How to Force Sign Out Users in Google Workspace with GAT Flow

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/force-sign-out-google-workspace-users/

Flow Overview

Flow is a user management tool, it allows Google Admins to set up automated workflows for the onboarding offboarding, and modification of the users in the domain.

One of the options available is to **Force sign out** the users. It forces the Google account of the users to be logged out from everywhere the account is logged in.

For example:

- A lost or misplaced device is logged into the domain.
- The user forgot to sign out from the shared Device
- The account is signed on another device to their domain Google Drive

Below are the steps to follow to achieve this:

Create workflow

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

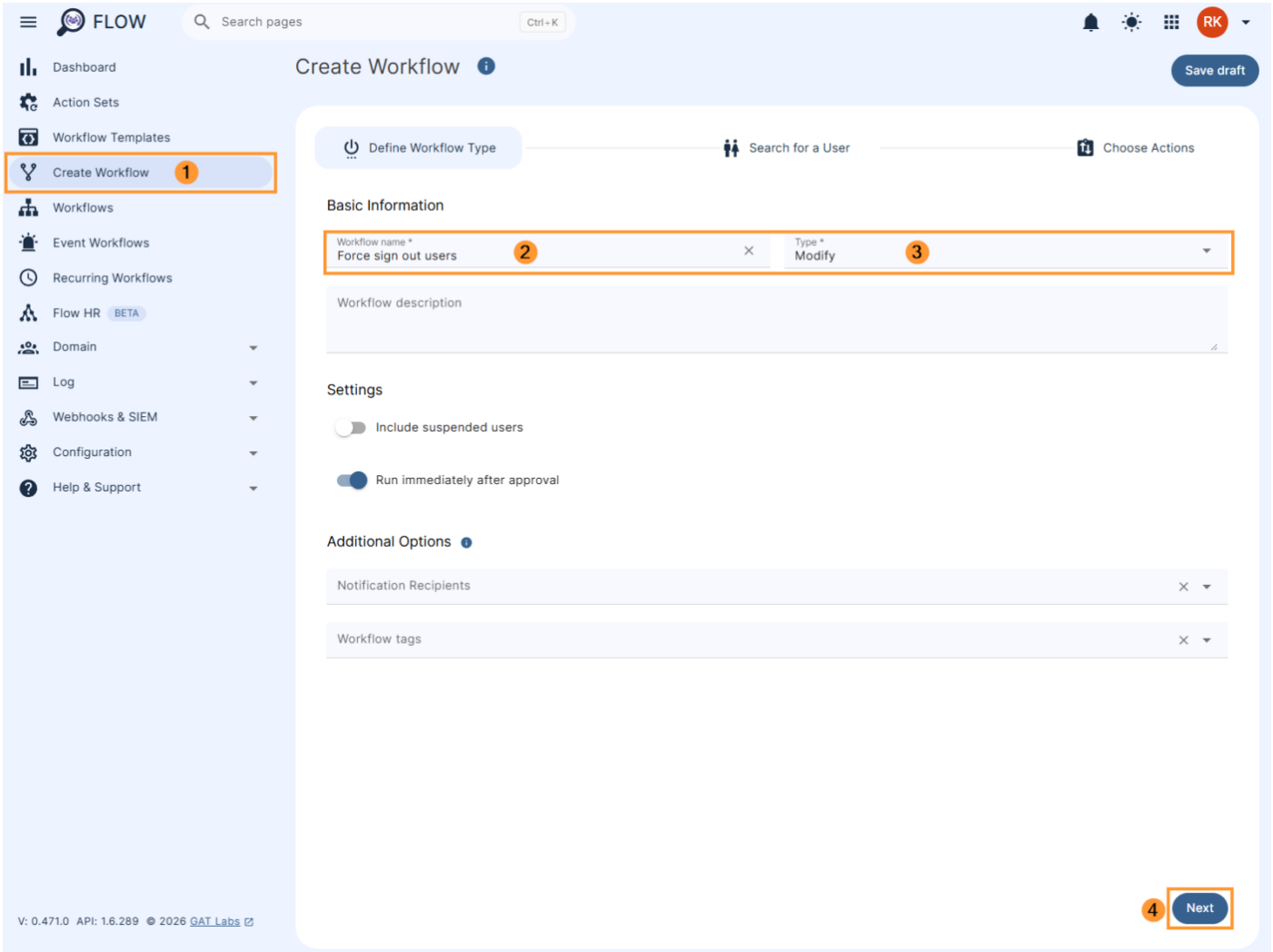
Workflow type

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)

