Modify Gmail Signature to Google Workspace Users in Bulk

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/gat-flow-modify-email-signature-to-google-workspace-users-in-bulk/

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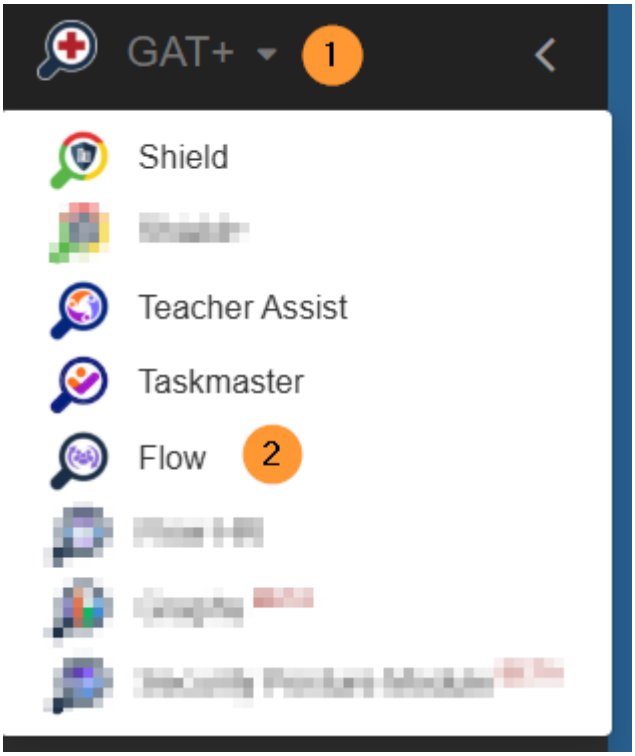
This article answers the question of how To Modify Gmail signatures for Google Workspace Users in Bulk.

Introduction

Modify and change the Gmail signature of all your users within the Google Workspace domain.

With **GAT Flow**, you can edit and set up a new Gmail signature for a group of users in **bulk**.

Open **GAT+** (1) and select **Flow** (2) from the pop-up menu.



Create Workflow

GAT Flow will be open in a new tab.

From the menu on the left, click on **Create workflow**.

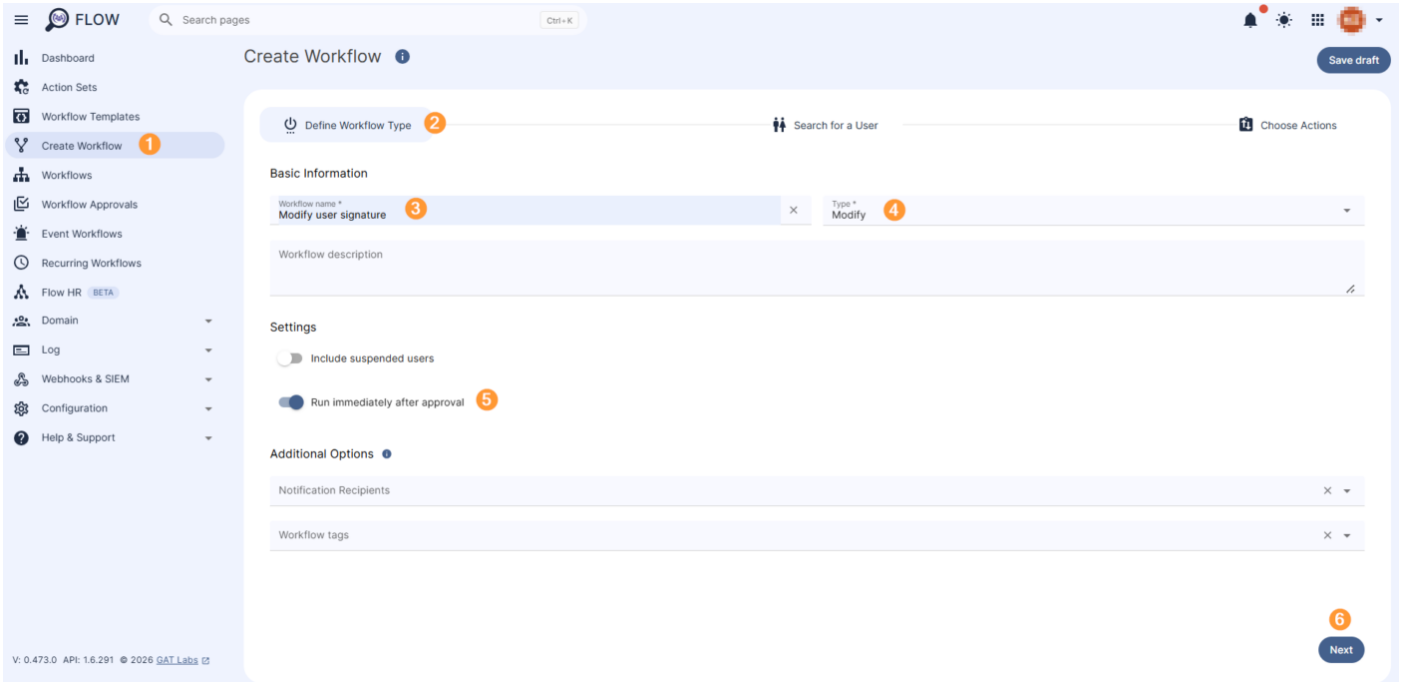
Note: The **Email signature** can also be used in

- **Event Workflows**
- **Recurring Workflows**
- **Domain > Users** management section (applicable only to Super Admins)
- **Domain > Groups** management section (applicable only to Super Admins)

Workflow type

A **workflow type** window will be displayed.

- **Name** - enter a name for the workflow
- Description - a description of the workflow can be added
- **Type** - select the workflow type
  - Onboard - onboard and add new users to the domain
  - **Modify** - modify and update existing users of the domain
- **Run immediately after approval**
- **Next** - click on the button to proceed

