Bulk Add Users to Google Calendar with GAT Flow

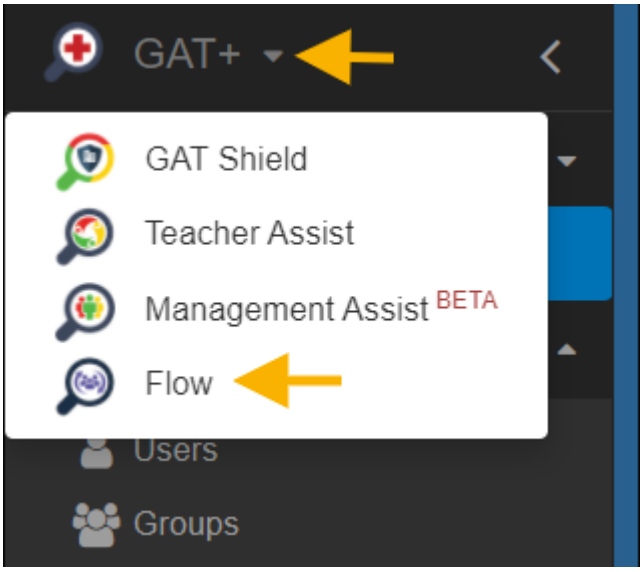
On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/gat-flow-how-to-bulk-add-users-to-calendar/

With GAT Flow you are now able to Bulk add Users' permissions to selected Calendars!

Admins can enable users of their domain to have access rights such as Owner, Reader, Writer to selected calendars