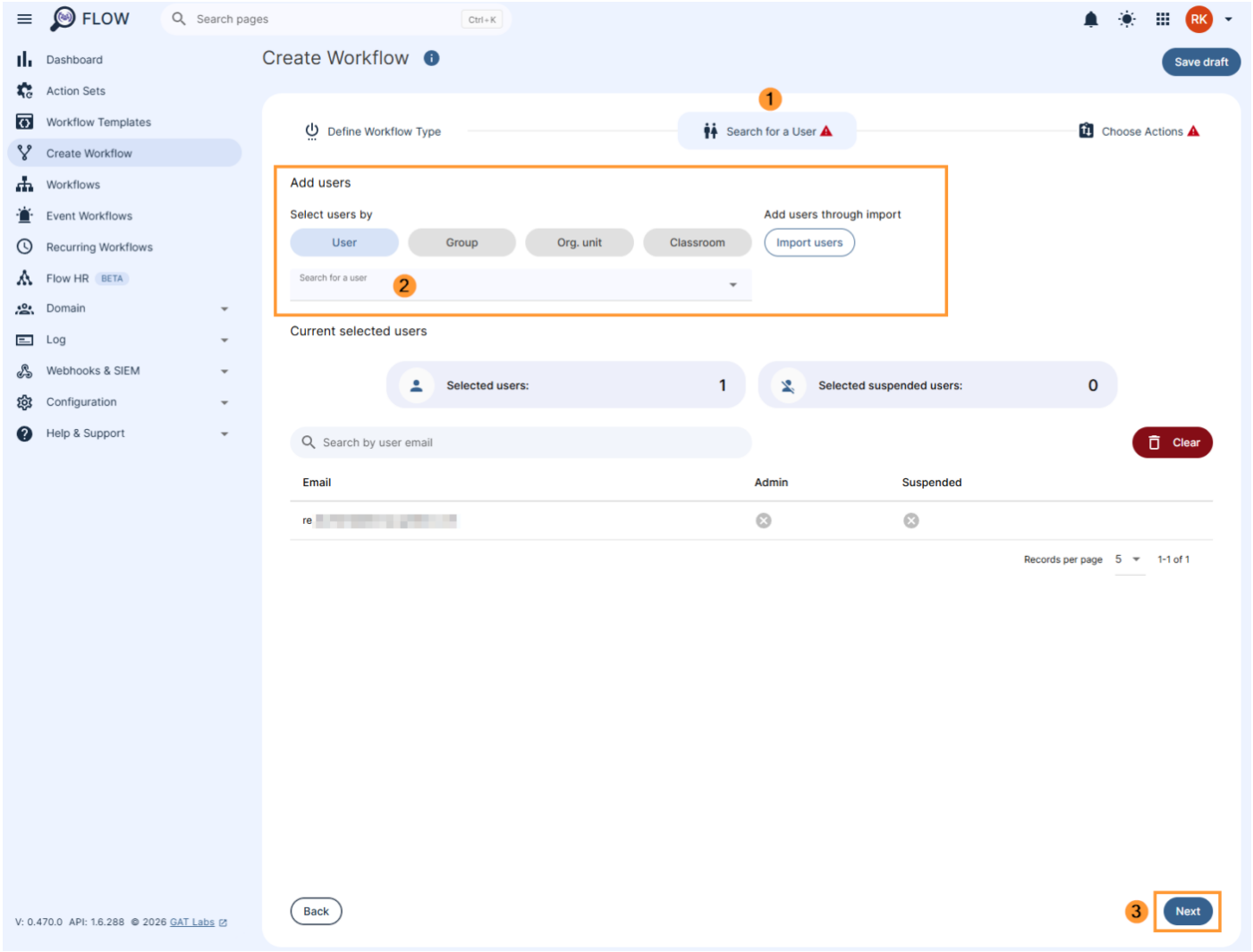
Later click **Next** (4) to proceed.