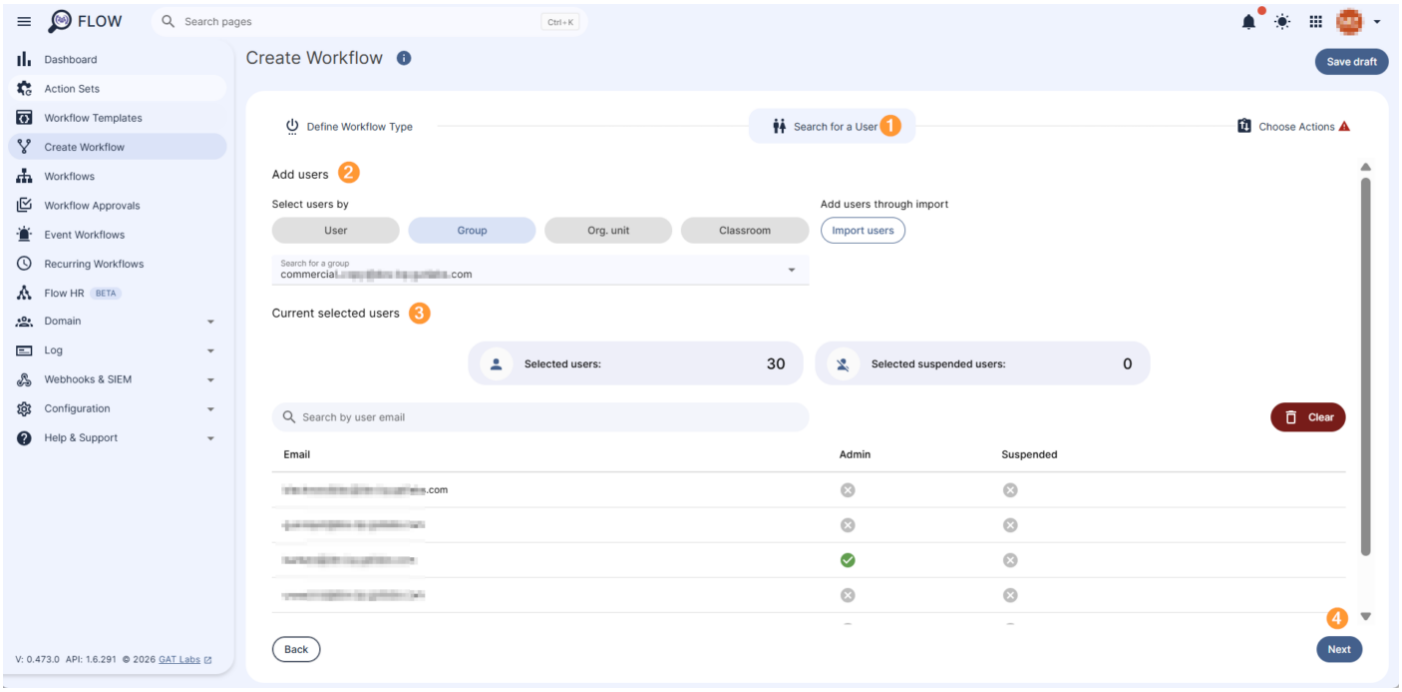


Search For A User

In **Search for a User** (1-2), pick any of the options

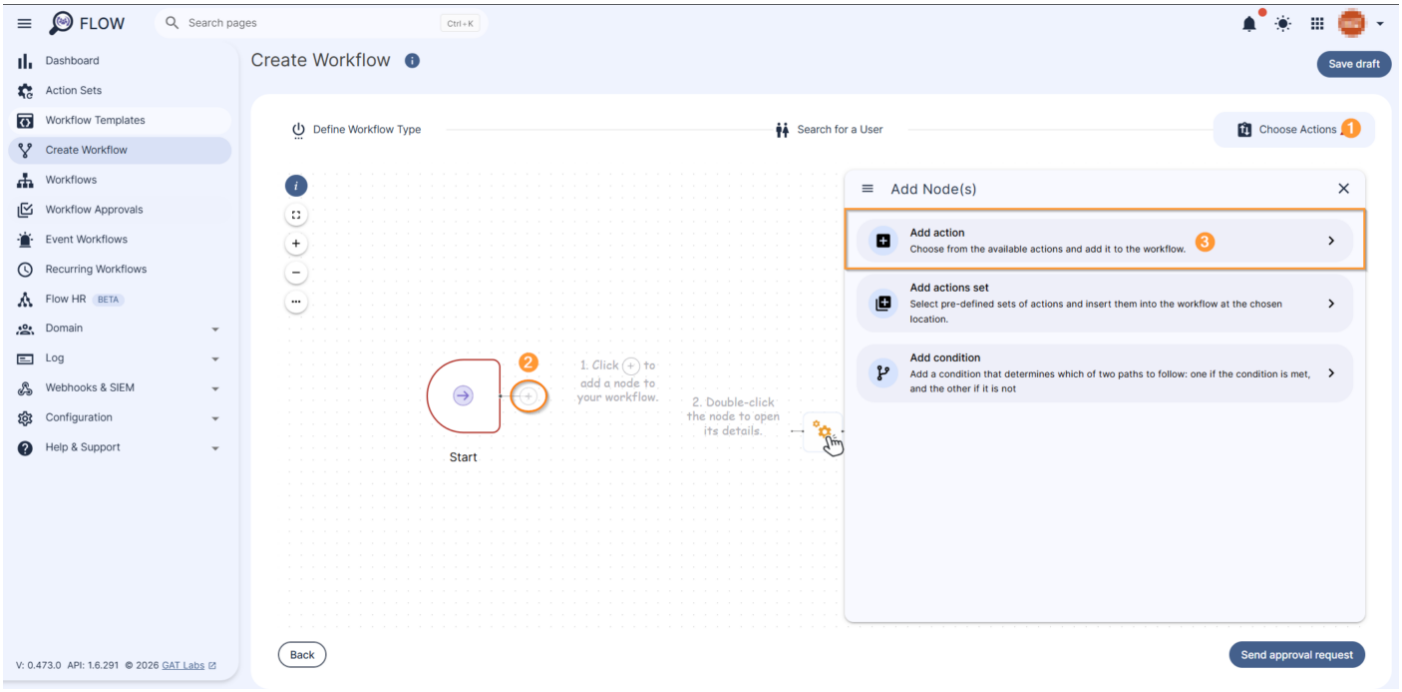
- Search for a **User** - select individual users
- Search for a **Group** - select a group of users
- Search for an **Org. Unit** - select Org. Unit of users
- **Classroom**
- **Import users -** import used via Google spreadsheet

Check the list of selected users under the Current selected users section (3), and click **Next** (4) to move on to the next step.