Flow

Navigate to **GAT+ > Flow**



Create workflow

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

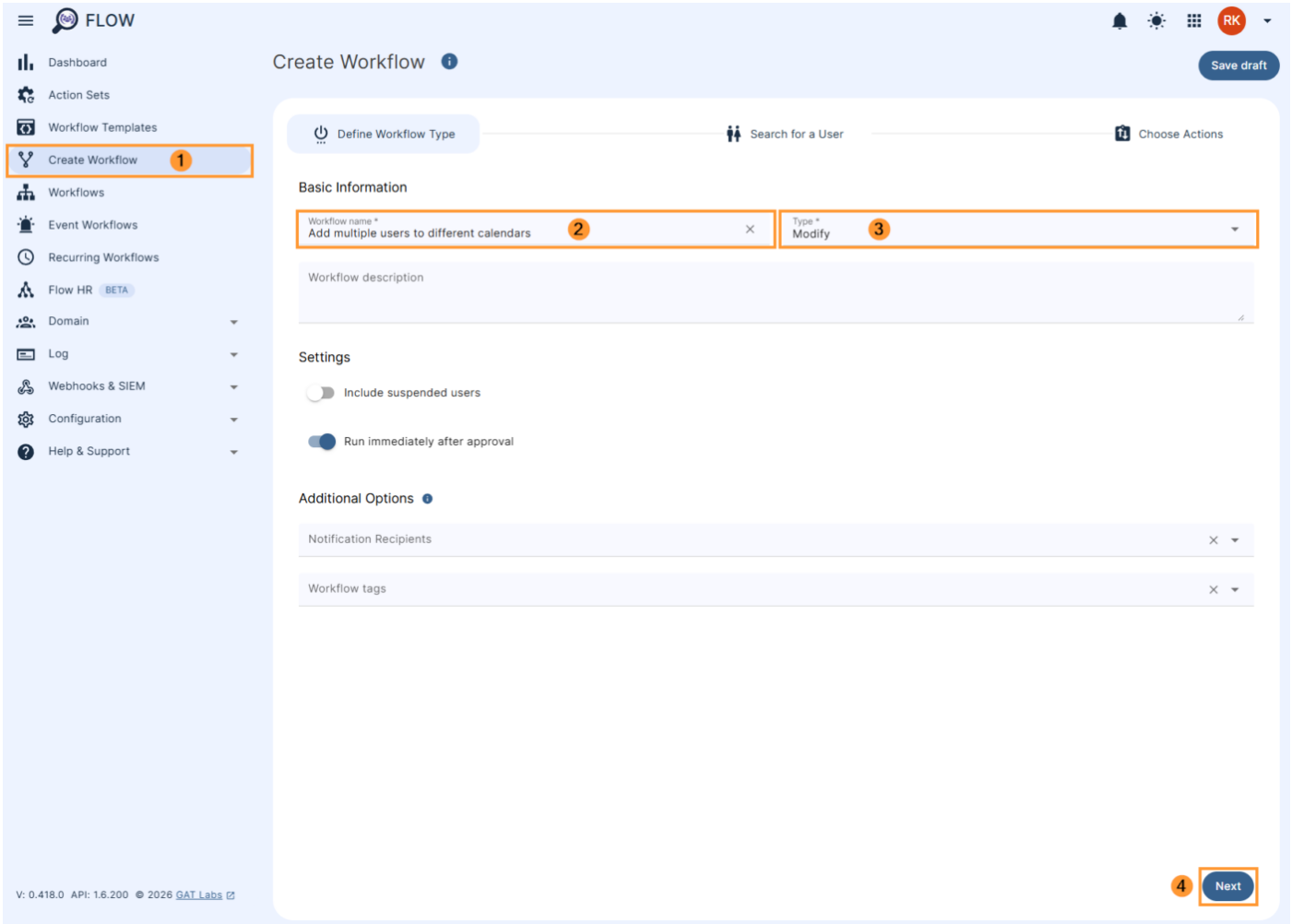
Workflow type

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.

