Google Contacts Management

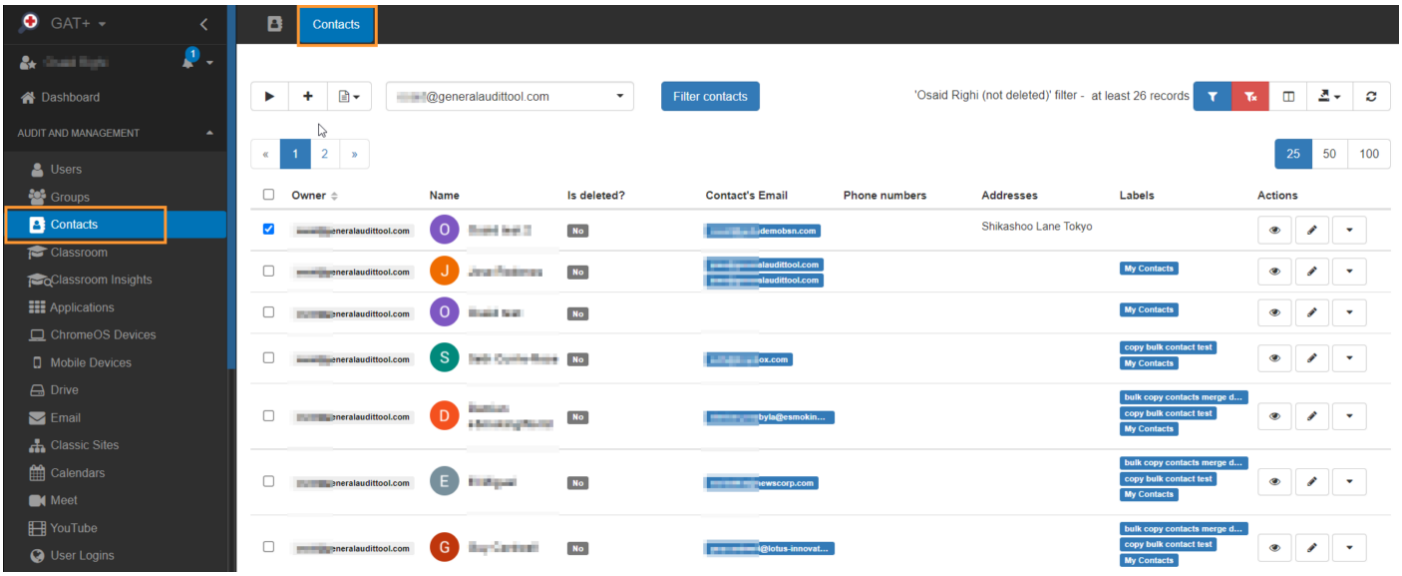
Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/google-contacts-management/

GAT+ audit tool provides an extensive and detailed overview of the entire Google domain.

One of the Audit sections is Google **Contacts**

It is easy to manage your organization's Google Contacts with GAT+. It provides Google Workspace Super Admins or delegated auditors with a centralized way to audit and make changes to any user's Google contacts.

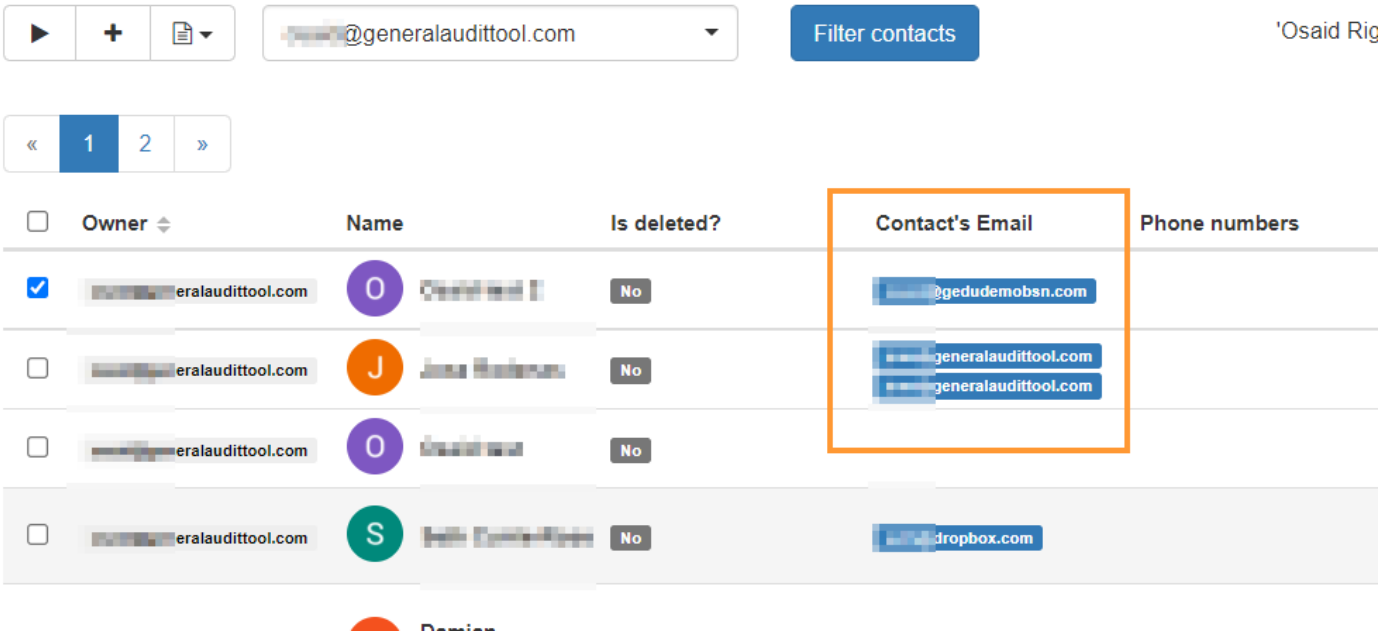
View Contacts



An Admin can view all users and their contact lists. The owner of the contact is the person who created it and has the users in their Contact list.

