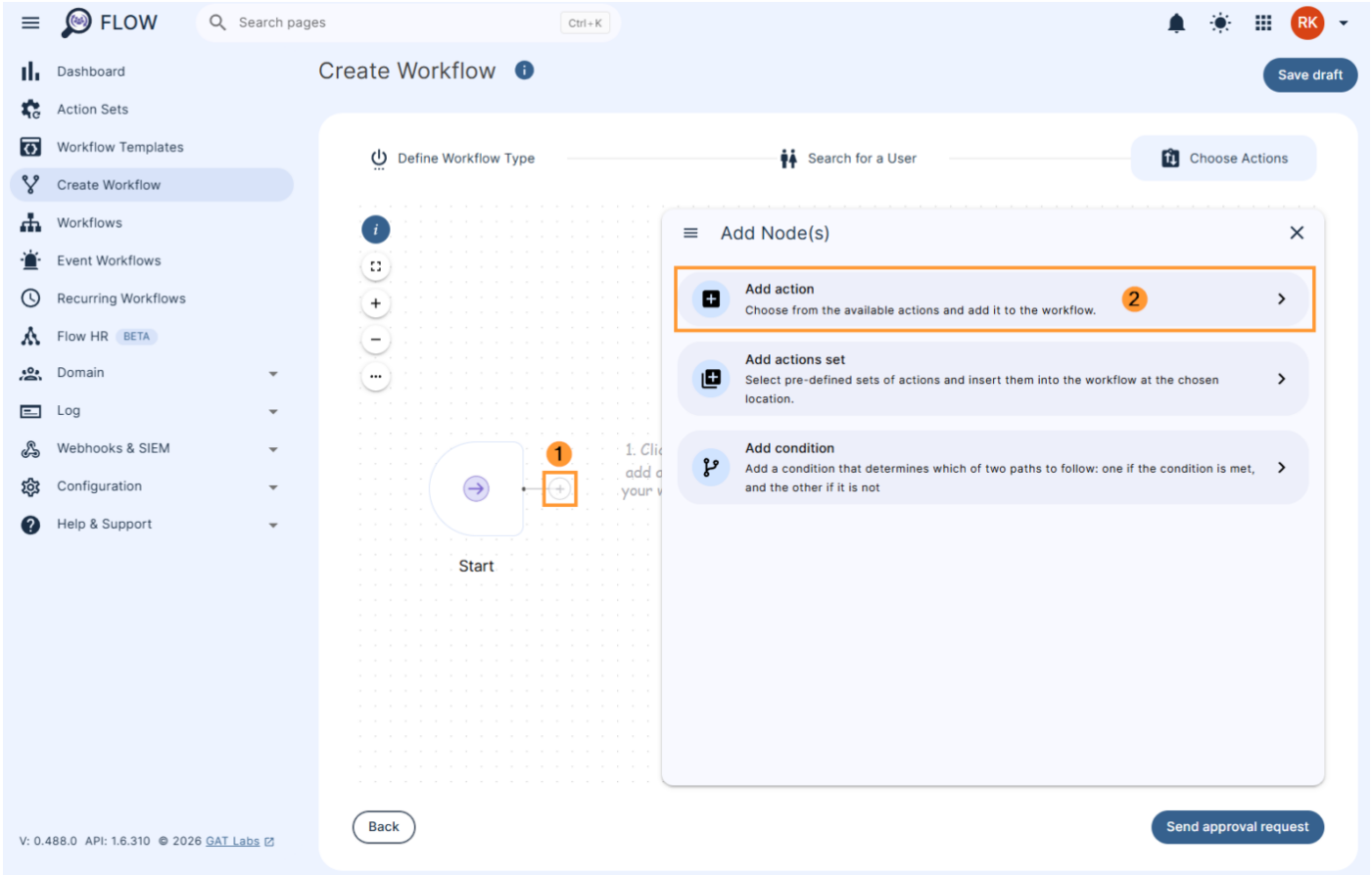
In the ‘Search for a user’ subtab-

- Select the **users who are members of the groups you want to change subscriptions to.**
- Click on **proceed to actions.**