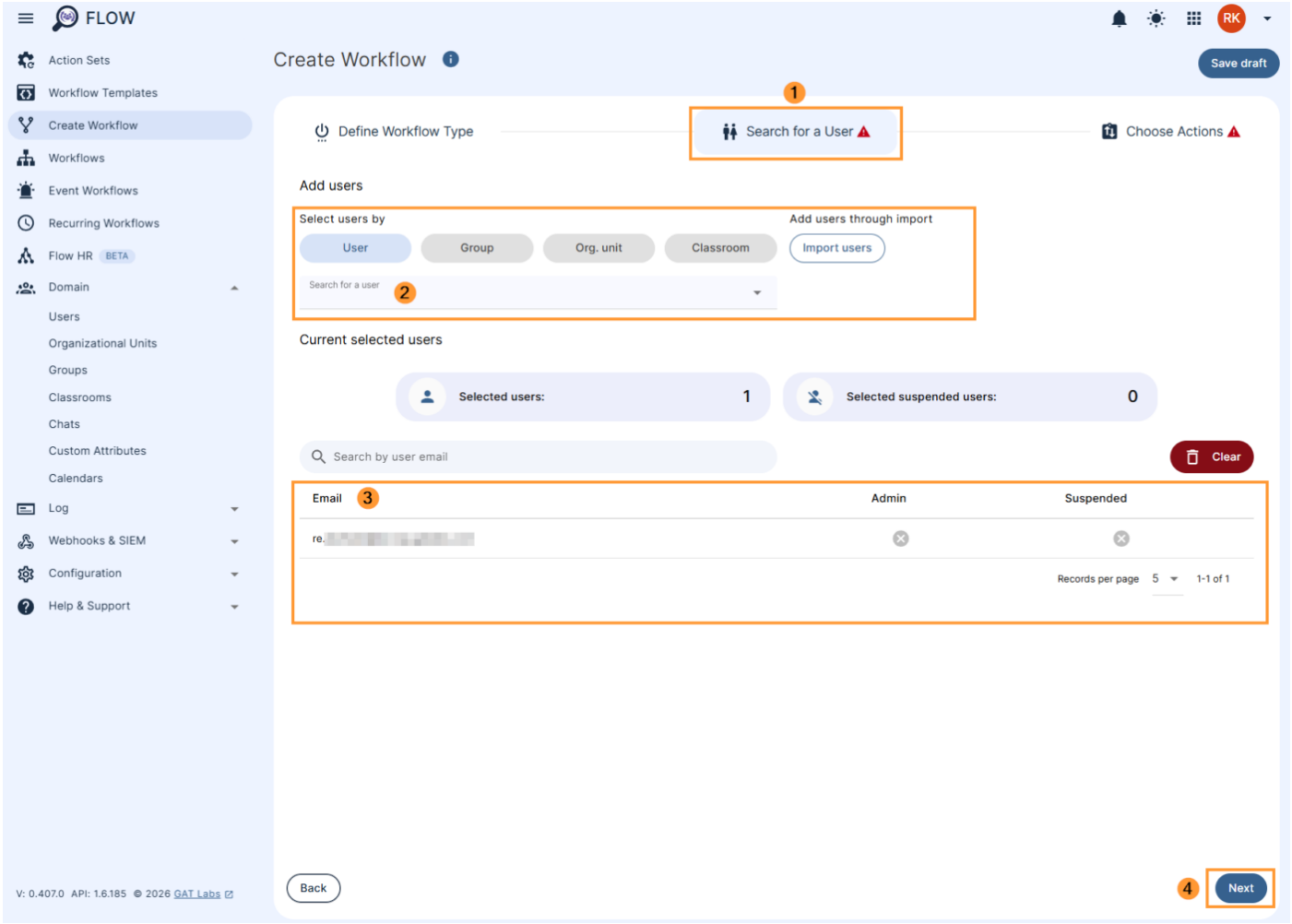


Search for a User

Search for the users and add them

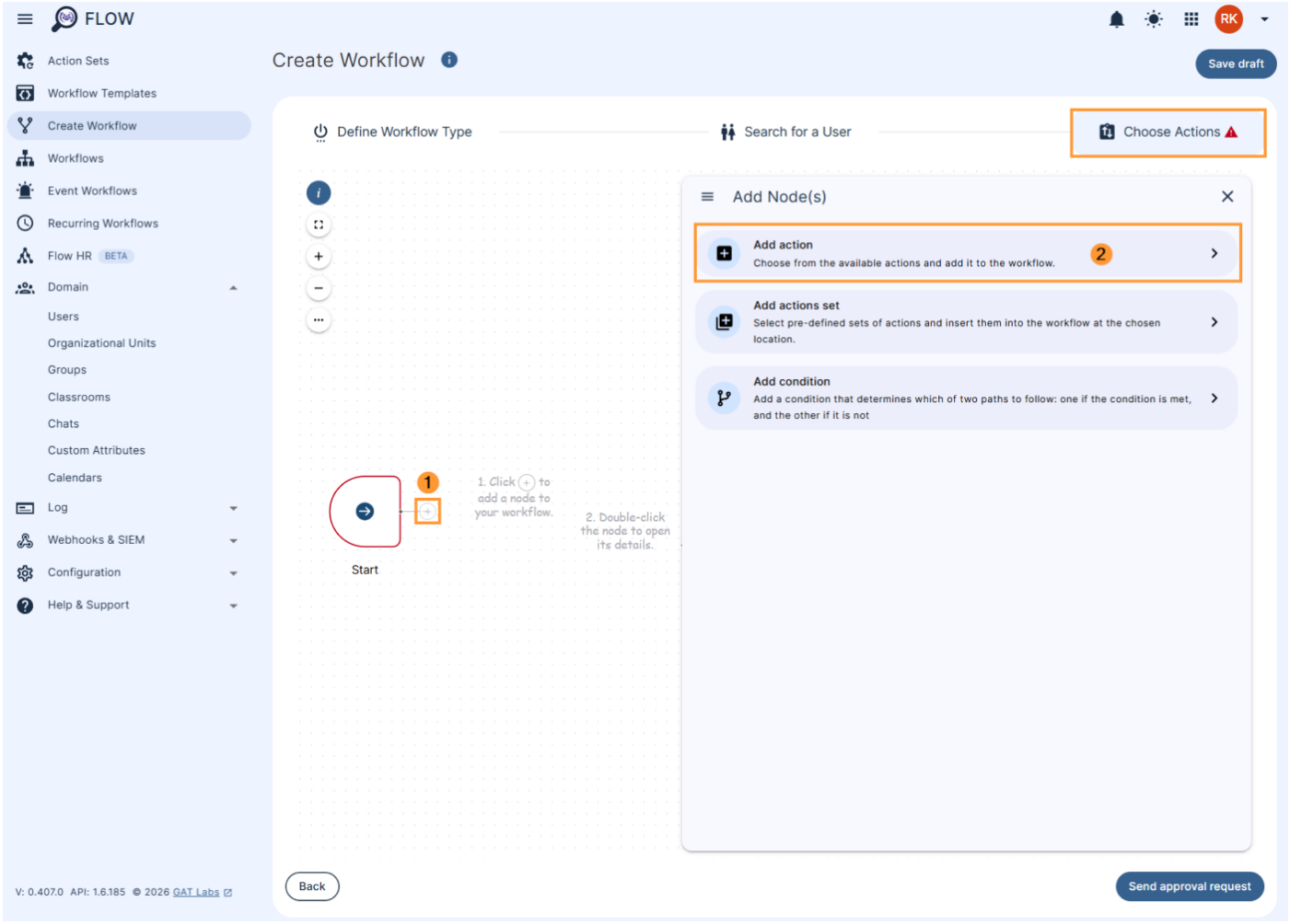
- Search for a user – click and search for individual users
- Search for a group – click and search for a group of users