The Contacts list can be found here: https://contacts.google.com.

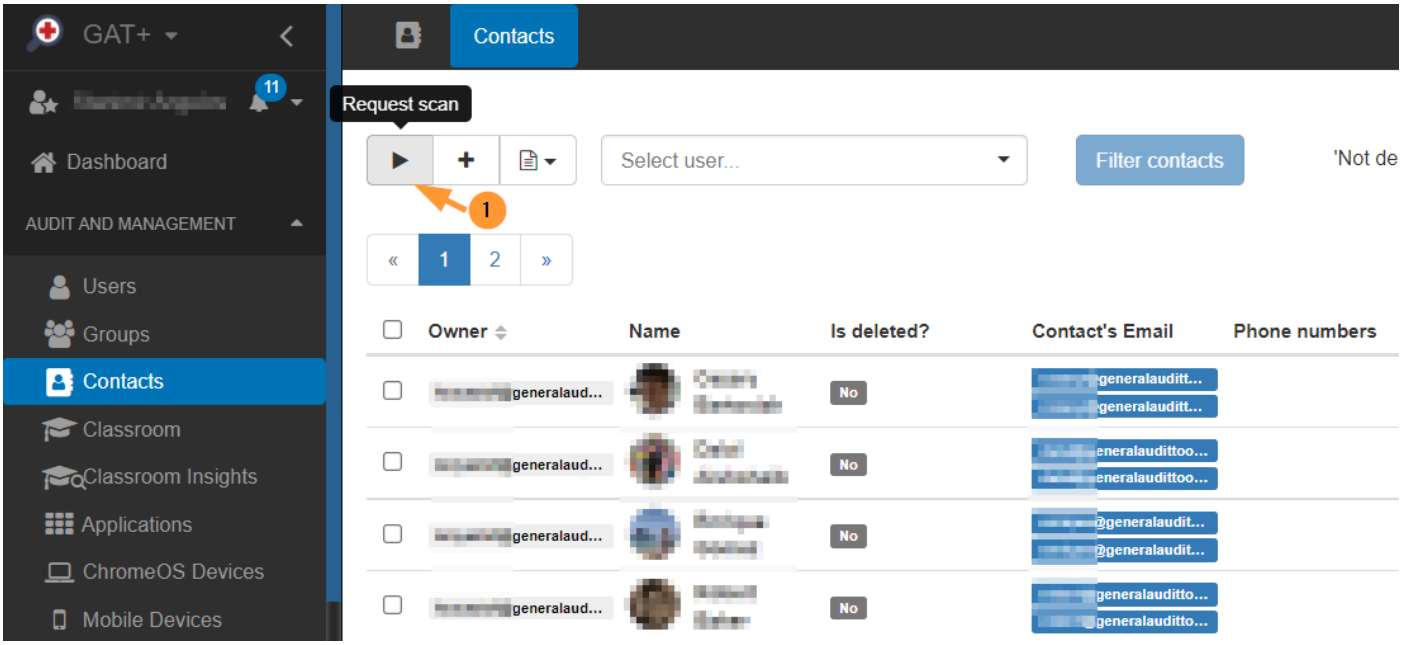
NOTE: We are copying or deleting the **Contact's Email.**



Actions on contacts

Request scan

The Admin can **request a fresh** scan of the contact list, this will scan your users' Contact lists to sync with existing contacts.