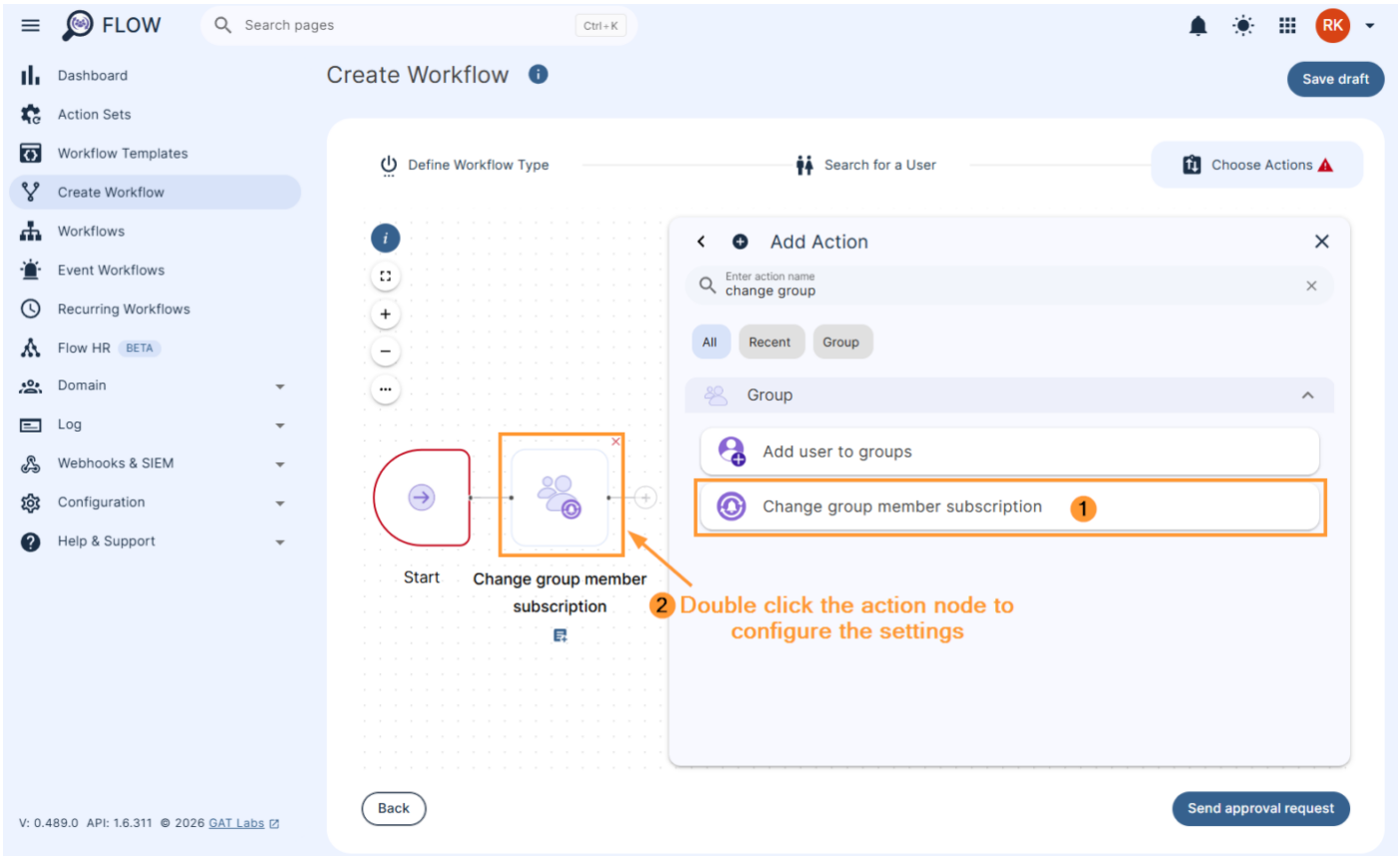


Choose action

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



A menu with different options will be displayed. Search and pick the action required (**Groups > Change group member subscription**)