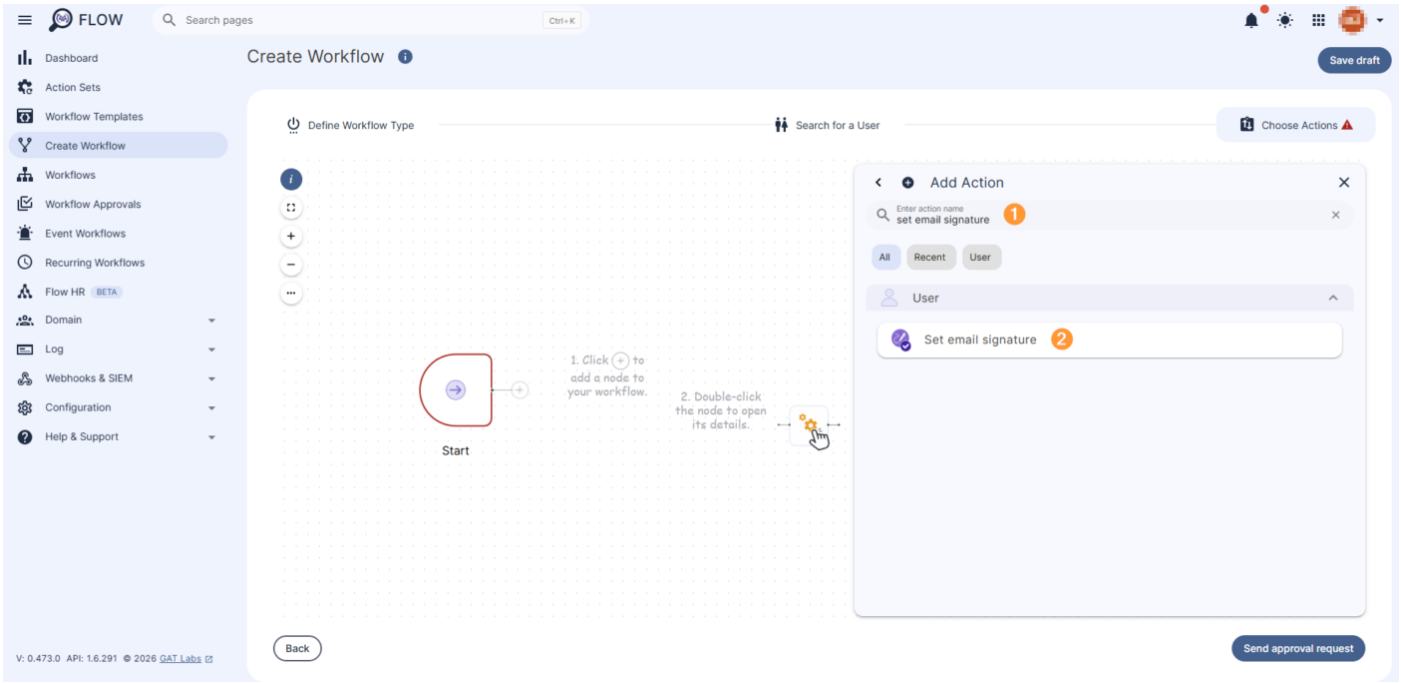


Choose Actions

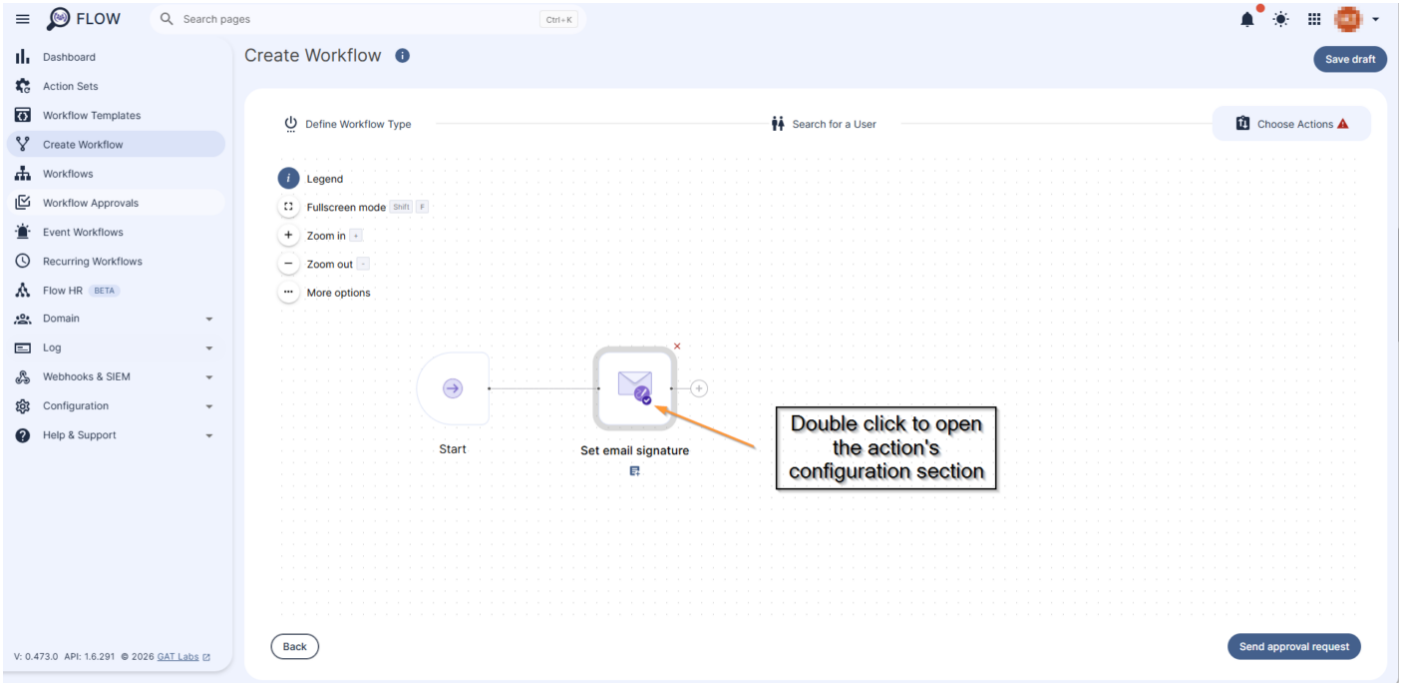
Under the Choose Actions section (1), click on the + button (2) and Add action (3). A pop-up menu with all the available actions will be displayed.



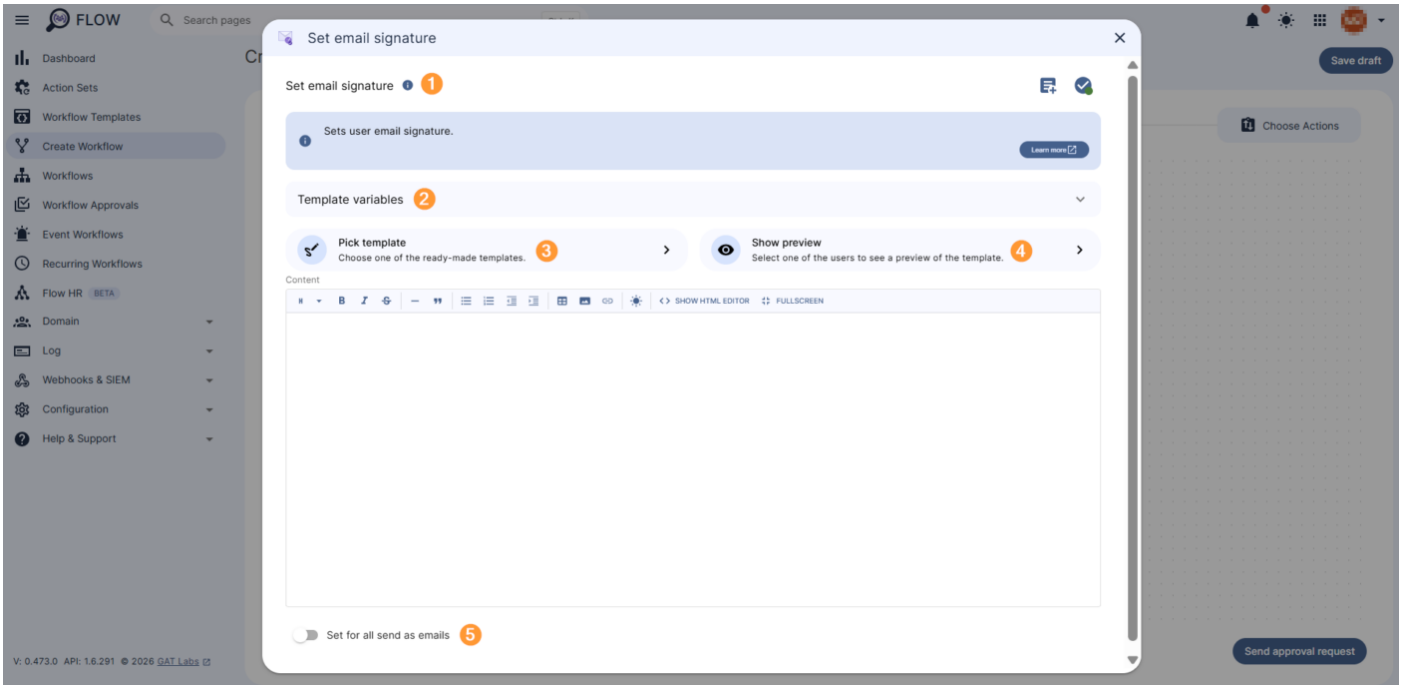
From all available actions, search for (1) and select **Set email signature** (2) under the **Users** tab.



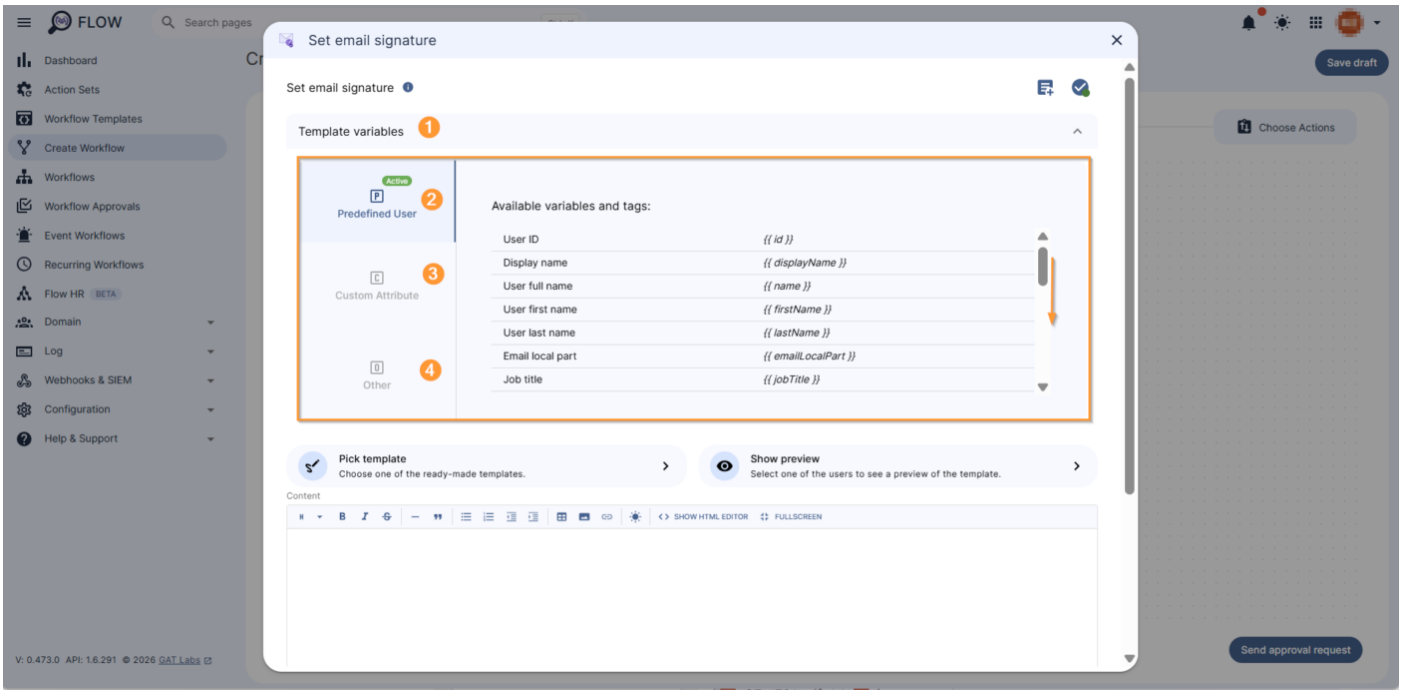
The **Set email signature** option will be added to the node section. Double-click on the action node to open the action's configuration section.