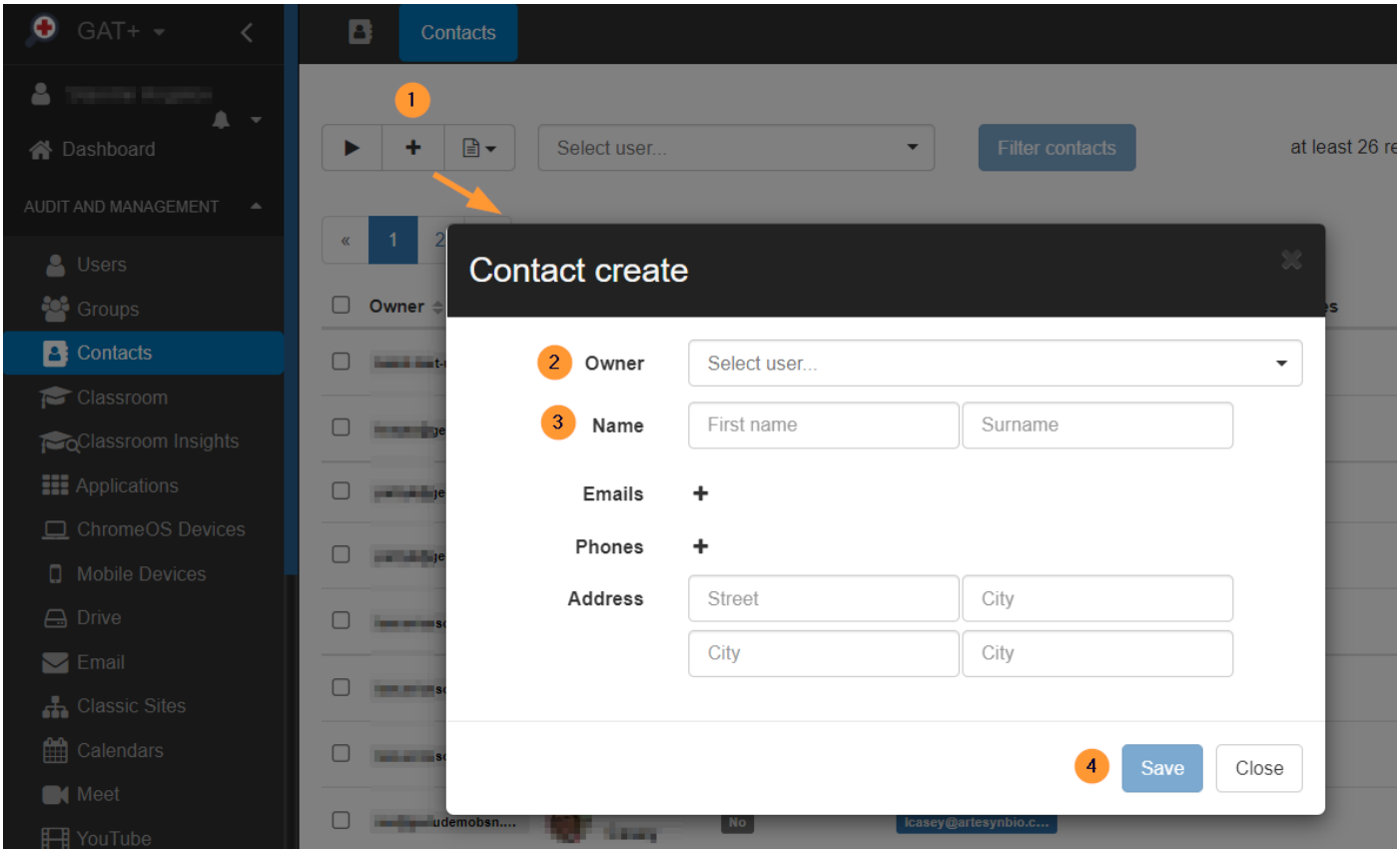


Create contacts

In Create Contacts, the Admin can create a brand new contact and add it to user accounts.

An admin can create and add a new contact inside a user's account.

- Click on the '**+**' button.
- **Owner** - select the owner (user where the new contact will be added to).
- Fill in the details
  - **Name** - enter the name of the new contact.
  - **Emails** - click and enter the email of the new contact
  - **Phones** - click and enter the email of the new contact
  - **Address** - enter the contact addresses.
- **Save** - click on to save the contact

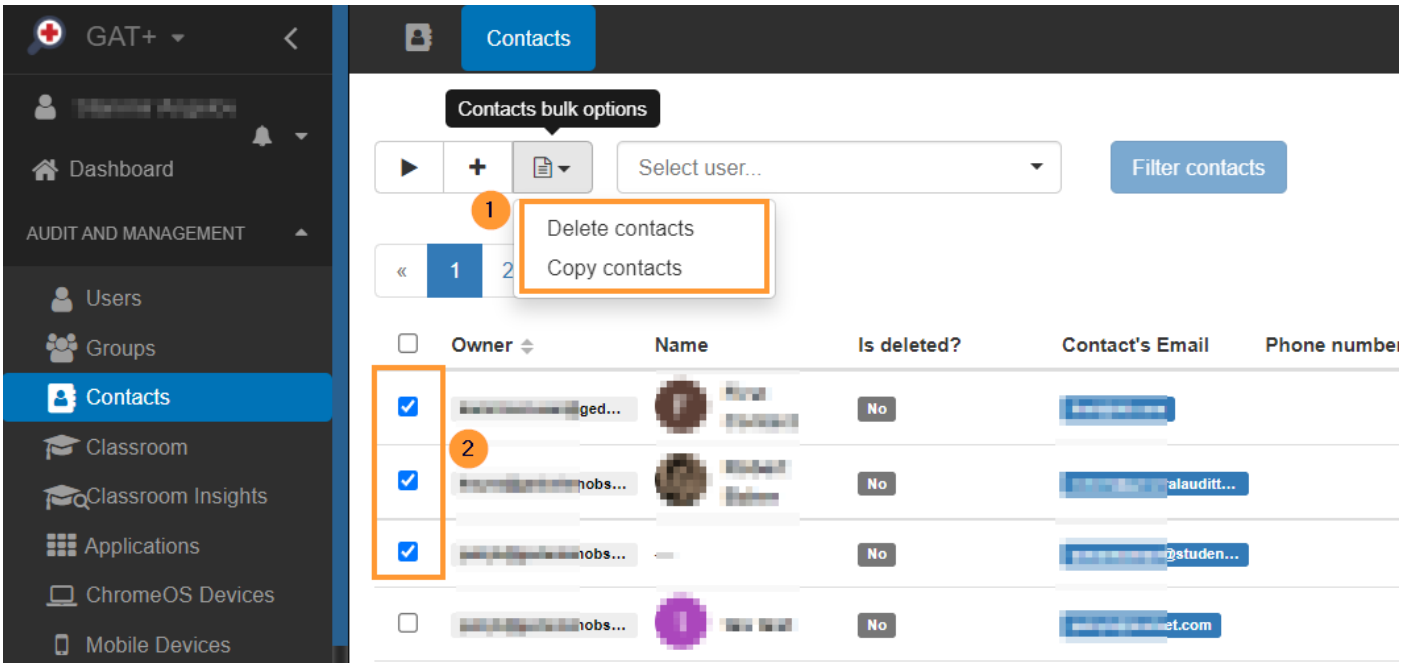


Bulk Action

Actions in bulk can be taken on the Contacts. The Admin can **select multiple contacts and bulk Copy or delete them**.