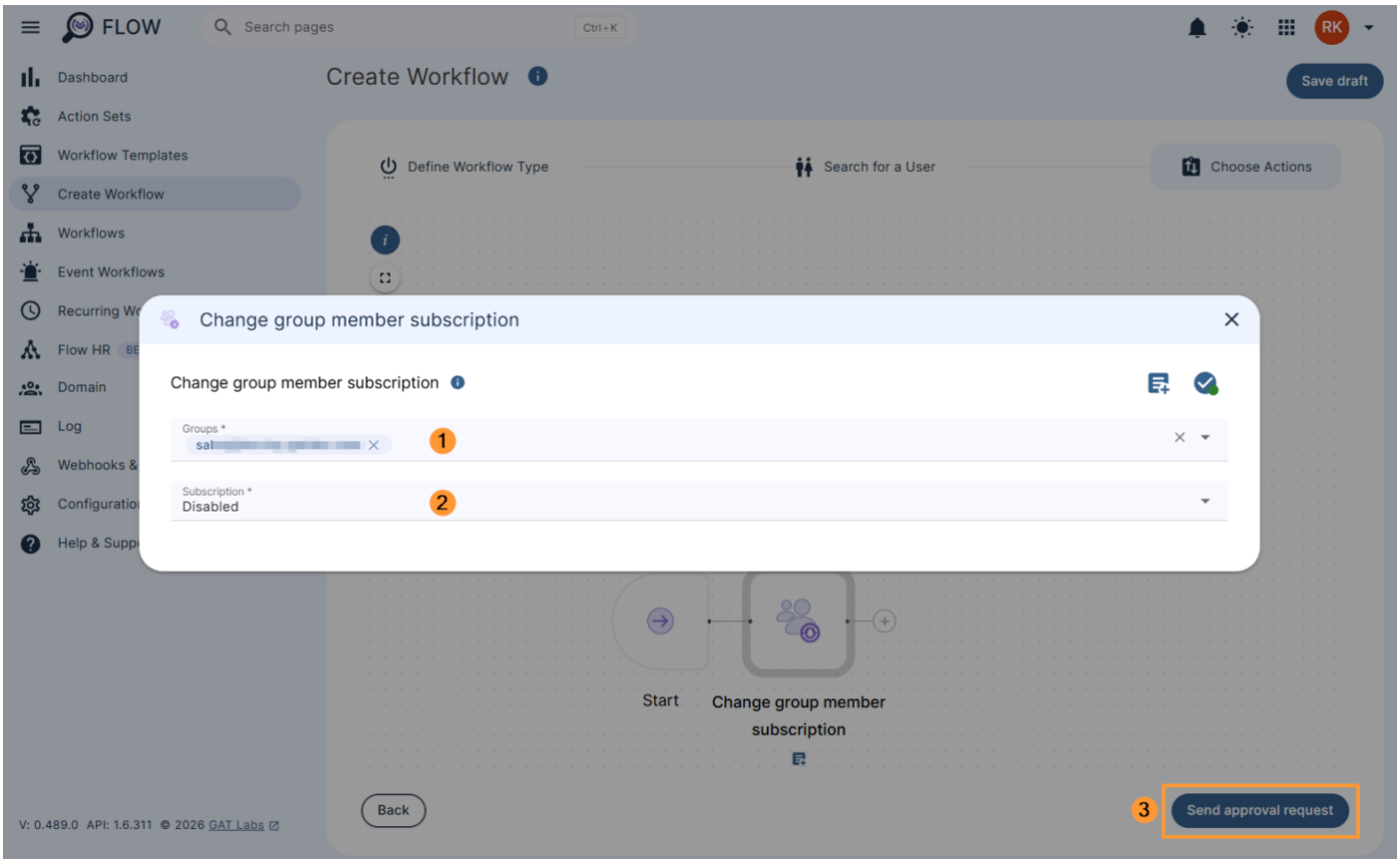


When the action is selected fill in the details.

Select the group whose group member subscription you want to change.

