Clear Users’ Email Aliases in Bulk via GAT Flow

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/clear-users-email-aliases-in-bulk-via-gat-flow/

GAT Flow allows a Google Workspace Admin or/and Delegated Auditor to set up users’ email aliases in bulk. They can clear users' email aliases in bulk too to revert setting up action.

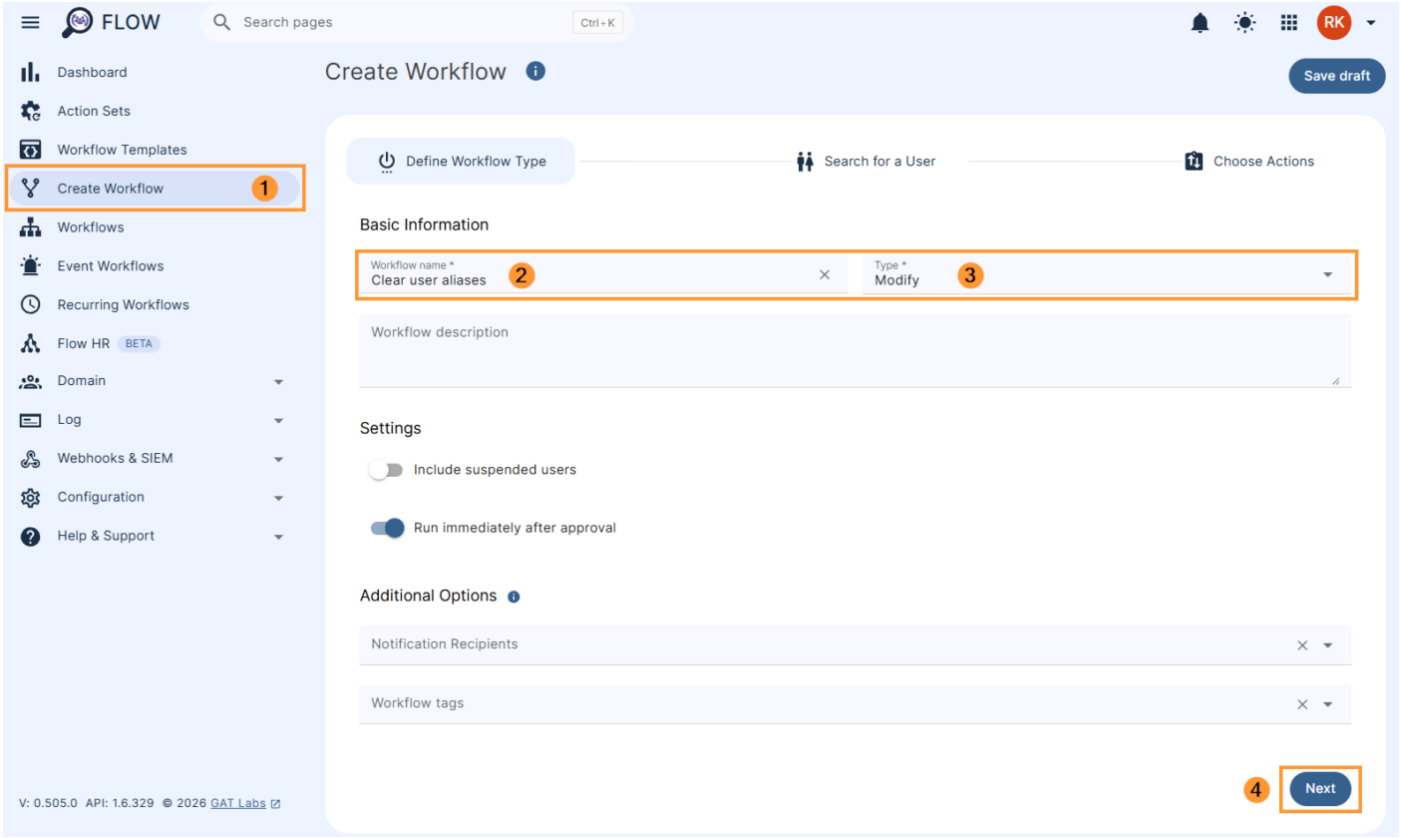
You can delete the user's alternative email address with a few simple steps outlined below.

Create workflow

First, create a workflow, and navigate to **Flow > Create workflow**.