Select the contacts you would like to copy or delete and click on the "**Contacts bulk options.**"

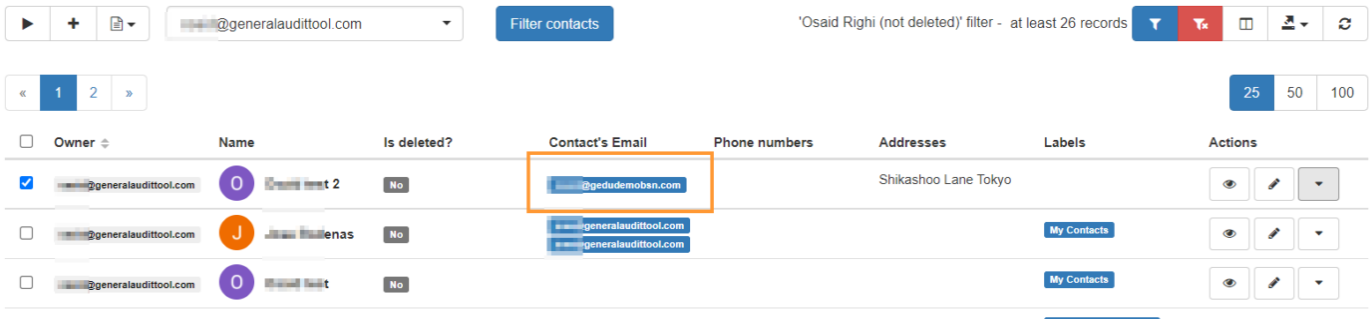
This will allow you to Delete or Copy the selected contacts.



Delete contacts in bulk

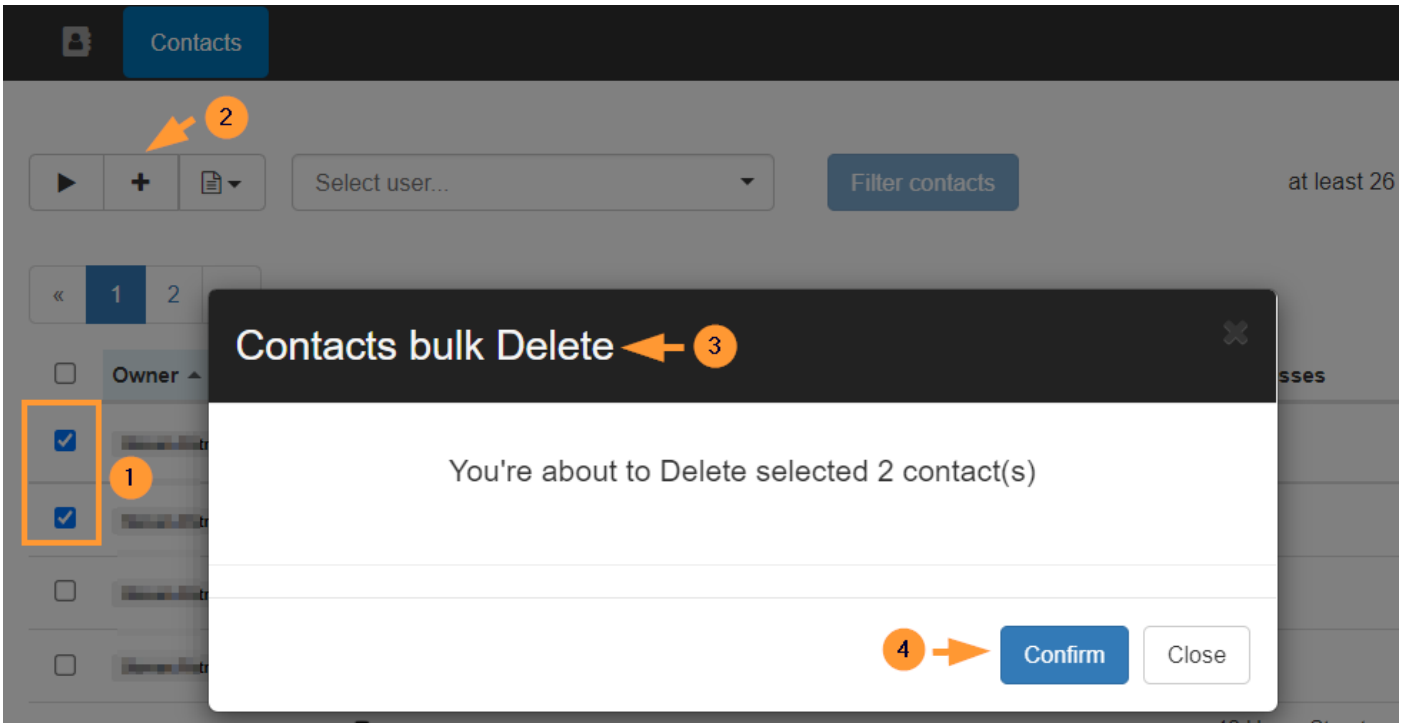
Select the contact you want to delete (by clicking on the check mark beside the Owner) and click on "**Delete contacts**".