Search for a user

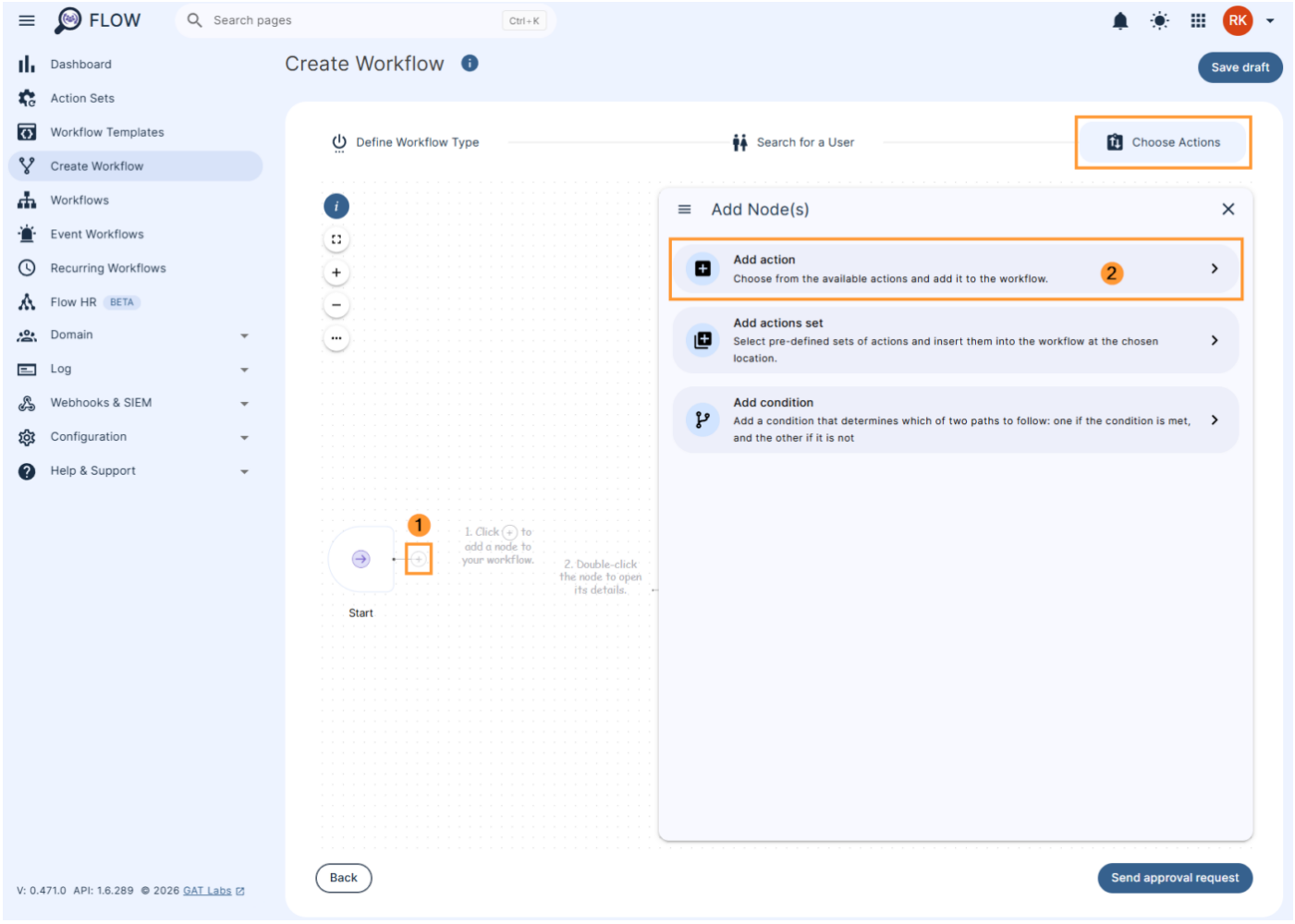
Select the users for whom you would like to run the workflow on (1). You can select a user, group of users, or org. unit of users (2), and even use the Import users option.

