Create Google groups in bulk via CSV

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/create-google-groups-in-bulk-via-csv/

Groups management

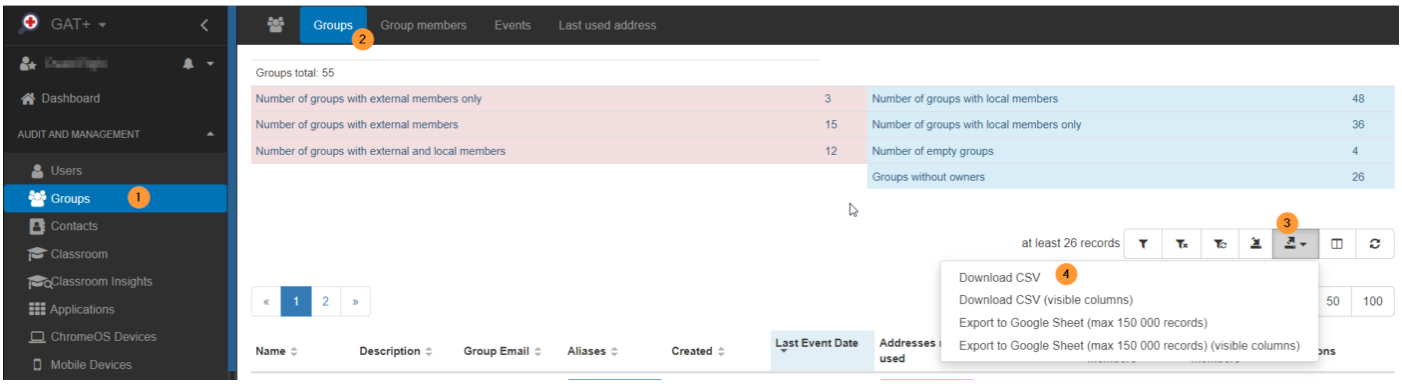
Our tools provide a variety of avenues for group management. This post will explain the functionality of creating Google groups in bulk via importing a CSV spreadsheet.

Check out alternative posts we have for Google groups management below

- Groups member management
- Find empty Google groups and their aliases

Create Google Groups in bulk

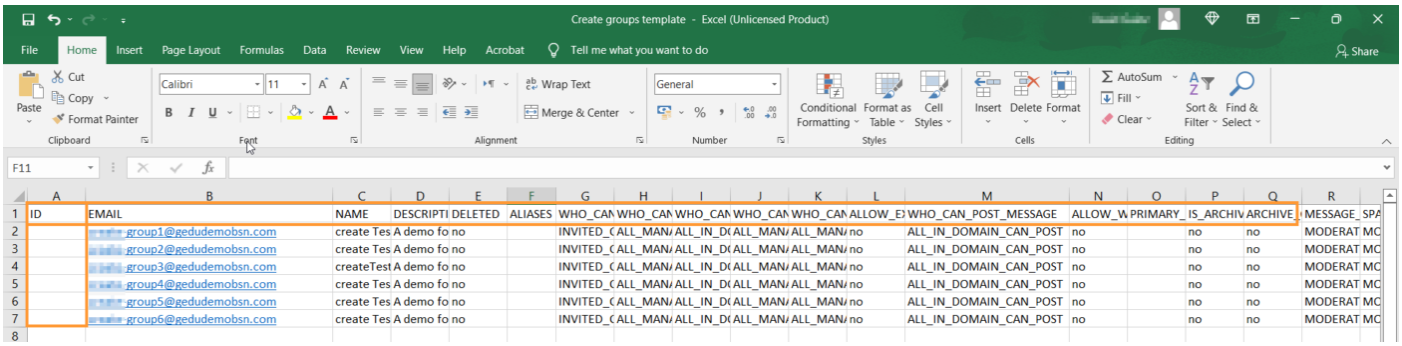
Navigate to **GAT+ > Groups**



Export an existing group to copy the existing columns for your template needed to import the newly created groups.

Delete all the already existing data in all columns.