NOTE: We are deleting the **Contact's Email**



A pop-up message will be displayed.

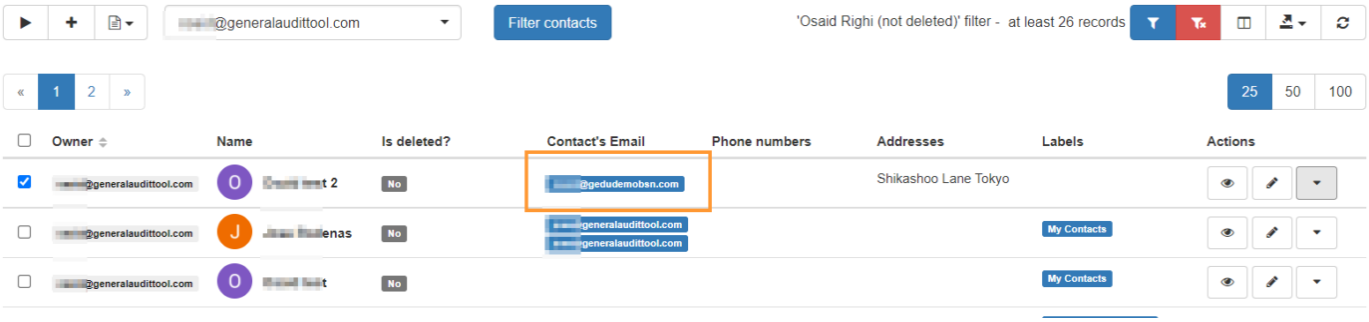
Click on the "**Confirm**" button to confirm the **deletion of the selected contact.**



Copy contacts in bulk

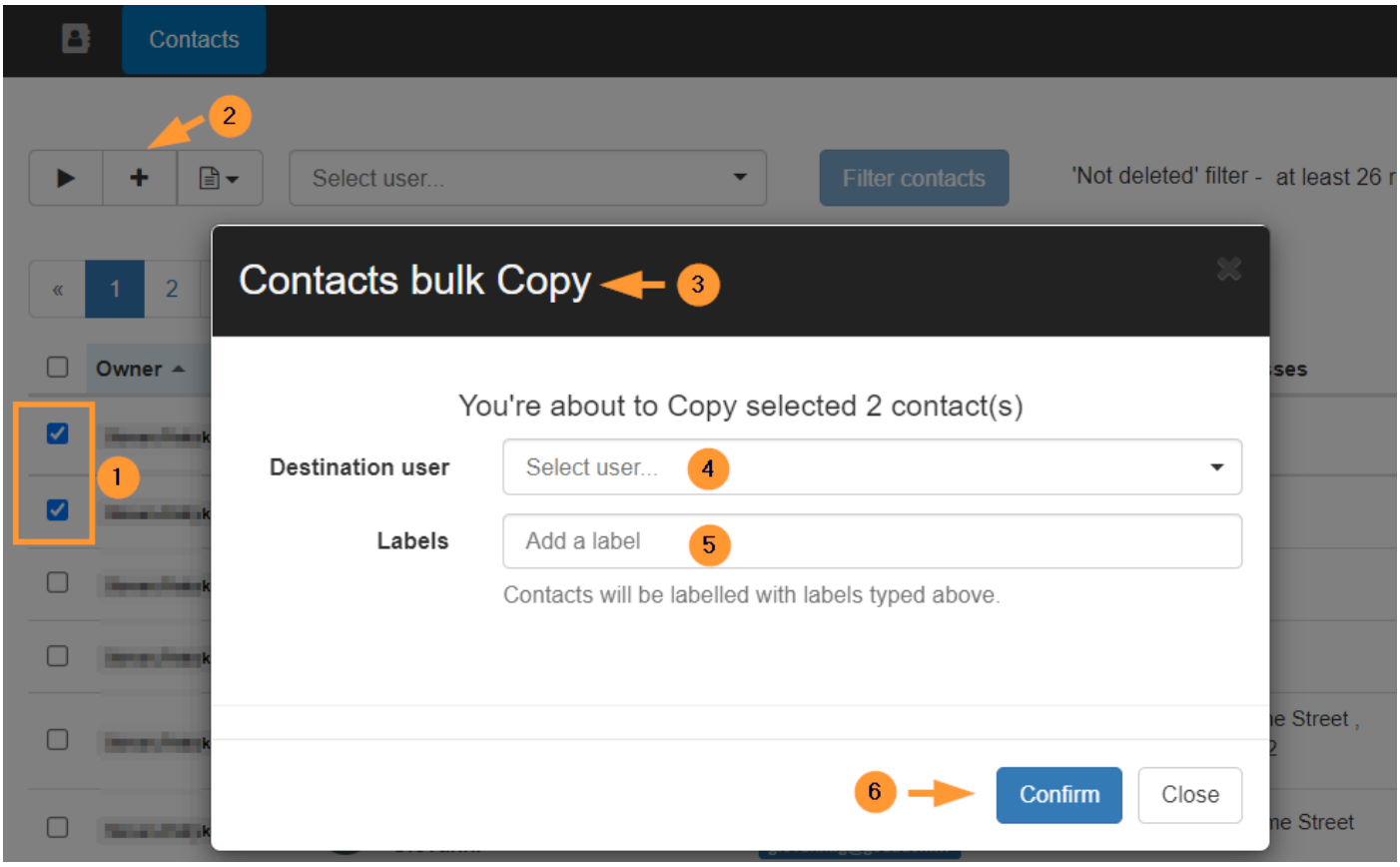
Select the contact you want to **copy** (by clicking on the check mark beside the Owner) and click on "**Copy contacts**".