- Search for an OU – click and search for the OU of users
- Search for a classroom – click and search for a classroom of users
- **Next** - click to proceed further

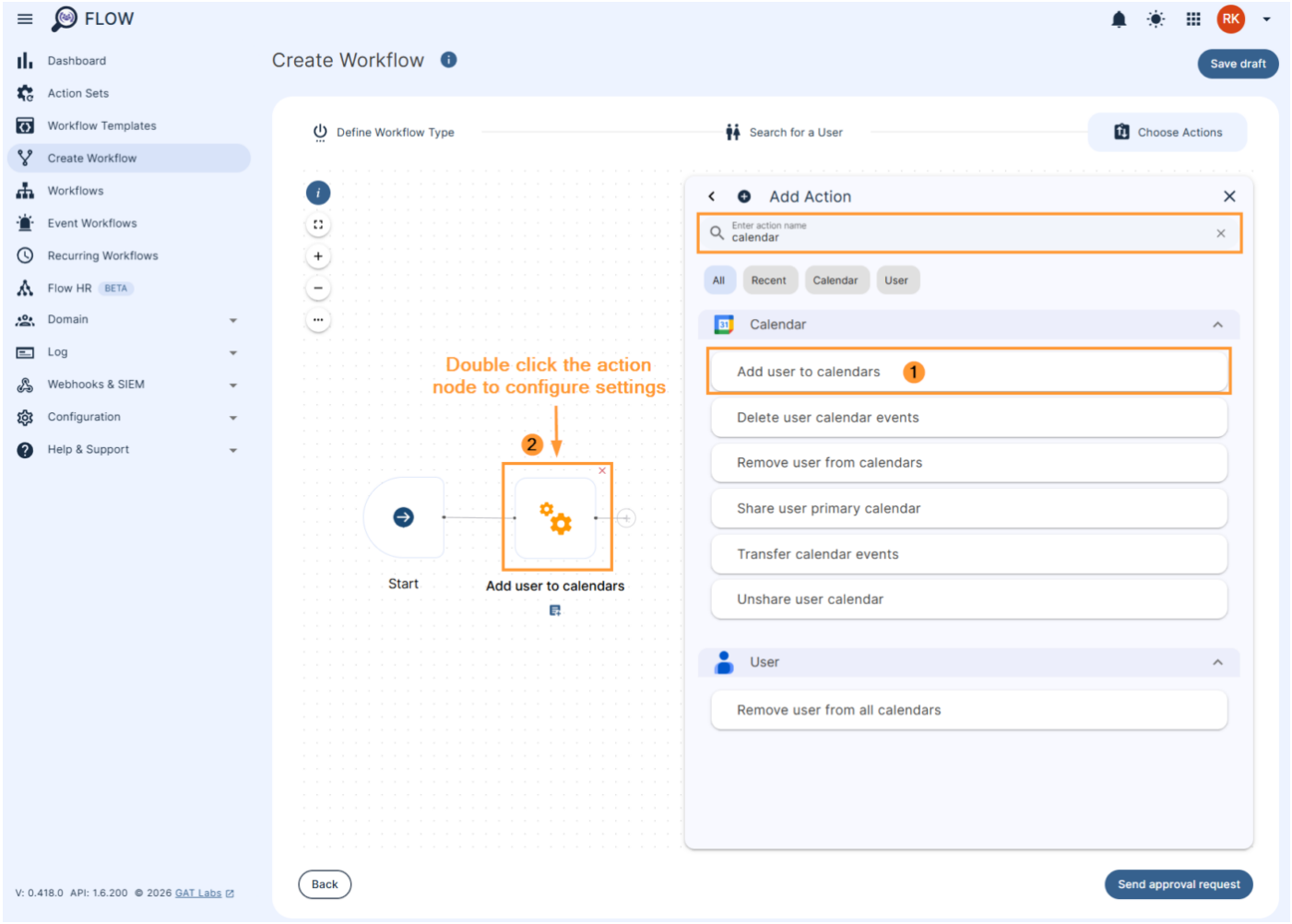


Choose actions