After selecting the users, click on the **Next** button (3).

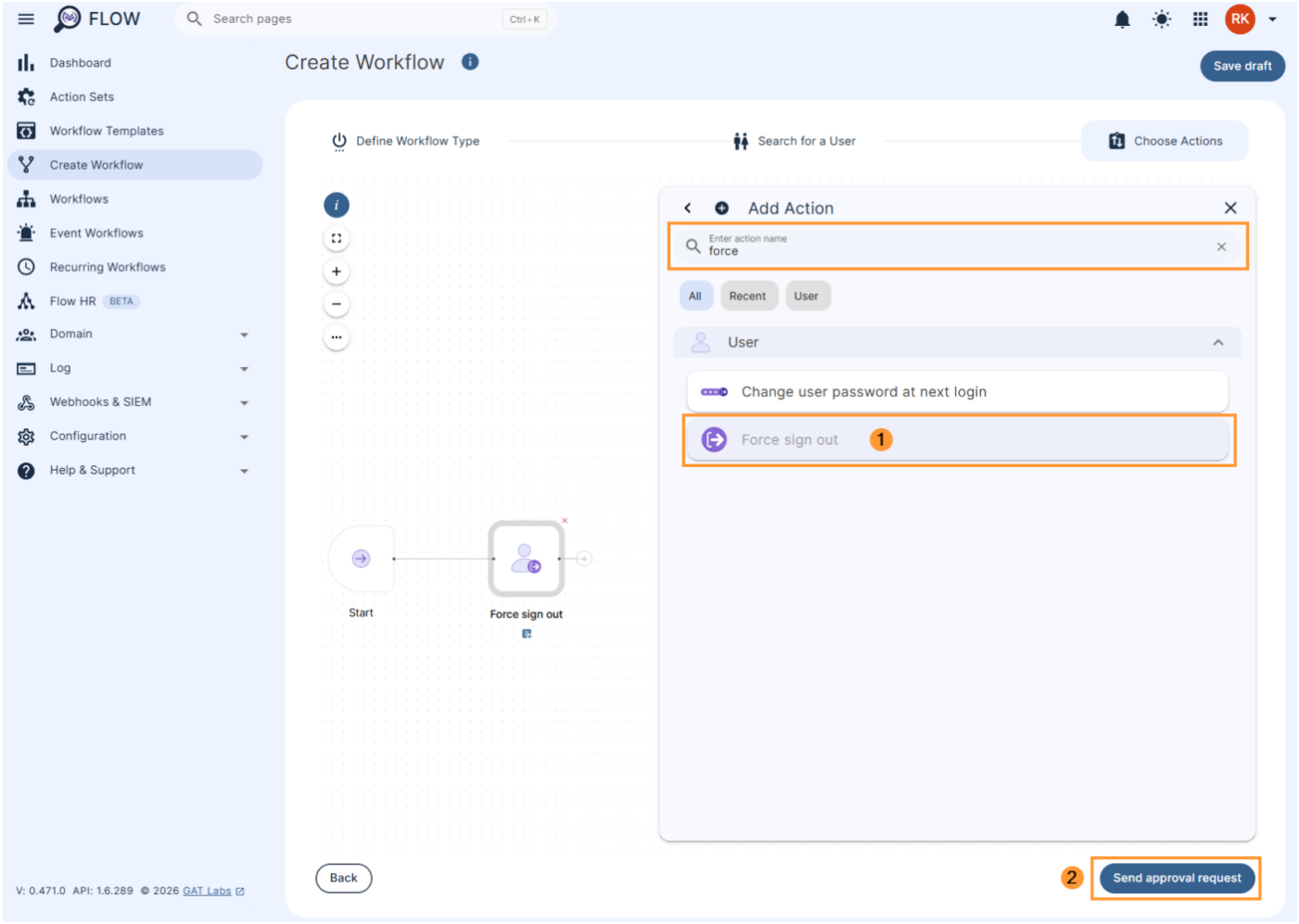


Actions

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