NOTE: We are copying the **Contact's Email**



A pop-up message will be displayed.

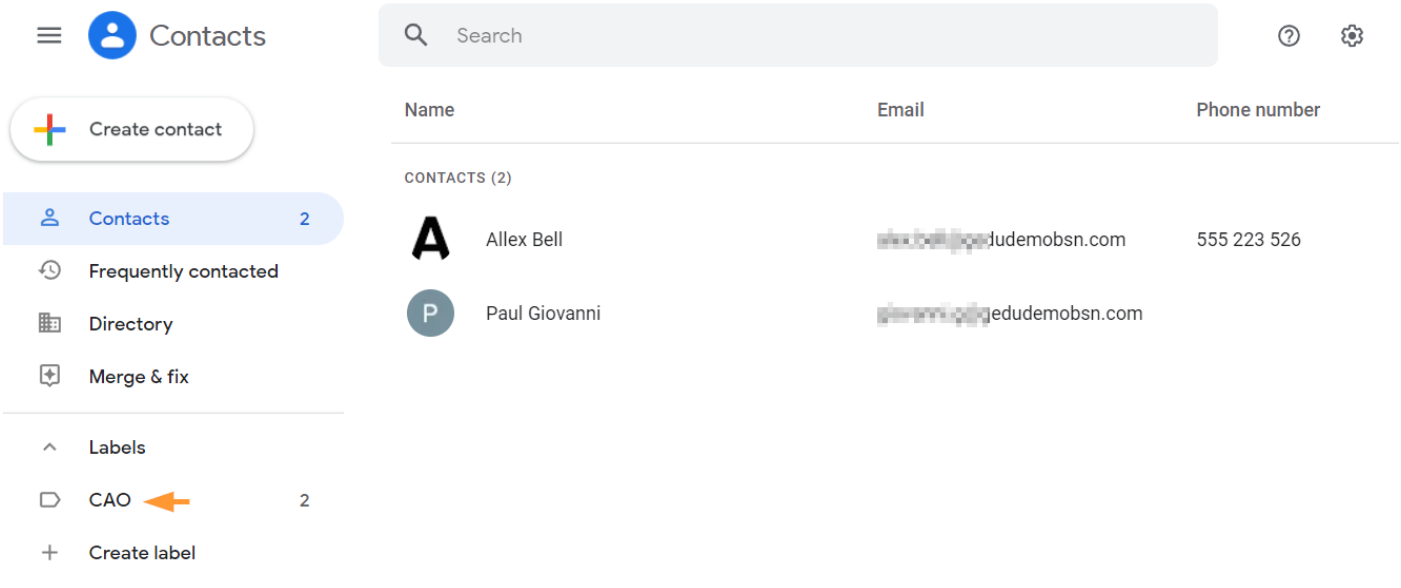
- **Destination user** - enter the destination user where the contact will be copied into
- **Labels** - add a label
  - Contacts will be labeled with the labels typed above



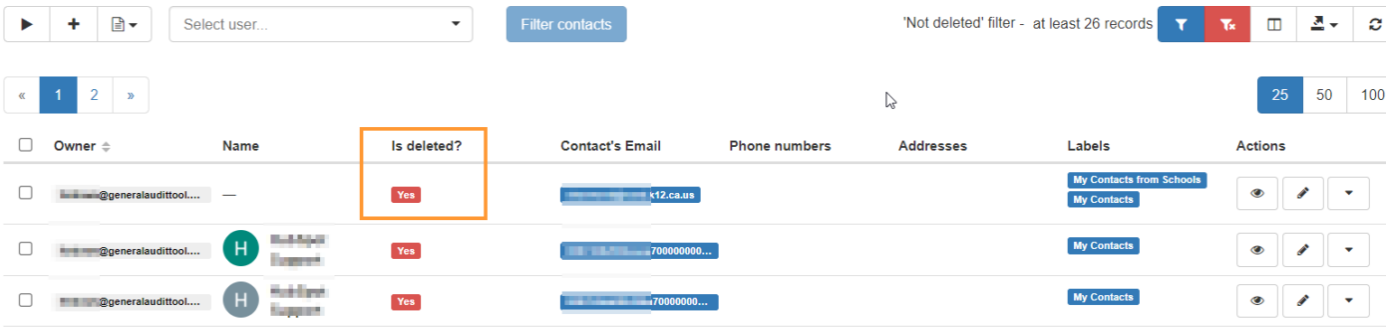
Click on the "**Confirm**" button to confirm the **copying of the selected contacts**

The contacts will be added to the '**Destination user**' contact list.

In the above example, **2 users were selected, and a label was created.**



If you select **Delete contacts,** the contact and the 'deleted' flag will be set to '**Yes'**.

