Manage Workspace Google Group Members

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/gat-manage-workspace-google-group-members/

Using GAT+ you can **Manage all the groups** of your domain. This allows Group management for multiple groups and multiple members in a bulk.

In GAT+ navigate to **Groups > Group members**

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In **Group management** you can **add** and **remove** members of selected **groups**

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Add members

The selected **groups** will be displayed with an option to **add** members as "**Member, Owner,** or **Manager"** to the selected groups.

- **Add** - field where Groups can be selected and users added.
- **Manager users in group** - enter the groups you want to audit by searching
- **+ sign** - click on the button to select the groups where members can be added.
- The groups will be displayed below
- **Add member** - search and select the users needed
- **Pick the role** the user can have - Member, Manager or Owner
- Click on **+ sign** again

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The result will be displayed below as **Members to add**. View the member to be added and what scope (Member, Owner, or Manager) they will have.

Click on **Next** to proceed

Remove members

The selected **members** will be **removed** from the selected **groups**

- Click on the **Remove** field
- Below that in **Manage users in group** enter the group names
- When ready click on **+ sign** to add
- The groups will be displayed below
- Under **Add member** enter the user names
- Click on the **+ sign** to add
- The members will be displayed below under **Members to remove**

Click on **Next** to proceed

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In the **Summary** check the overview of the change that will occur

Click on **Confirm**

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The **Result** from this action can be checked in the **Admin log**

GAT+ > Configuration > Admin Log

The change of members of those groups can be checked in **Google Admin Console**.