Next, fill in the details:

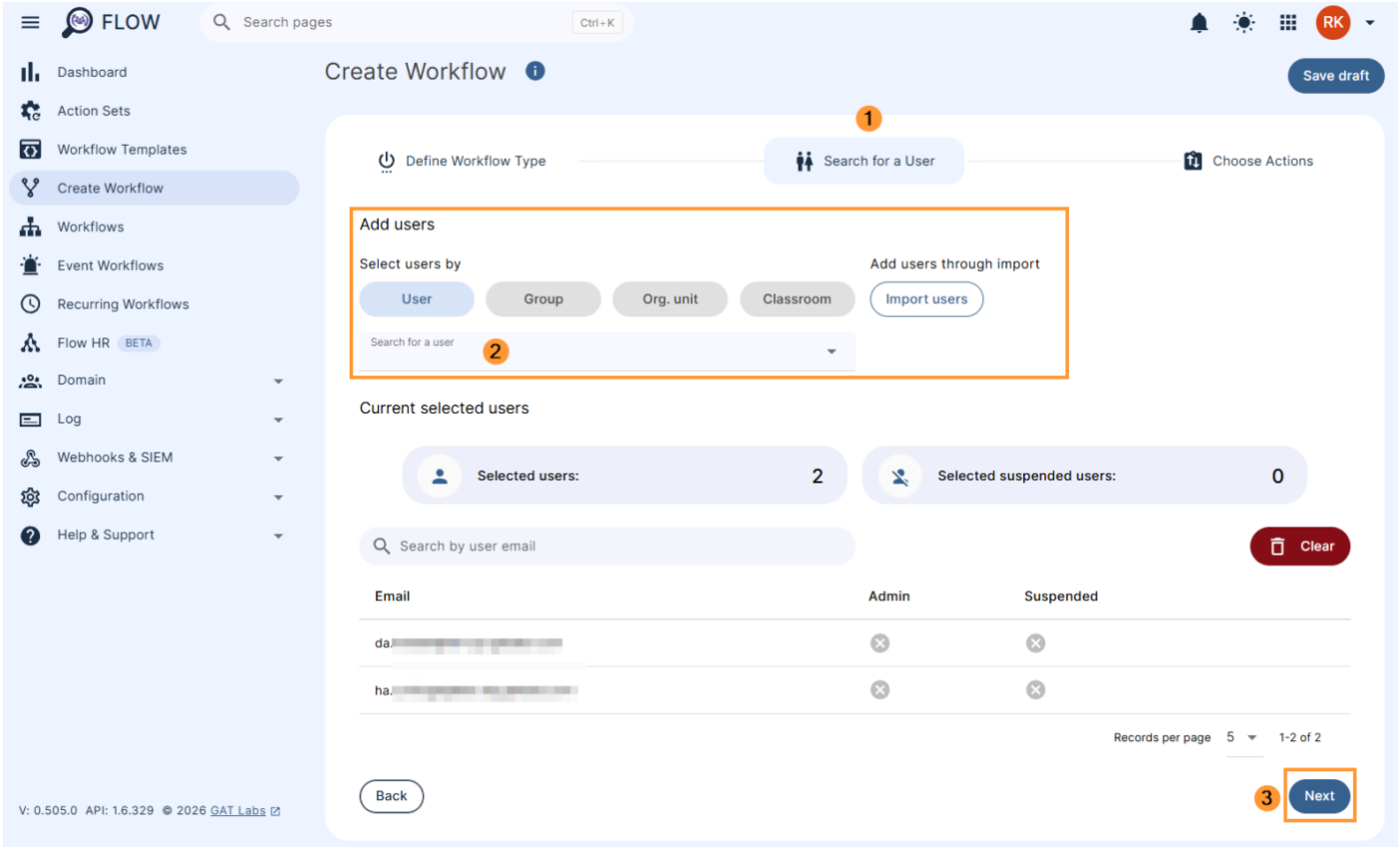
- Name – enter a name for the workflow
- Type – select the type of workflow you want to use (**Modify** in this example)
- Next – click to proceed



Search for a user

In the next step, search for a user. Select a single user or multiple users’ accounts where the actions will be applied.