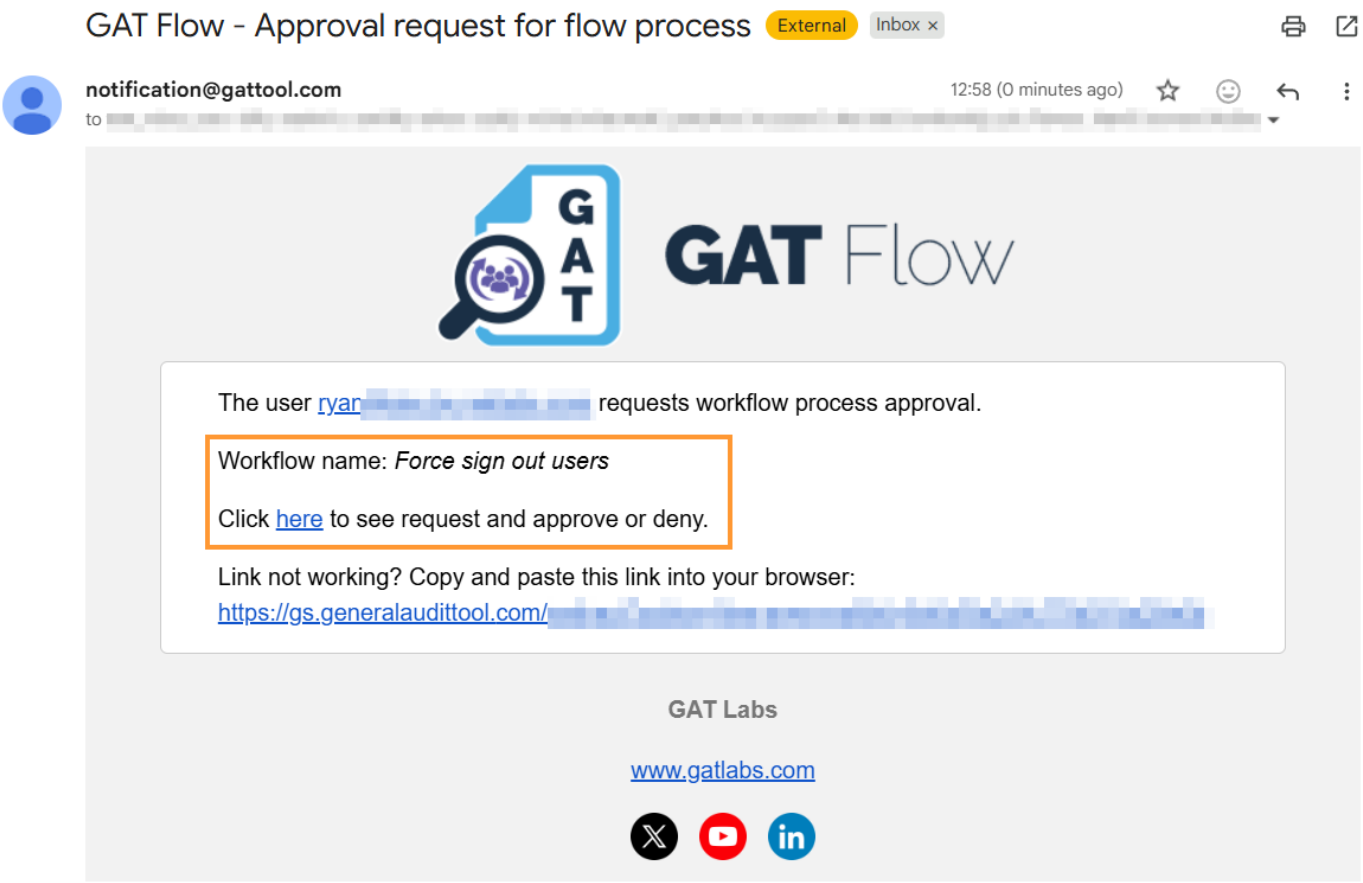
Search for the action **using the search field** and select the action **Force sign out** under the user section from the displayed list.