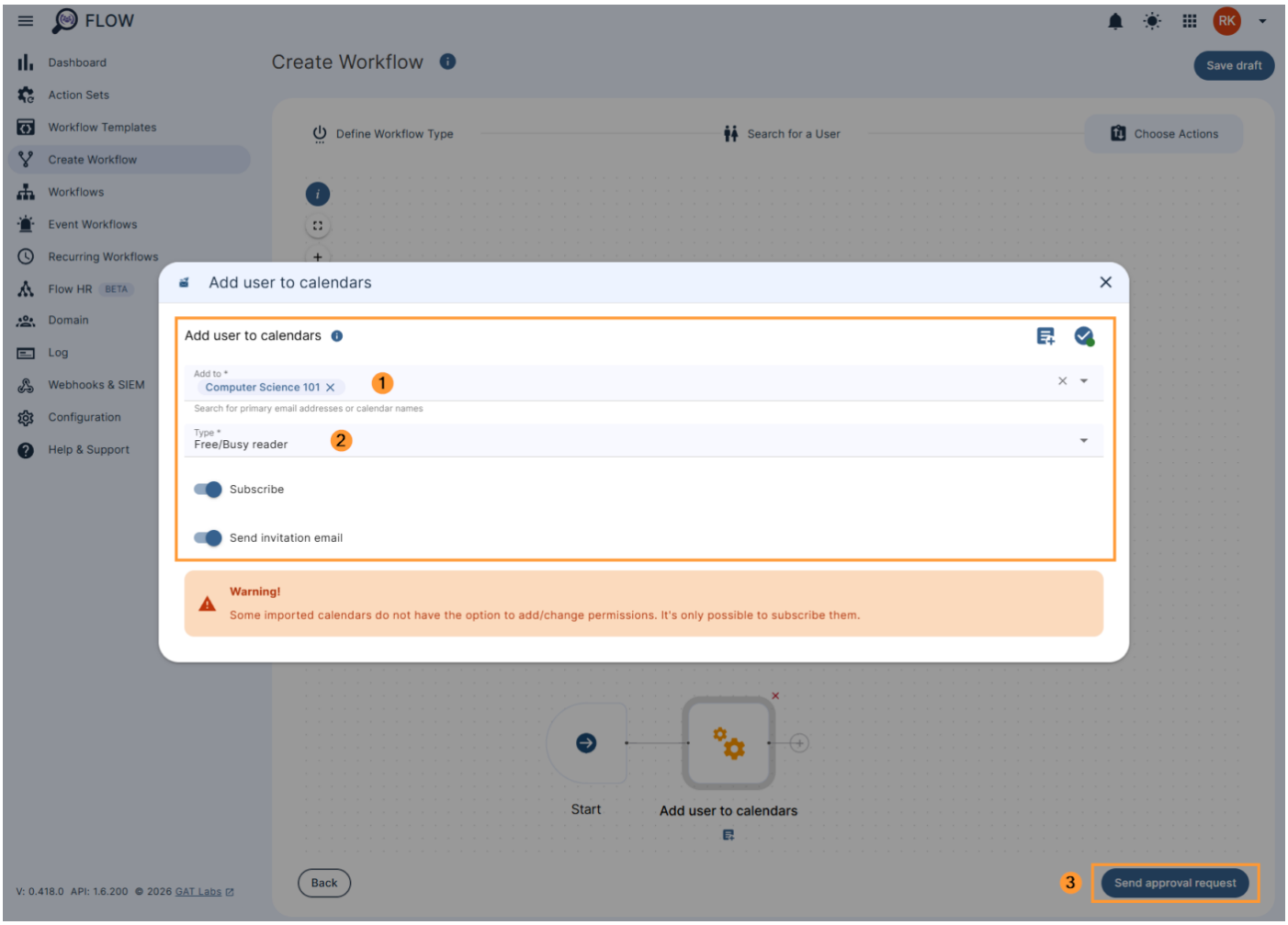
In the **Choose actions** click on the **(+) button** (1) and then click the **Add action** button (2)



Search for the "**Add user to calendars**" (1) option it will be under the **Calendars** tab.