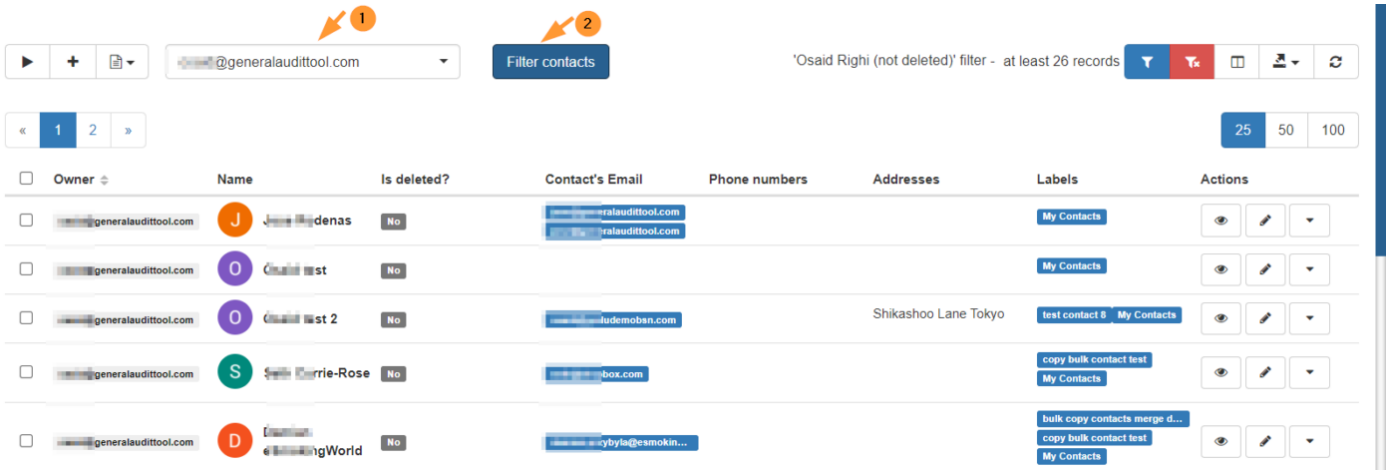


Search Options

You have the ability to search for contacts using a multitude of different ways.

The easiest one is to search for the owner of the contacts; this will show you all of the contacts that the user has.

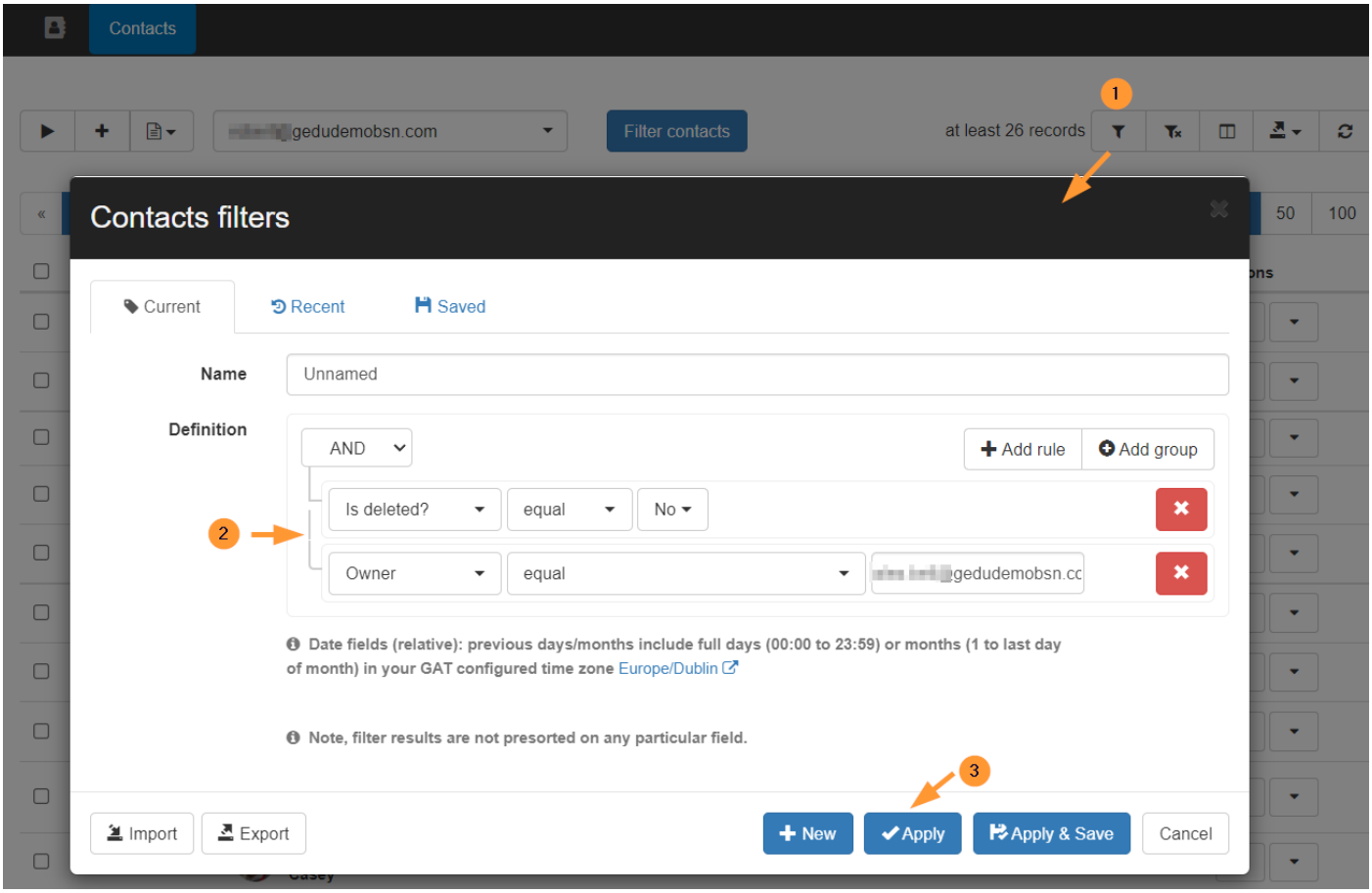
Simply search for the **Owner's** email address and click the **Filter contacts** button.