The set email signature (1) configuration window is displayed, where you can use **Template** variables (2), **Pick template** (3), and **Show preview** (4).



Under the Template variables (1), there are **Predefined User** variables (2), **Custom attributes (3), and Others (3)** that can be used.



Predefined User and Custom attributes

A list of Predefined User and Custom attribute variables you can use in your email signatures are:

- **Predefined User** variables:
  - User ID **{{ id }}**
  - Display name **{{ displayName }}**
  - User full name **{{ name }}**
  - User first name **{{ firstName }}**
  - User last name **{{ lastName }}**
  - Email local part **{{ emailLocalPart }}**
  - User email **{{ email }}**
  - Job title **{{ jobTitle }}**
  - Department **{{ jobDepartment }}**
  - Employee type **{{ employeeType }}**
  - Cost centre **{{ jobCostCenter }}**
  - Work address **{{ workAddress }}**
  - Work phone **{{ workPhone }}**
  - Work fax **{{ workFax }}**
  - Mobile phone **{{ mobilePhone }}**

- Home phone **{{ homePhone }}**
- Manager **{{ manager }}** – variable returns Manager's email address
- Manager first name **{{ managerFirstName }}**
- Manager last name **{{ managerLastName }}**
- Manager title **{{ managerTitle }}**
- Employee ID **{{ employeeId }}**
- Building ID **{{ buildingId }}**
- Gender **{{ gender }}**
- Address me as **{{ addressMeAs }}**
- User photo URL **{{ userPhotoUrl }}**

- **Custom attributes** - If you have any custom attributes created, they will also be displayed.

Other variables and IF statements

IF statements can also be used. You can set use "if" tag to control element visibility, for example, remove *mobilePhone* if it doesn't exist:

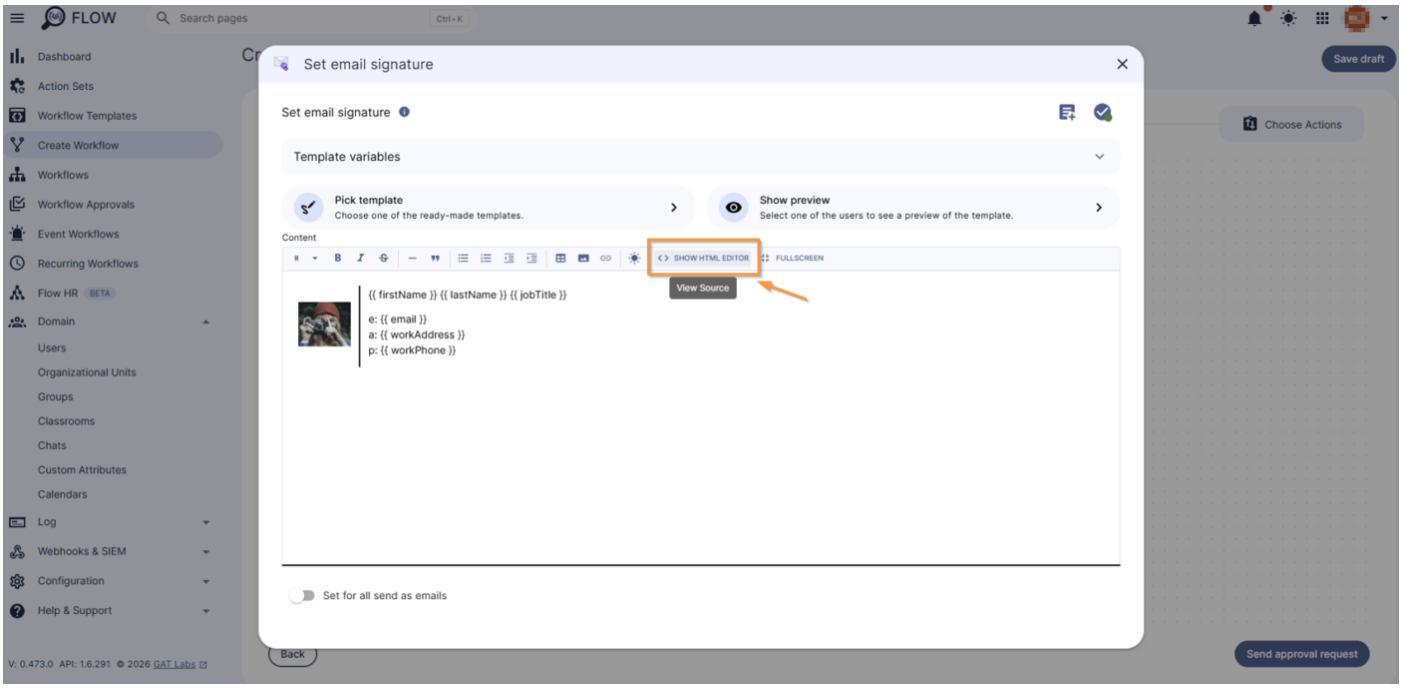
- **{% if mobilePhone %} {{ mobilePhone }} {% endif %}** – If the mobile phone number is not available, the placeholder will not be shown
- **{% unless mobilePhone %}** *N/A* **{% endunless %}** – If the mobile phone number doesn't exist, a placeholder will be shown, for example *N/A*

Additionally, you can use some filters to change the way of displaying texts, for example, for a variable name with value John Smith :

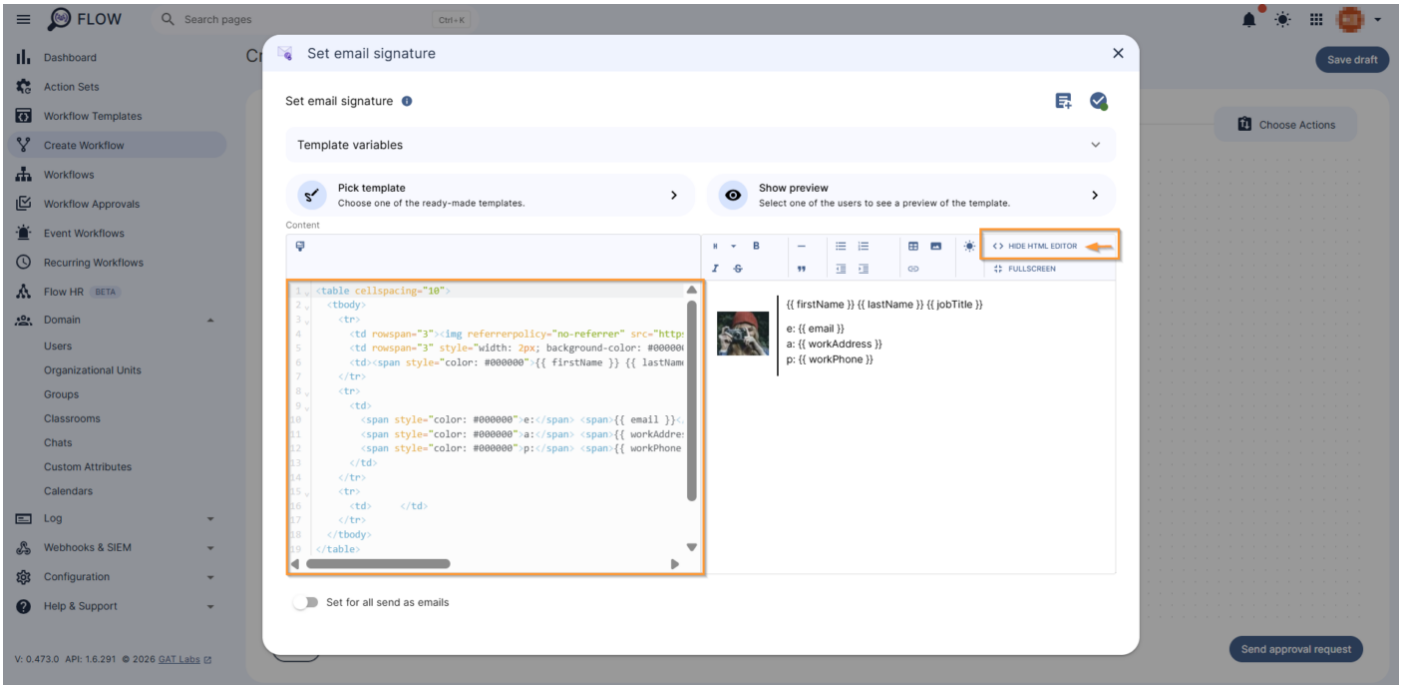
- **{{ name | upcase }}** – eg. John Smith = JOHN SMITH
- **{{ name | downcase }}** – eg. John Smith = john smith
- **{{ name | downcase | capitalize }}** = eg. John Smith = John smith