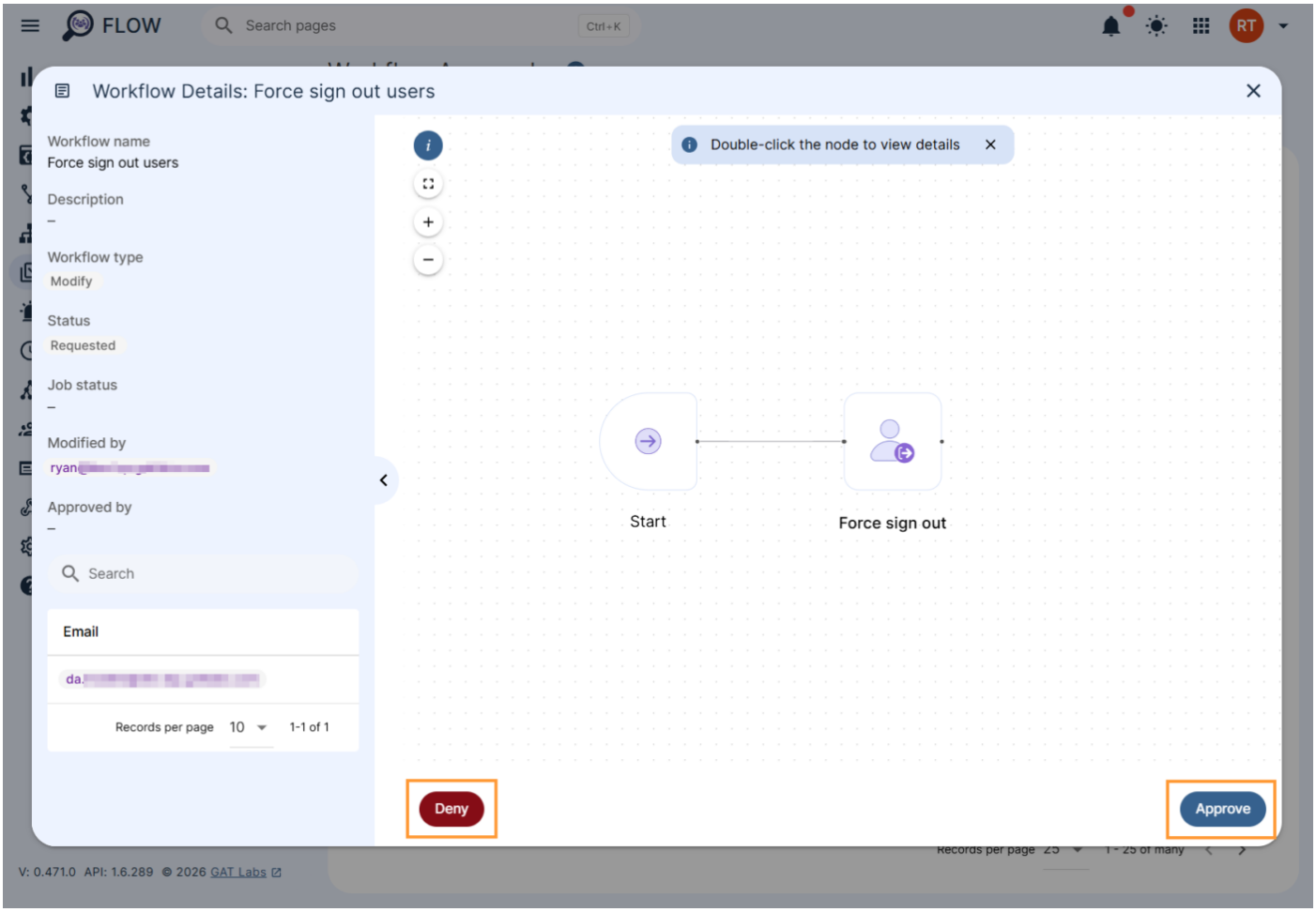
Then click on **Send approval request** button

Security officer approval

A request will be sent to the Security officer, for approval.