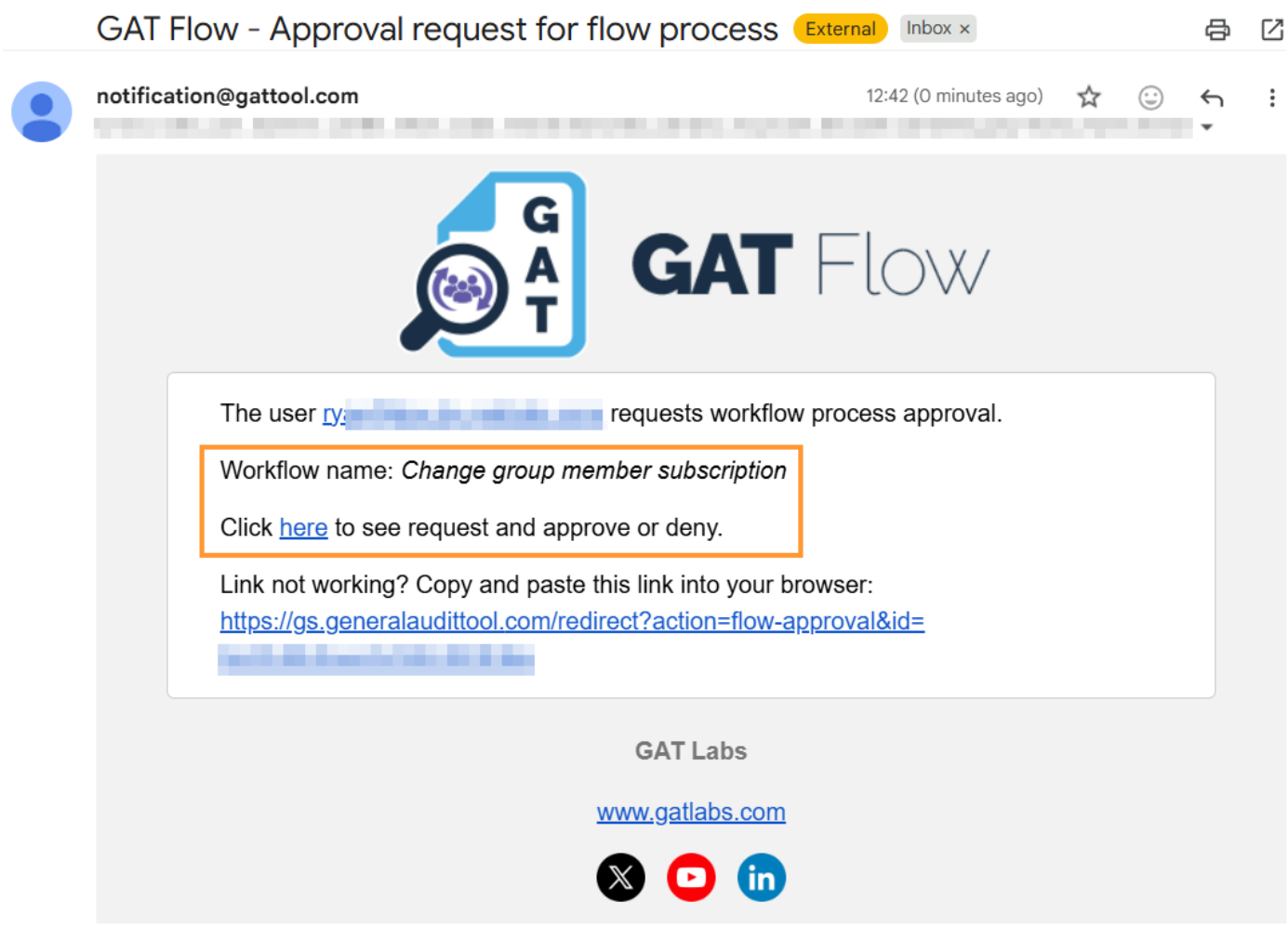
- **Group** - select the group needed
- **Subscription** - change the subscription as you like
  - **Each email**
  - **Daily**
  - **Digest**
  - **Disabled**
  - **None**

When ready with the change, select **send an approval request (3)** to proceed.



Security Officer Approval

Approval - The Security officer will receive an approval email.



Note:

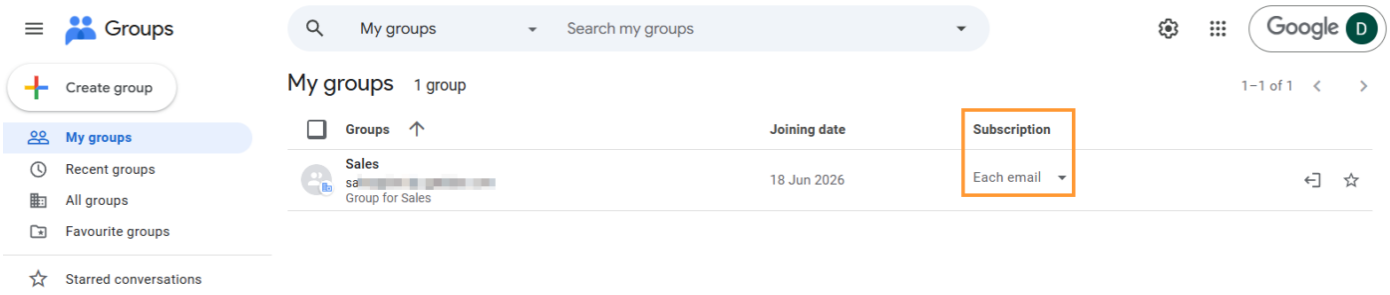
Preapproval - If preapproval is enabled - the workflow will be set to without approval by the Security officer.

Result

When the request is approved and the job is complete the group membership subscription will be changed.