HTML editor

Switch to HTML editor - turn on and enter an HTML code. You can copy and paste the prepared HTML code for signature.



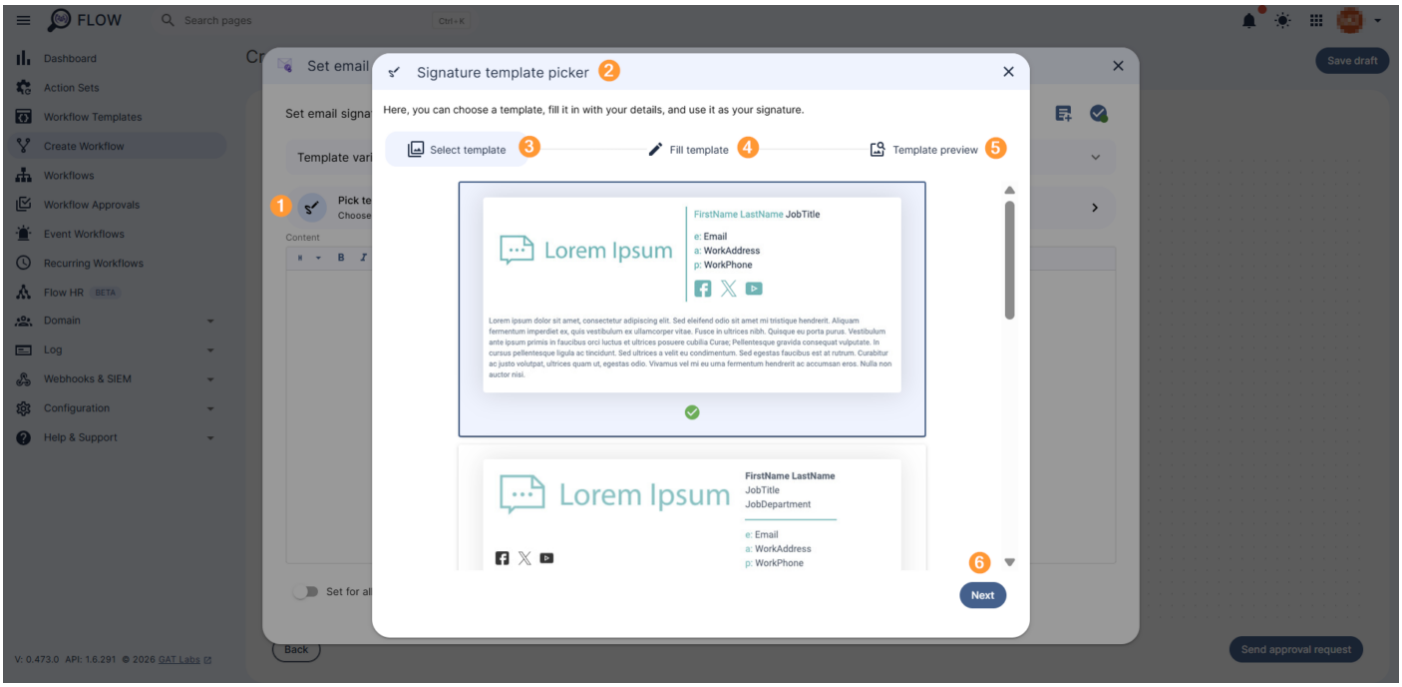
A view of the **HTML** output will be displayed. You can **HIDE HTML EDITOR** at any time.



Signature template

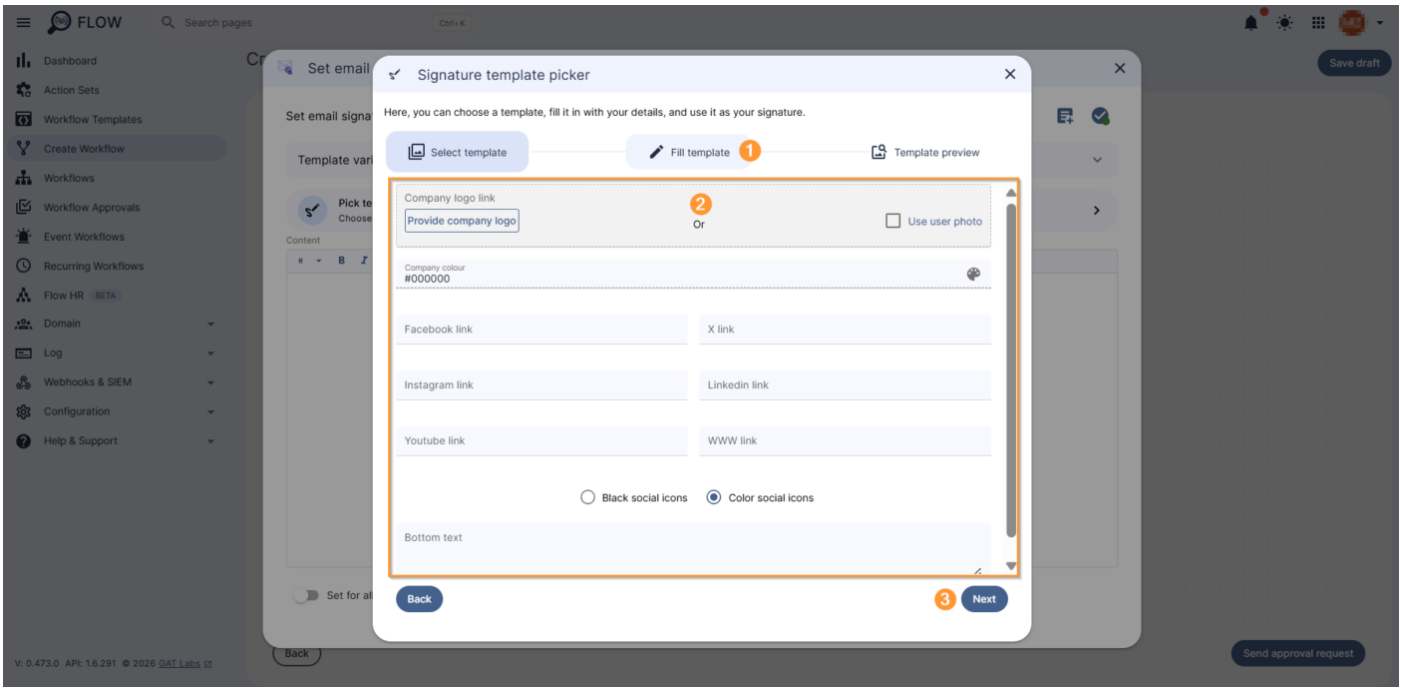
Pick a template - select any of the **suggested templates** for an **Email Signature.**

Select any of the options and click on the **Next** button.