- **Add to** - enter the users from whose calendar you want to add users to
  - You can also search and enter **any calendar** available
- **Permission** - select the type of permission to add
  - **Writer**
  - **Owner**
  - **Reader**
  - **Free/busy reader**
- **Subscribe** - subscribe to the selected calendars
  - **Enable or Disable** the subscription
- **Send invitation email** - have an invitation email sent
  - **Enable or Disable** the invitation.

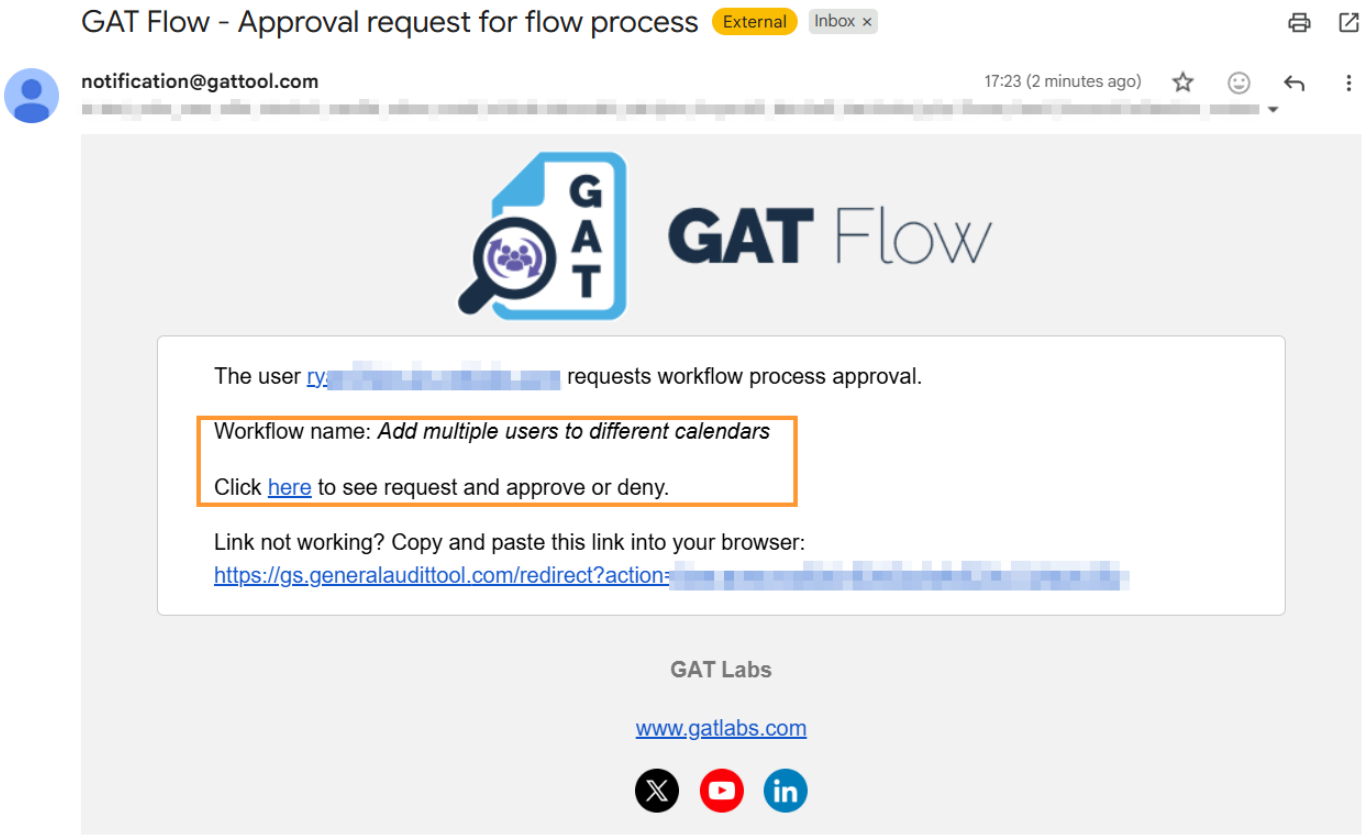


Send approval request - click to send the request to the security officer.