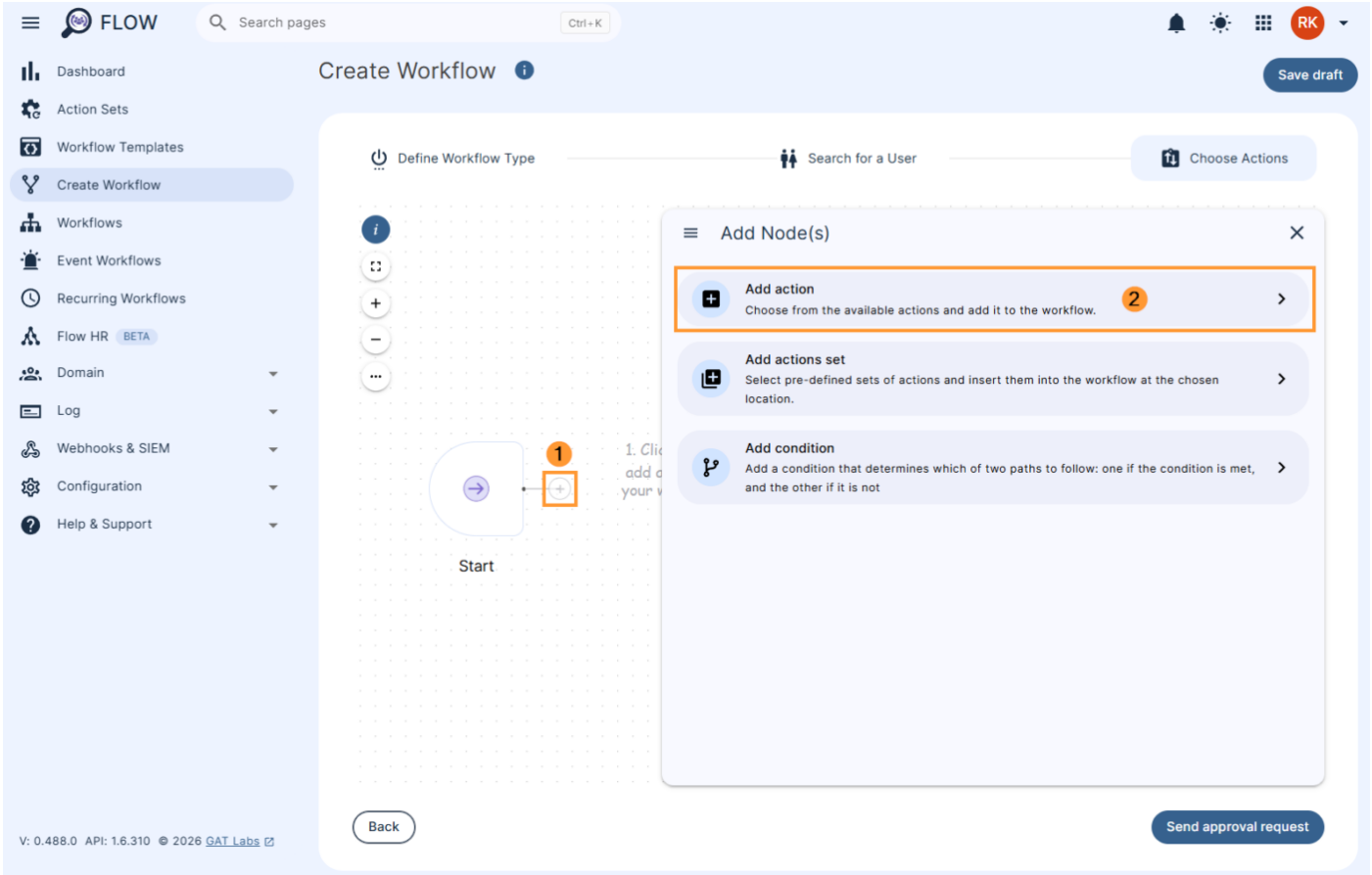
Search and add the users via **Search** for a user, group, org. unit, or classroom or import them.



Once users are selected, click on **Proceed to actions**.