Fill in the signature details

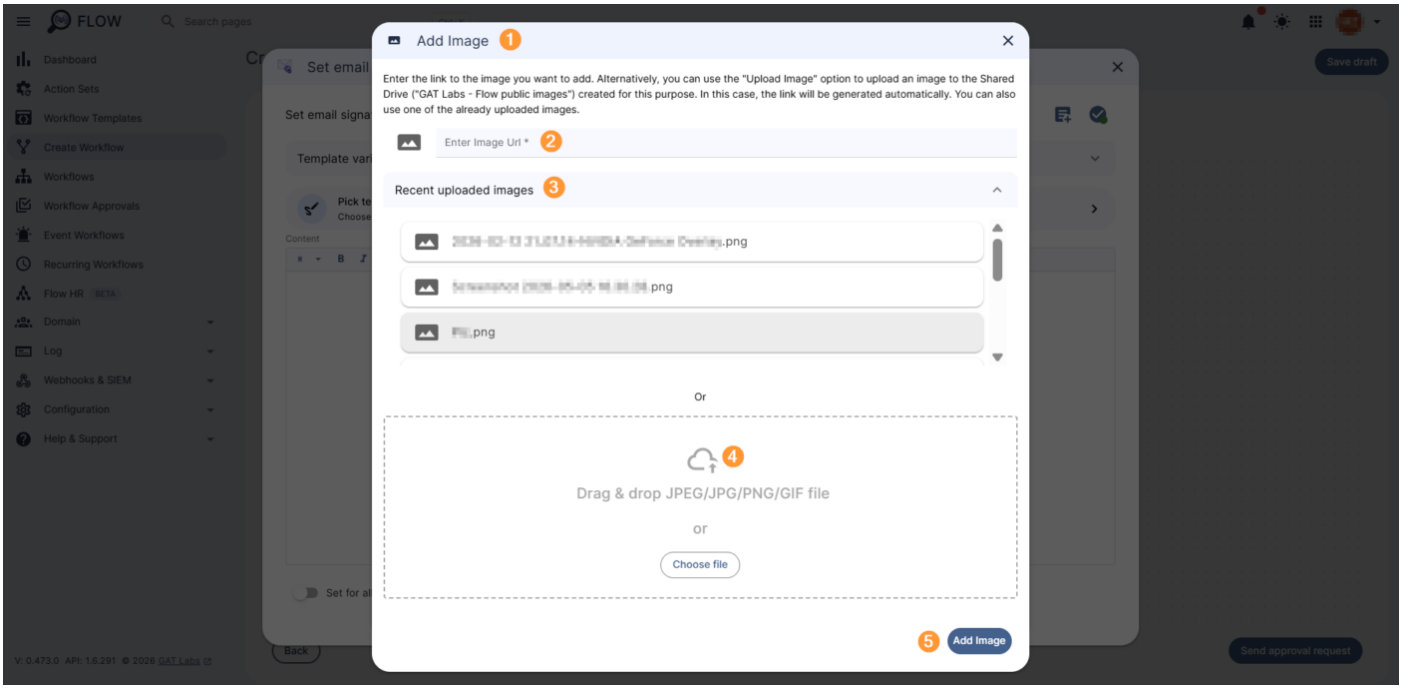
- **Company image** - provide the company logo by entering the image URL, use one from the recently used list, or upload the image
  - **Use user photo** - select to populate the user's account photo, which will use the photo added to the user's Google Workspace account
- **Company colour** - select the company colour
- **Social media links** - enter social media links
  - Facebook link - enter the Facebook link
  - X link - enter X link
  - Instagram link - enter the Instagram link
  - LinkedIn link - enter LinkedIn link
  - YouTube link - enter YouTube link
  - WWW - enter your Website link
- **Bottom text** - enter the bottom text for the signature



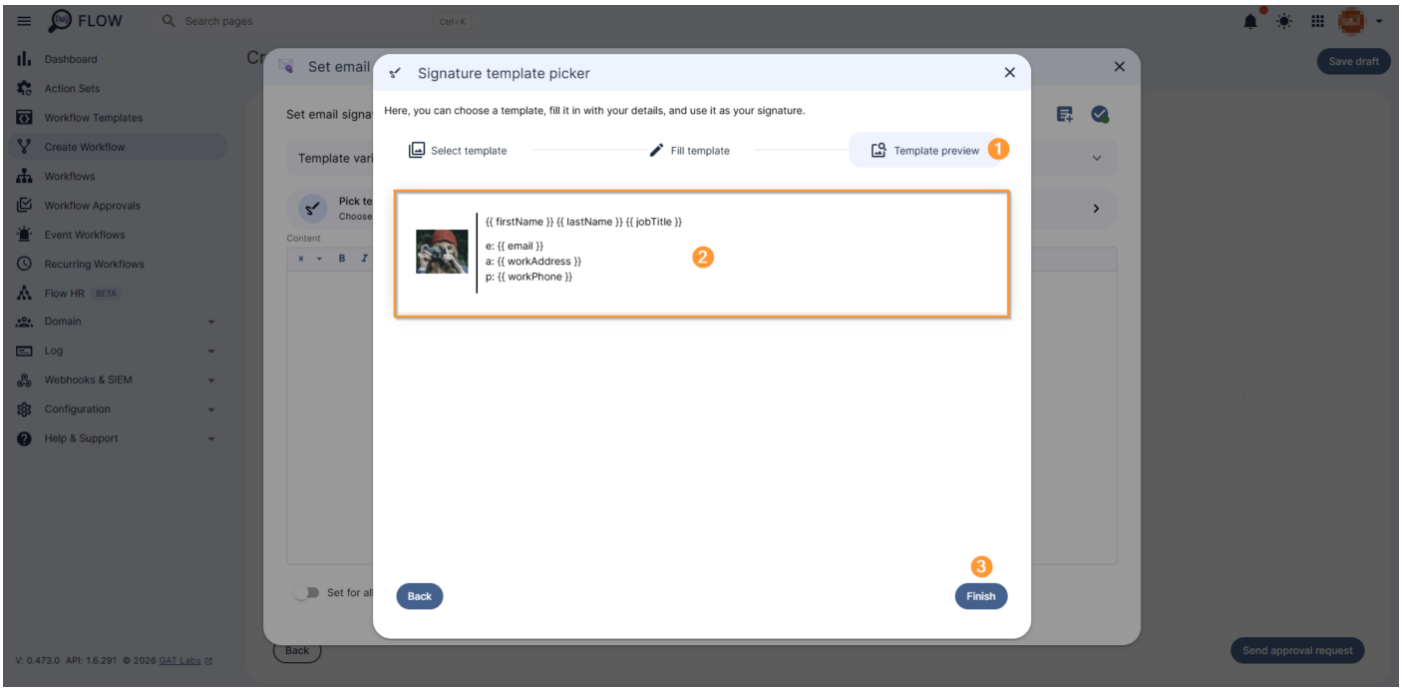
Click on the **Next** button to proceed.

Provide company logo

The company logo option allows adding an image (1) by entering an image URL (2), utilising recently uploaded Images (3) (the latest 20 are listed), or Drag & Drop or Choose file from local device (4). Add Image (5) once all is configured.