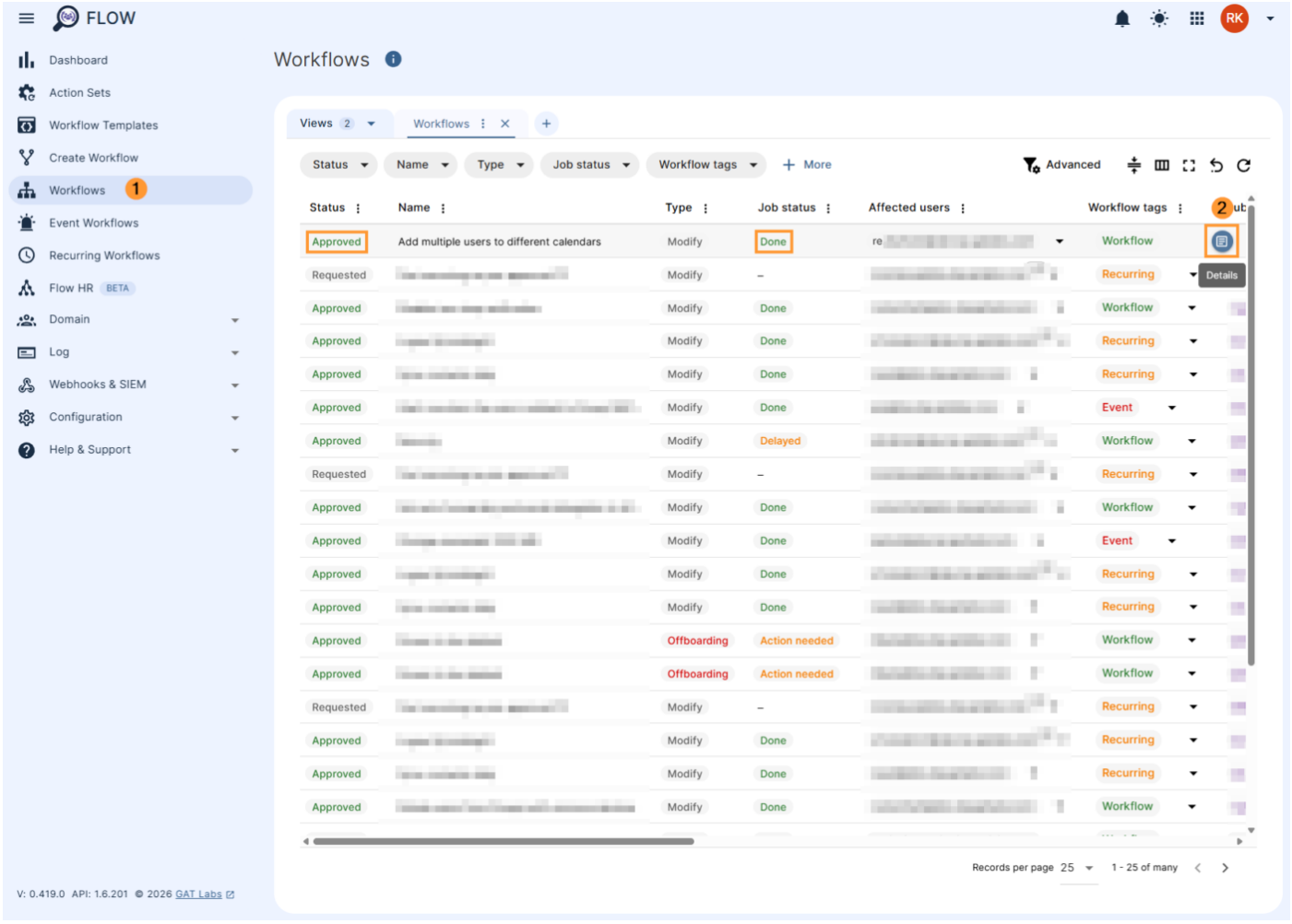
Note: The Admin can have pre-approved access, if enabled and used no approval email will be sent. Please check for more information

Security officer approval

The Security officer will receive an email notification to approve the request.



The details of the workflow can be seen by the Admin in the **Workflow** tab.