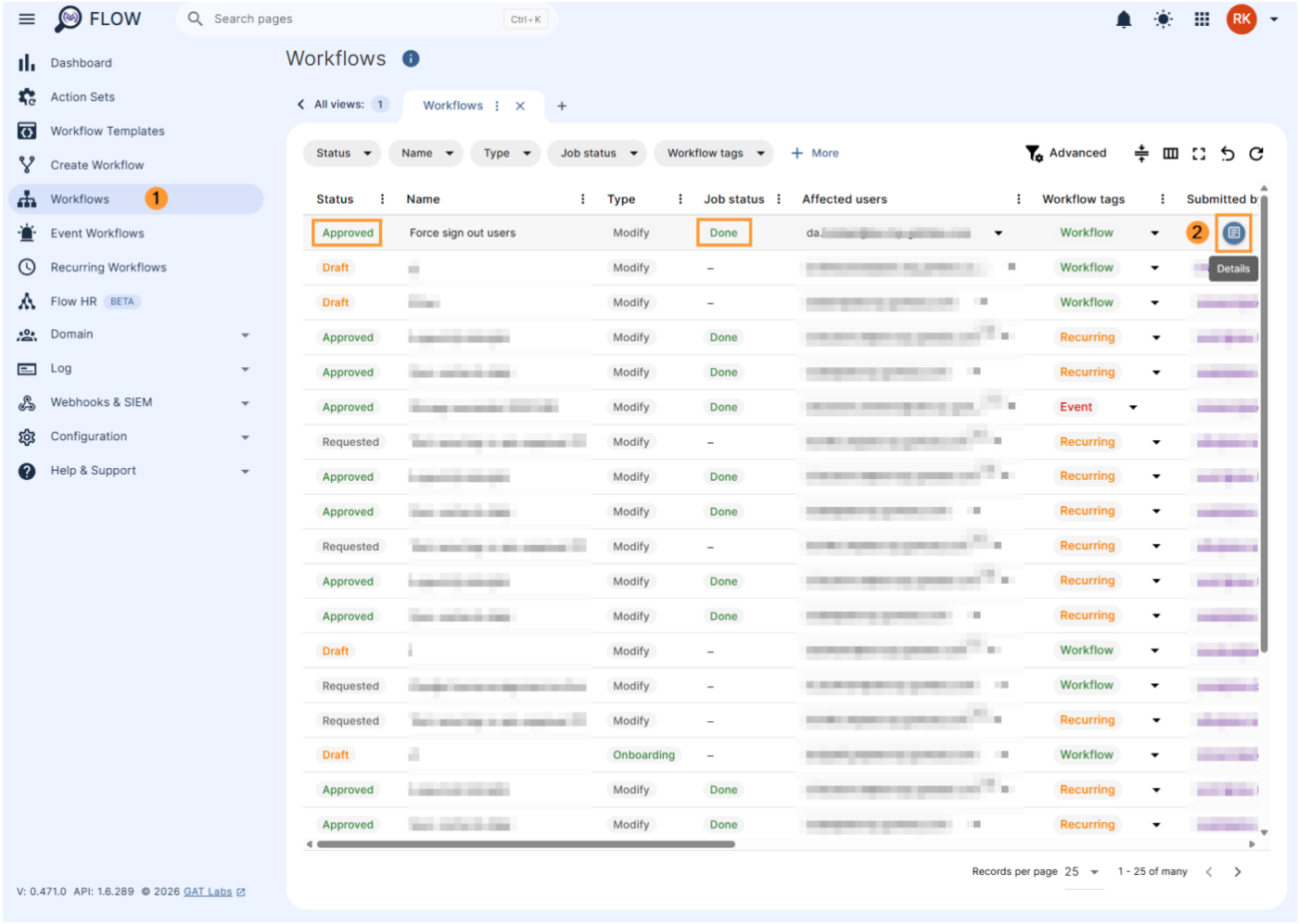
The security officer can then Deny or **Approve** the request.