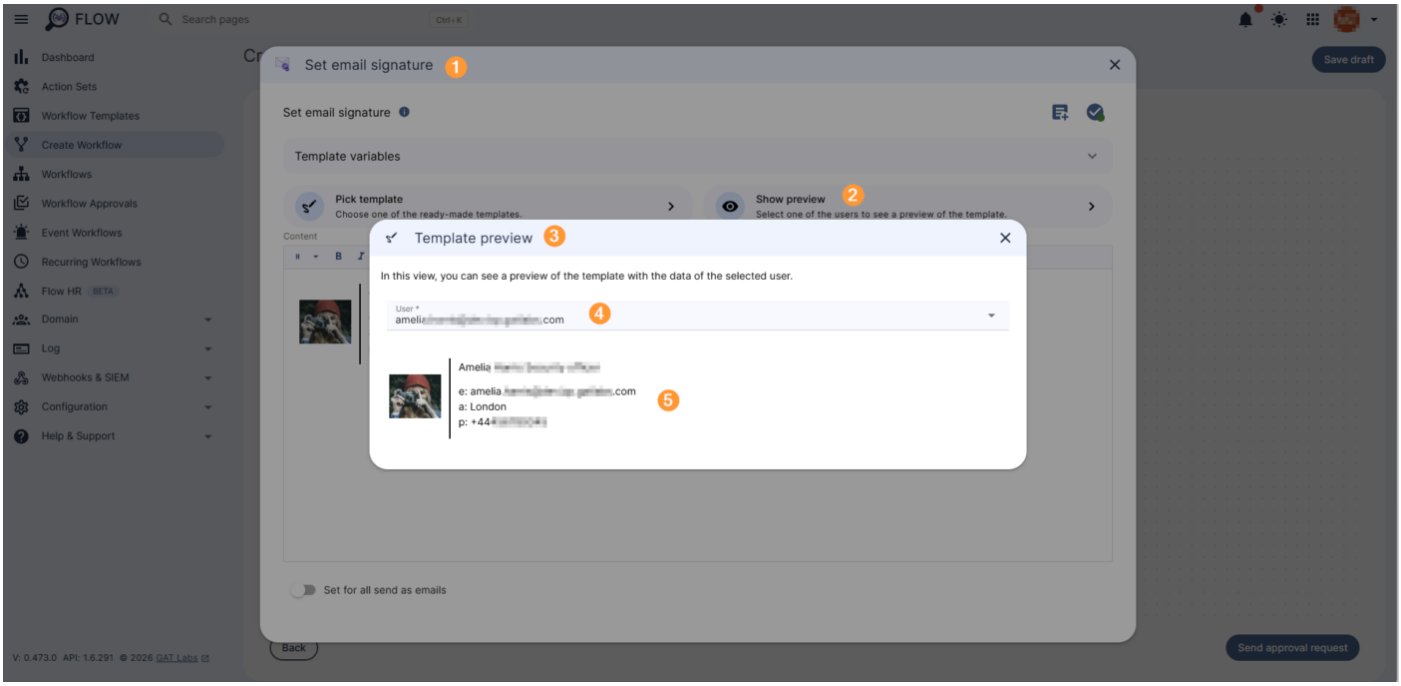
A **preview of the signature** will show what the Email signature will look like.



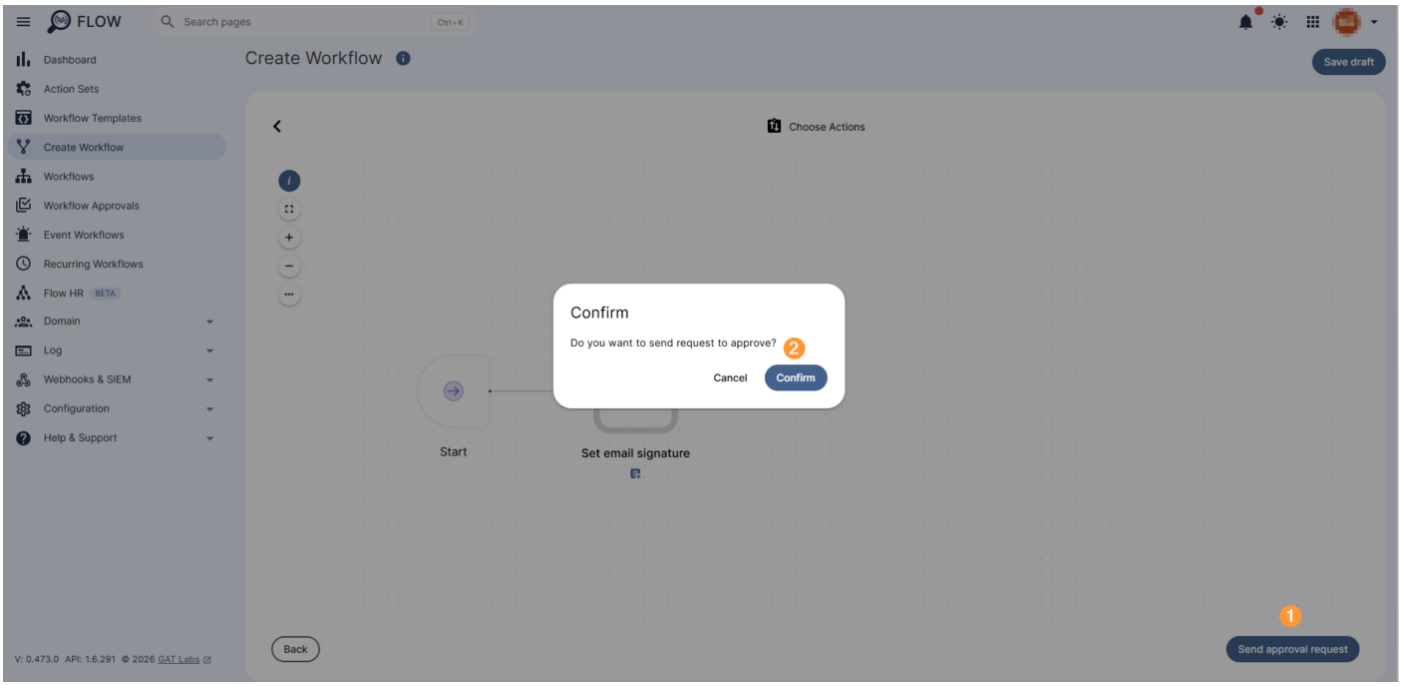
Finish - click on the button to view the **overview** of the signature.

Show preview

Show preview - allows visualizing the configured signature on a real example by selecting one of the domain users.

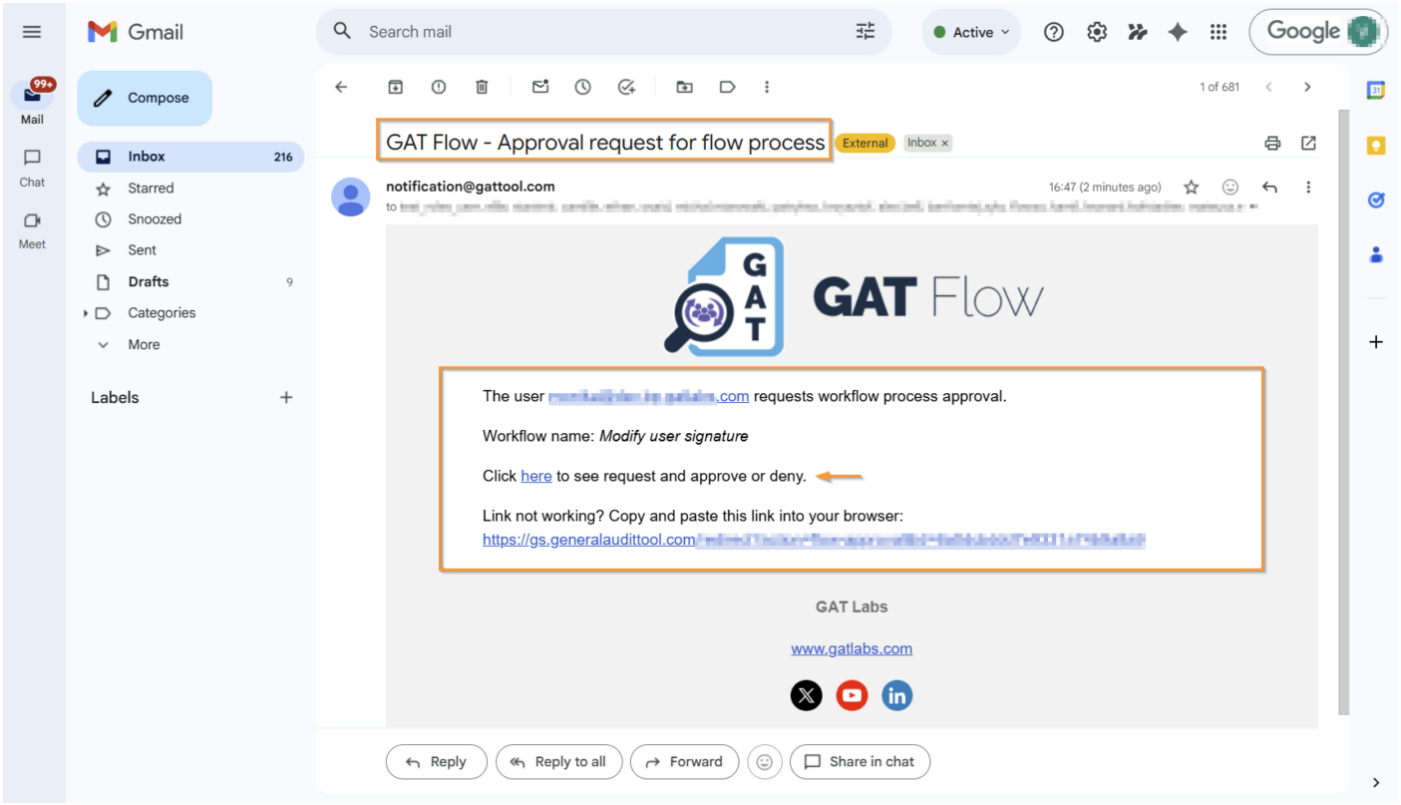


When all is ready, "**send approval request**" - click on the button to send the request for approval