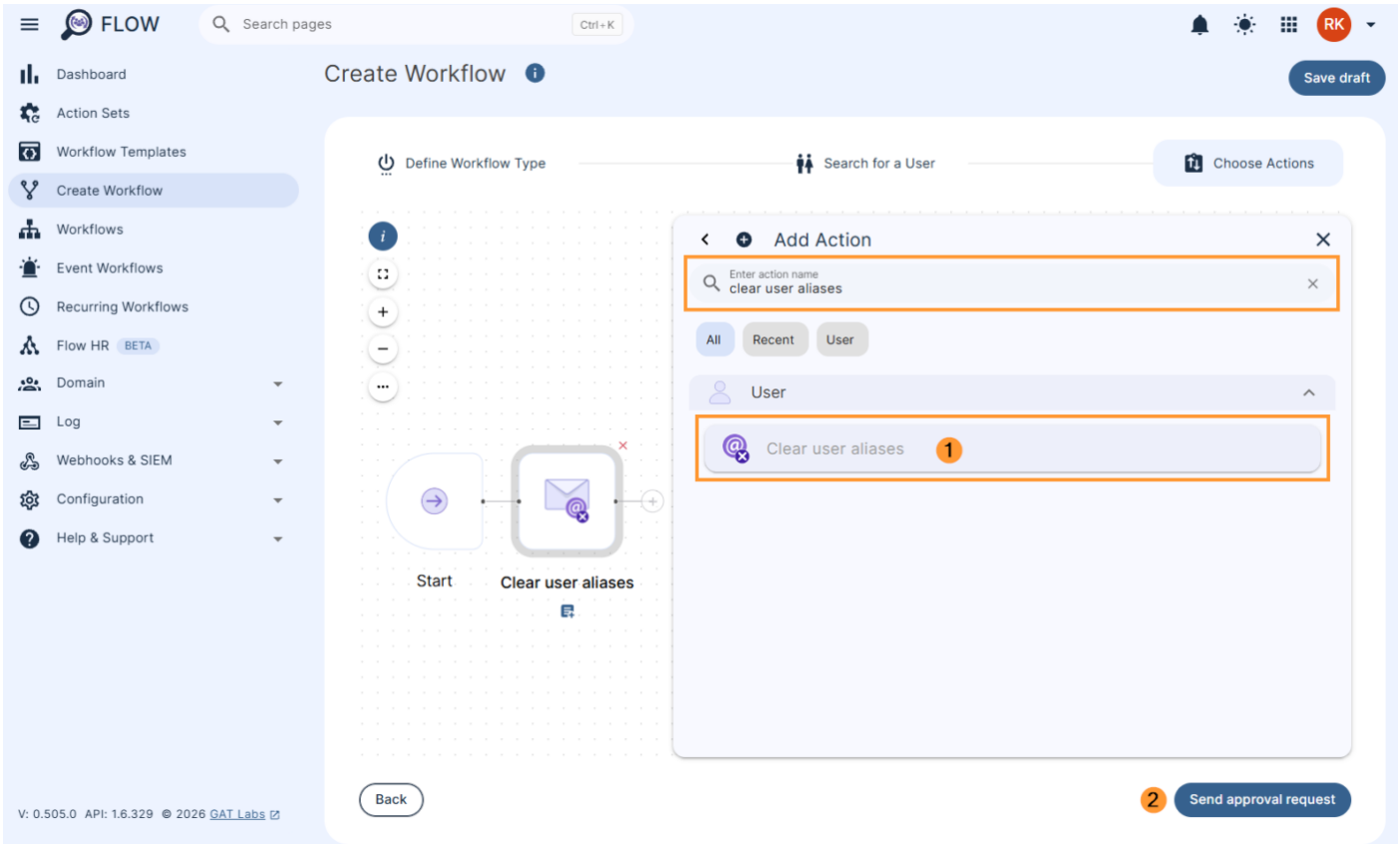
Choose action: Clear user aliases

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



Next, you will see all the options available, search and select the below action **Clear user aliases**