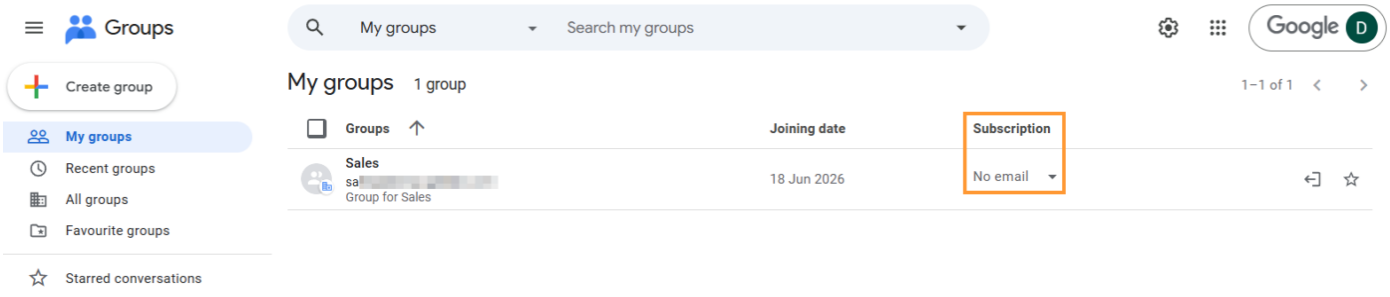
Before

The subscription on the groups will be > **Each email**

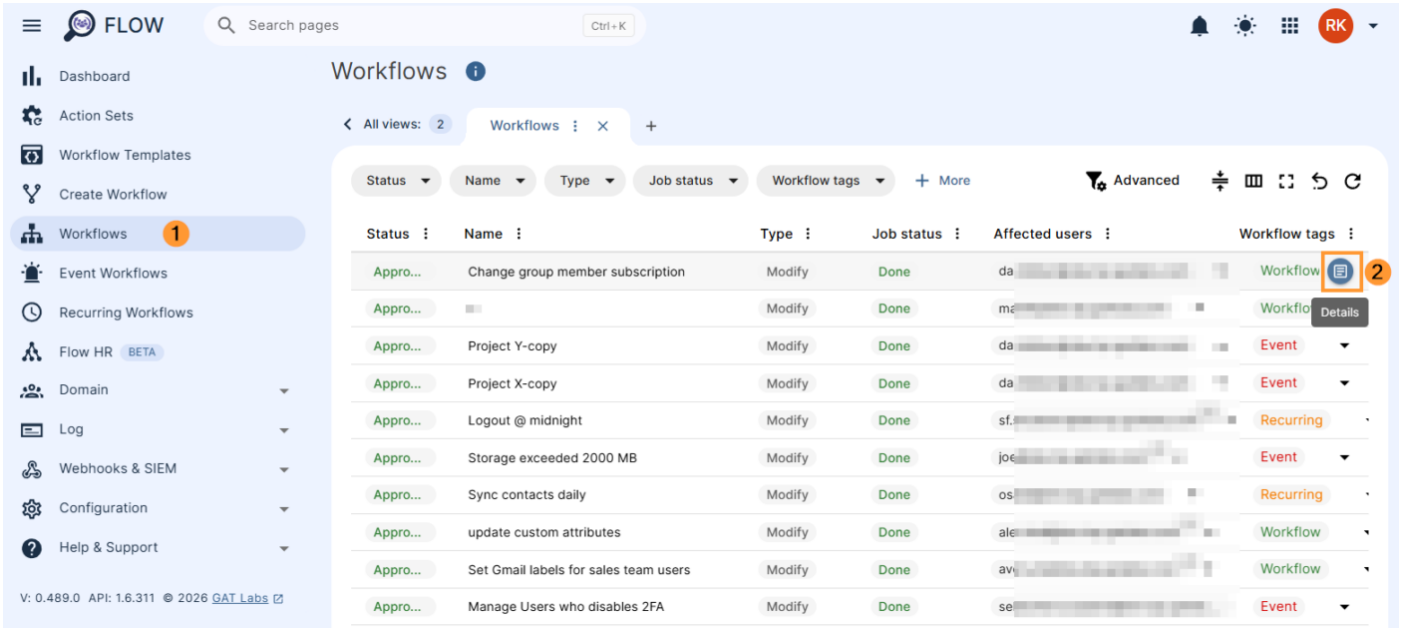


After

The subscription on the groups will be > **Disabled (No email)**



Results can be also seen in the **Flow > Workflow > 'page icon'** for details.



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