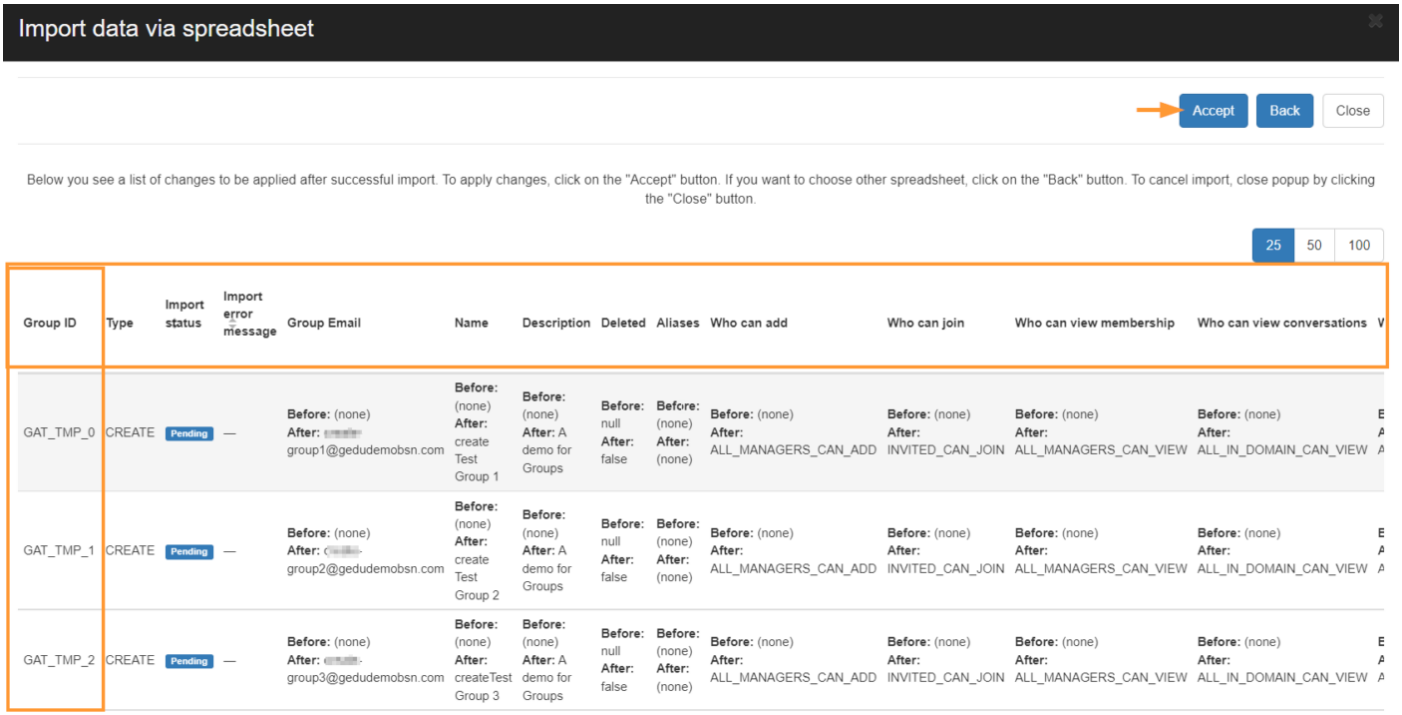
Start **populating the columns with data for the groups you want to create, while leaving the Group ID column blank.**



Save your CSV and import it via **GAT+ > Groups > import** (next to the export icon)

> Notice the Group ID has been automatically created and the changes that you have made will be displayed.

Select accept and the groups will be created with the configurations stated in the spreadsheet.

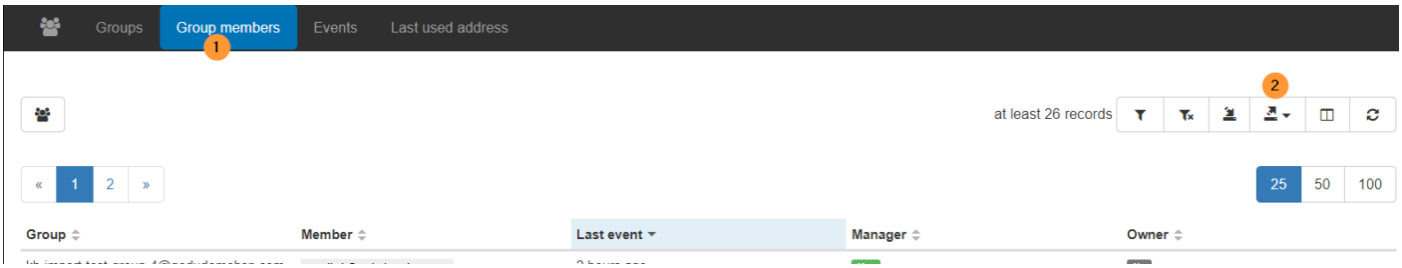


You can check the results immediately in the admin console or initiate a GAT scan and wait for the data to be populated in the **GAT+ Groups** audit.