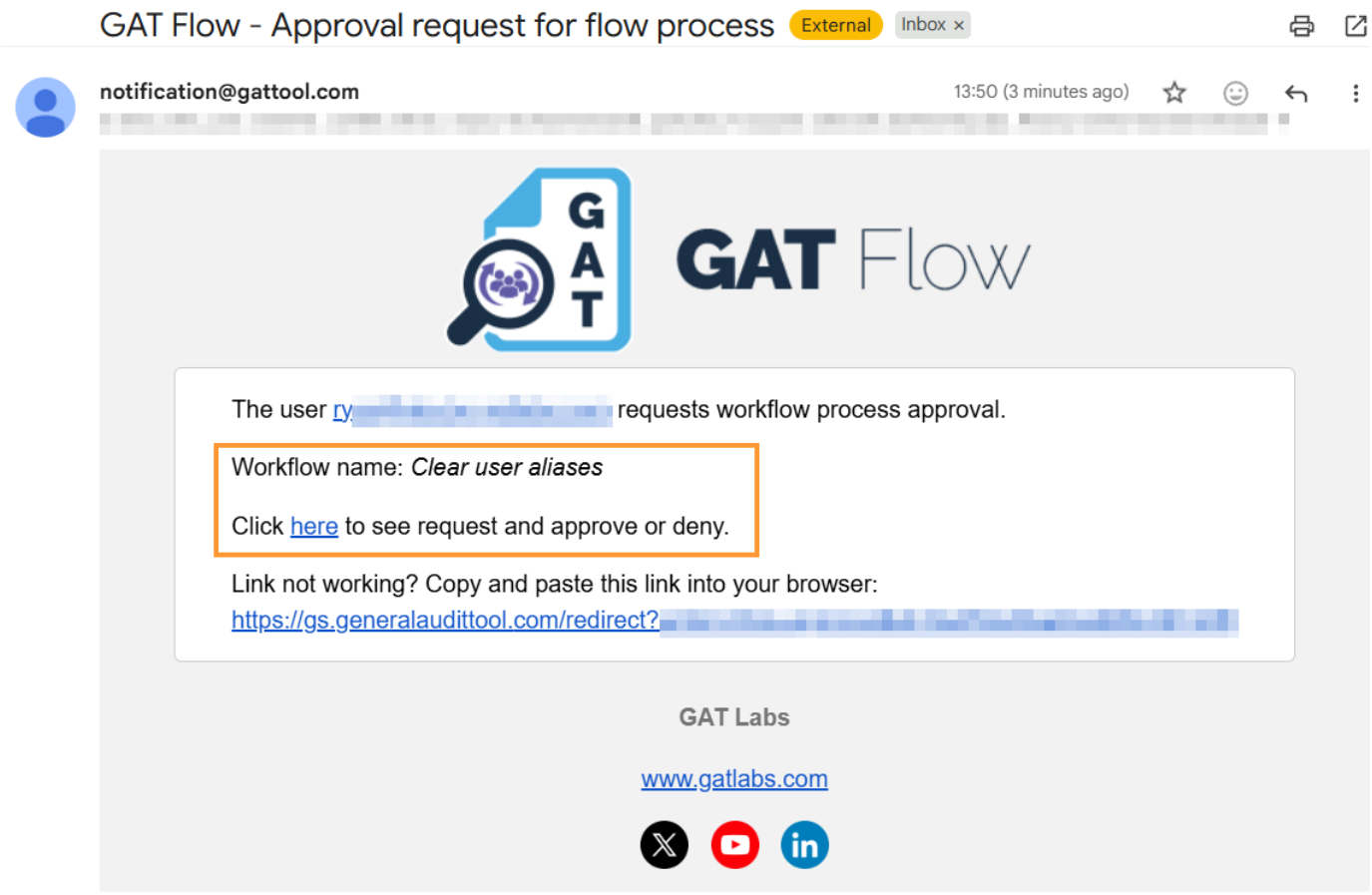
:



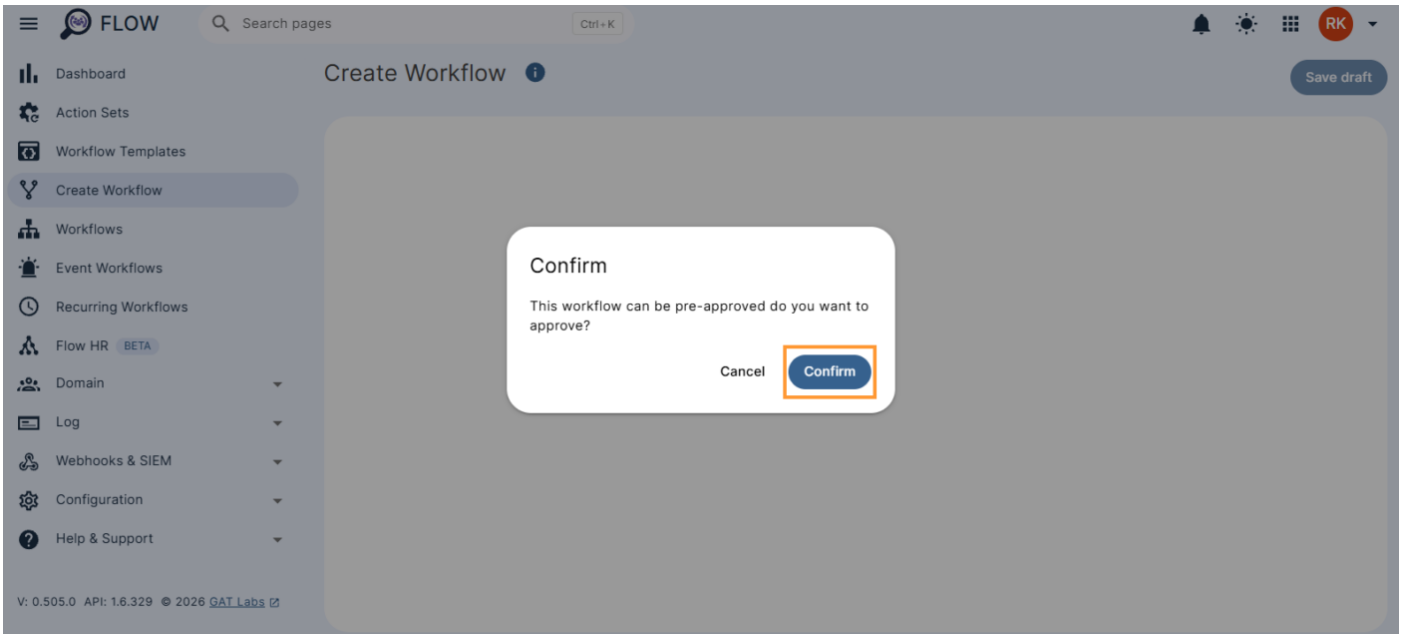
Once ready, **Send approval request**.