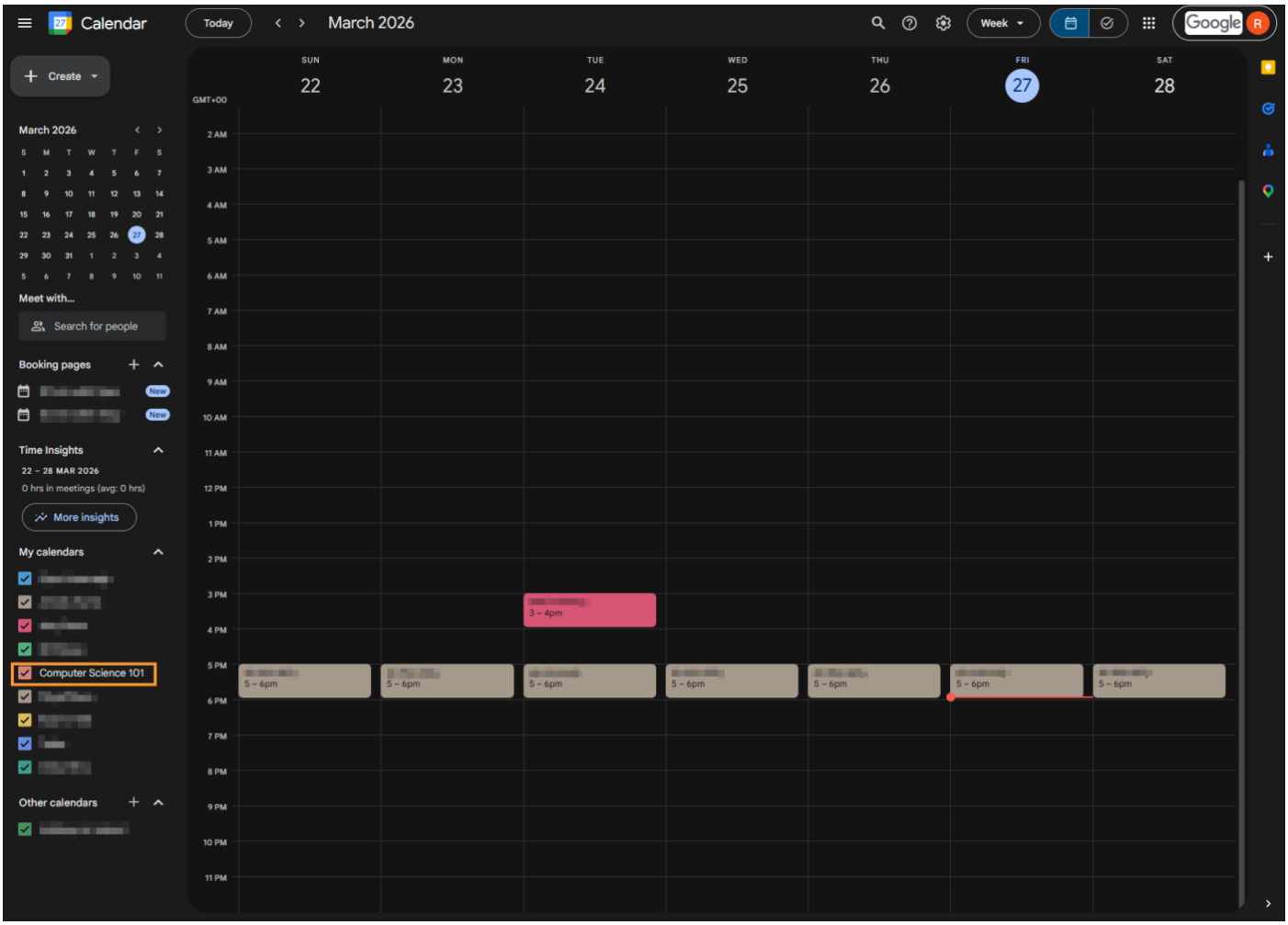


Result

The users will be added to the selected calendars with different types of permissions such as Owner, Writer, Reader, and Free/busy reader.

The selected users will have the Calendars added to their calendar and subscribed

The Users picked in the "Search for a user" tab, will be **added (subscribed) as readers to the chosen calendars**


Calendar
Today
March 2026
Week
Google
Create
March 2026
Meet with...
Search for people
Booking pages
Time Insights
22 – 28 MAR 2026
0 hrs in meetings (avg: 0 hrs)
More insights
My calendars
Computer Science 101
Other calendars
SUN 22
MON 23
TUE 24
WED 25
THU 26
FRI 27
SAT 28
GMT+00
2 AM
3 AM
4 AM
5 AM
6 AM
7 AM
8 AM
9 AM
10 AM
11 AM
12 PM
1 PM
2 PM
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7 PM
8 PM
9 PM
10 PM
11 PM
3 – 4pm
5 – 6pm