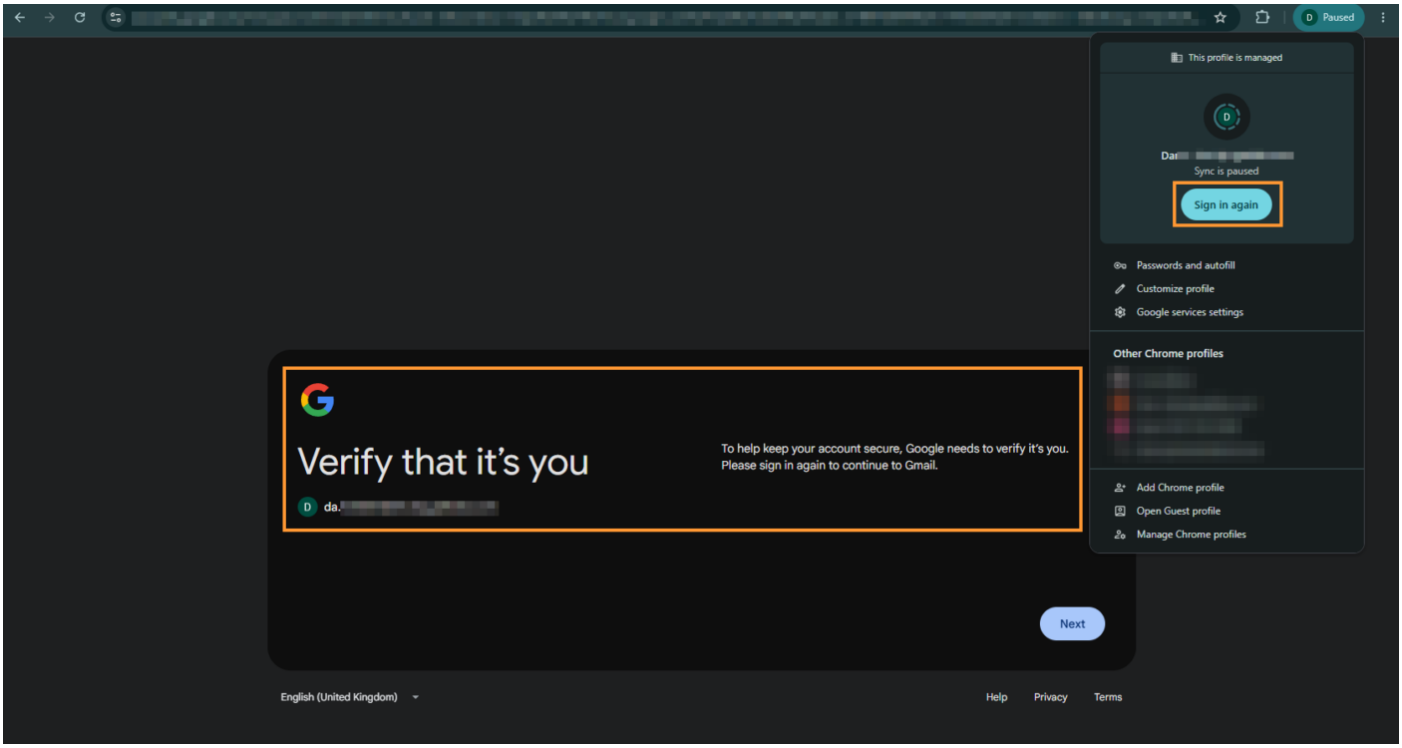
Result

When **Approved** and the job is "**Done**" the action will take **effect** and the user **will be forced singed out** of their Google account.

The result for the Admin can be seen in **Flow > Workflow**



The chosen user for the workflow will be logged out from everywhere they are logged in with their Google account.



The above can be combined with Event or Recurring workflow

- Event workflow
- Recurring workflow

Video how-to

Check the how-to video on YouTube below

Embedded media:

https://www.youtube.com/embed/0X_vNZ_1Y30?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_lo