Approval Request

Last, after sending, the Security Officer has to approve the request. They will receive an email that will lead them to the approval page.

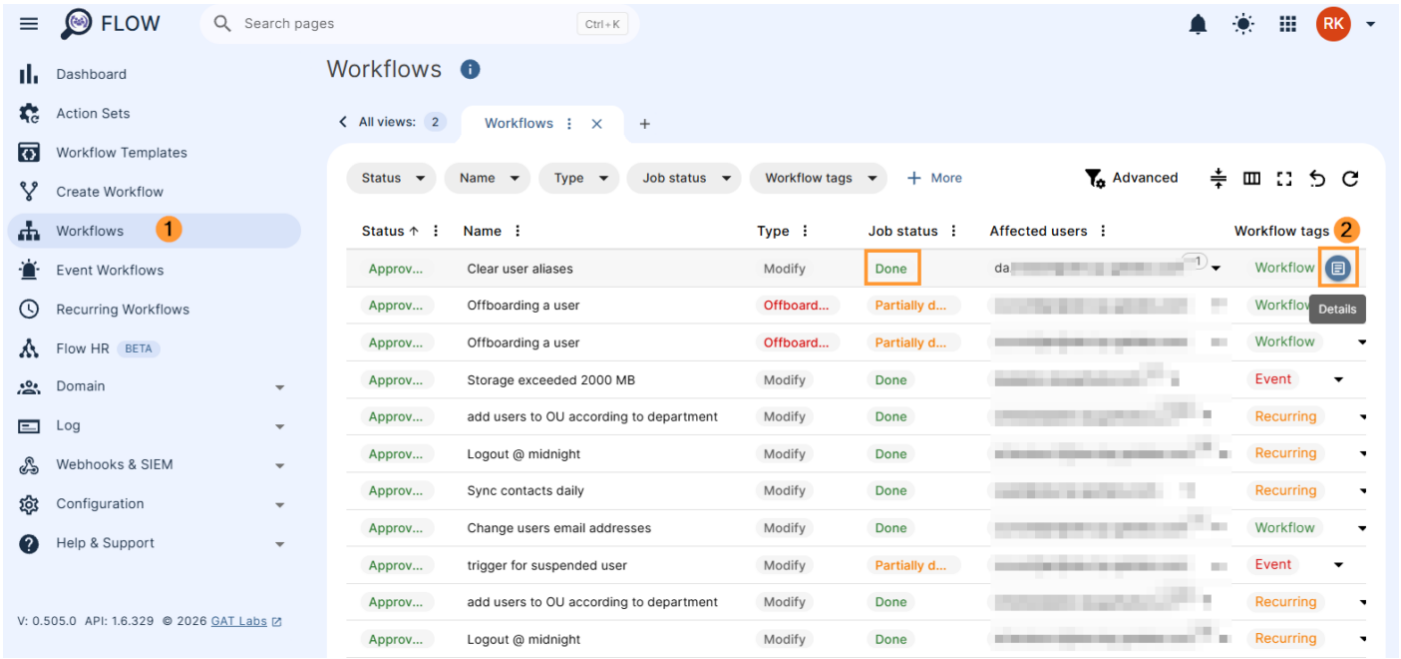


Note: If the pre-approval option is enabled, an email is not being sent to Security Officer. The workflow creator can confirm the preapproval option to run the workflow right away.



Result

Once approved, the workflow will run.



As a result, the Admin cleared out alternative email addresses (email aliases).

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