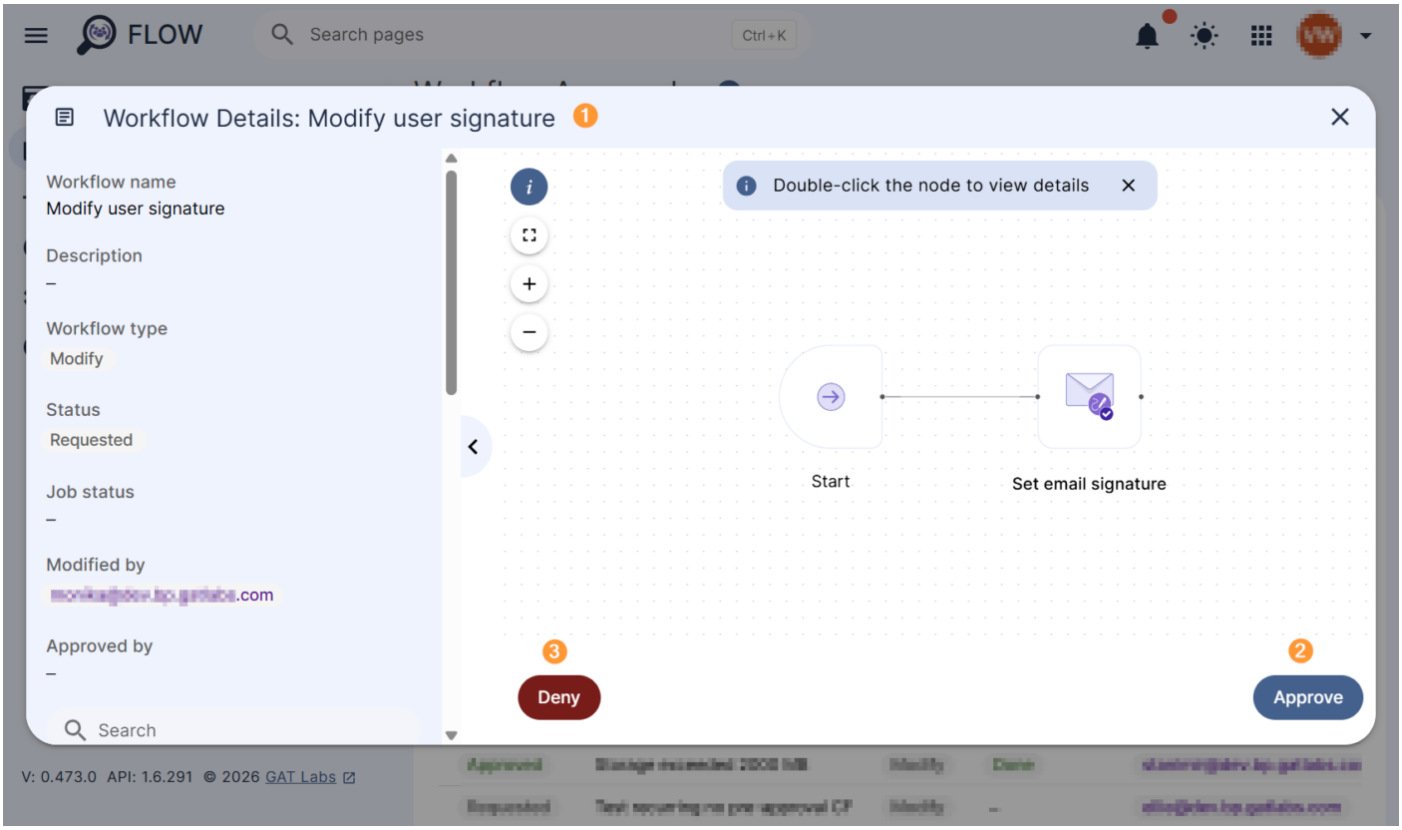
Security Officer approval

An **email** will be sent to the Security Officer for **approval**.



Note: If there is a pre-approval set, the Workflow can be executed without Officer approval

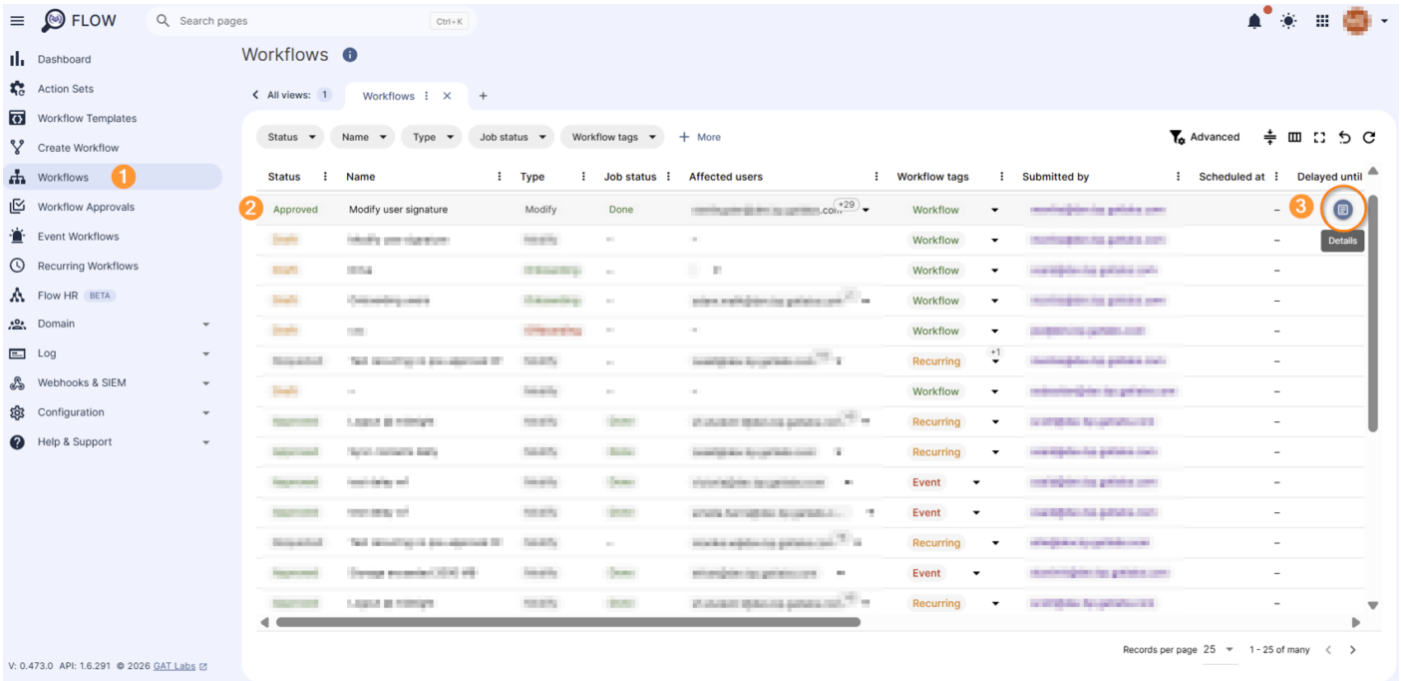
Security Officer approval - can view the changes that will be applied and **approve** or **deny** the request



The progress of the request can be seen in the '**Workflow'** tab in the left menu.

Workflow details

The status of the request can be viewed in detail under Workflow (1 -2). The Details (3) icon on the right side of the workflow record allows viewing it in detail.



Result

When the request is approved and the workflow is completed, the **Email signatures will be changed** for all users selected in the workflow.