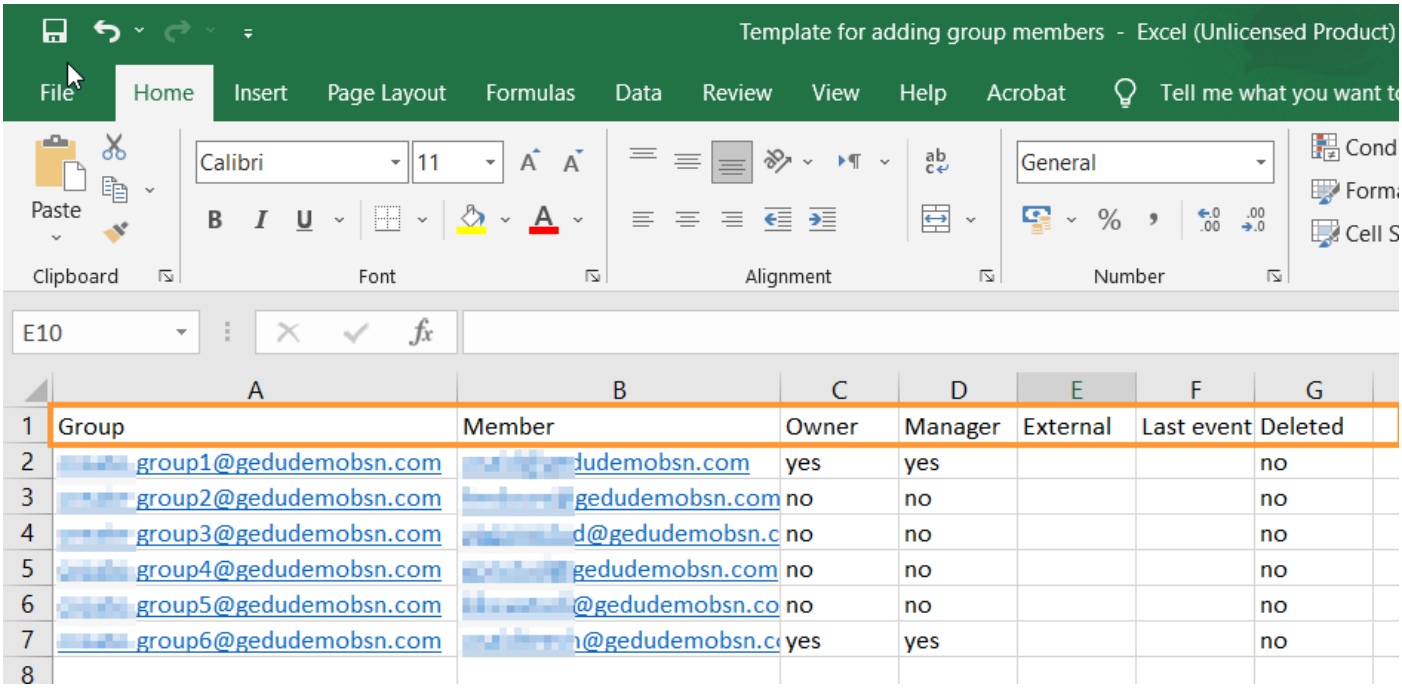
Manage members in your newly created groups

To add members in bulk to your newly created groups navigate to the **Group Members** tab.

Using the same steps outlined above, export a current group and remove all existing data and then populate the columns accordingly with your new groups.



For adding multiple members separate the inputs with a comma ','



Save the CSV and then Import it from **GAT+ > Groups > Group members**

The changes should take effect immediately and can be witnessed in the admin console or after a GAT Scan in the GAT+ console.