The results will show **every single contact** in **the user's Google Contacts list**. Alternatively, you can search using the **Apply Custom Filters** button on the top right corner.

When the dialog box is presented, click the **+Add rule** button to keep adding additional search criteria to narrow down the results.

When you're done, click on **Apply**.

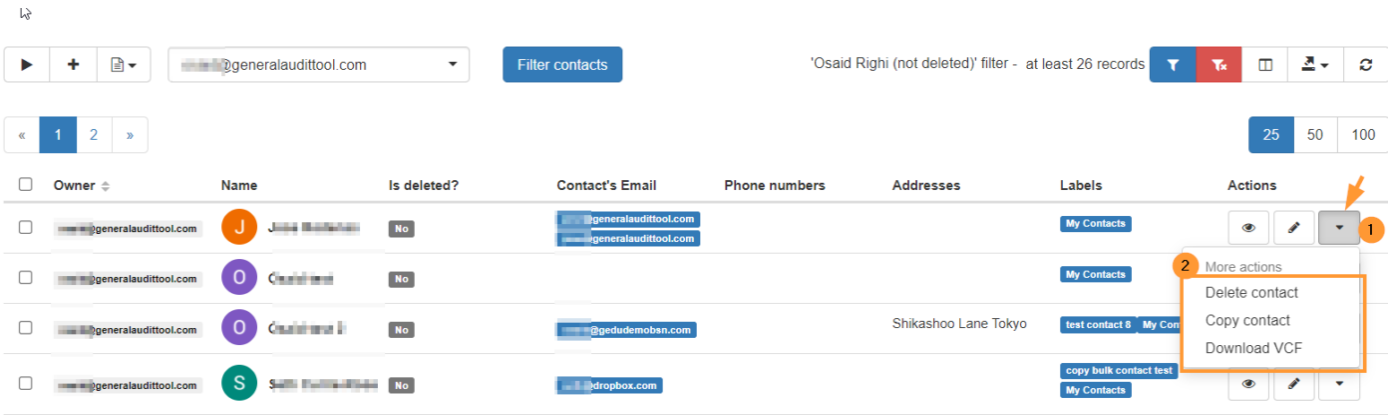


Action on one contact

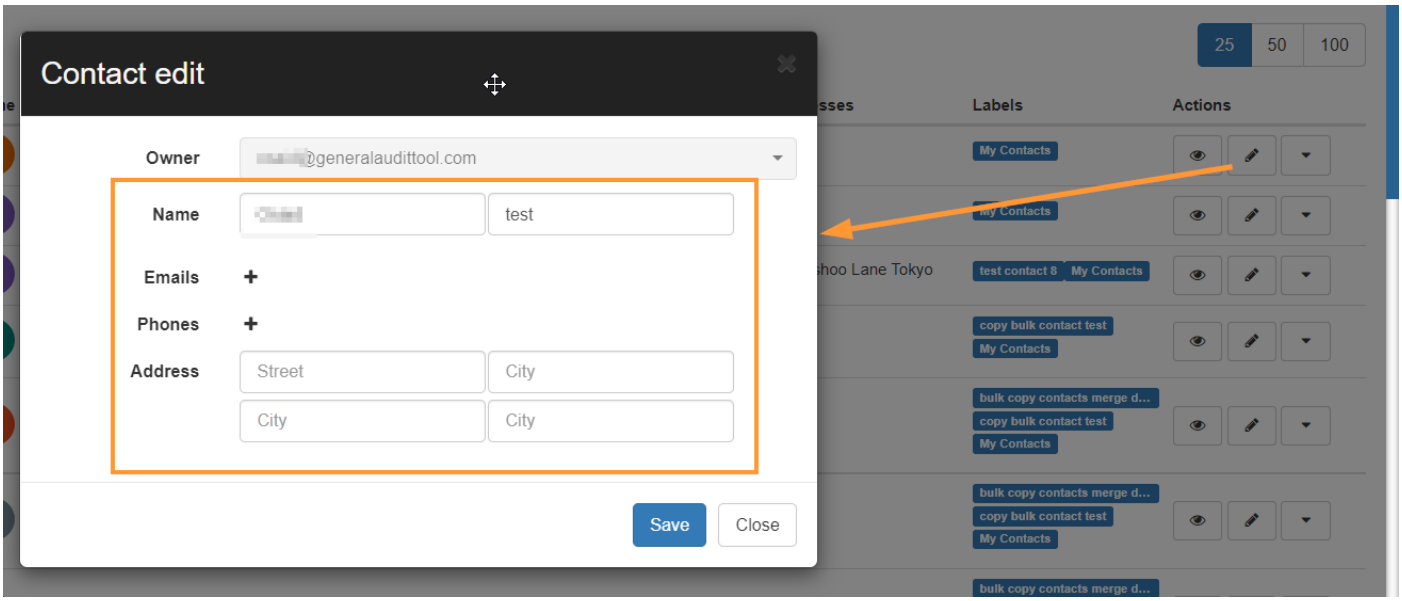
In the **Contacts tab**, find any contact needed and click on the "**arrow**" button under **Actions**.

Select any action needed:

- Delete - delete the selected contact
- Copy contact - copy the selected contact
- Download VCF - download the contact as .a vcf file (virtual contact file)



- Edit Contact - select the show details pen icon

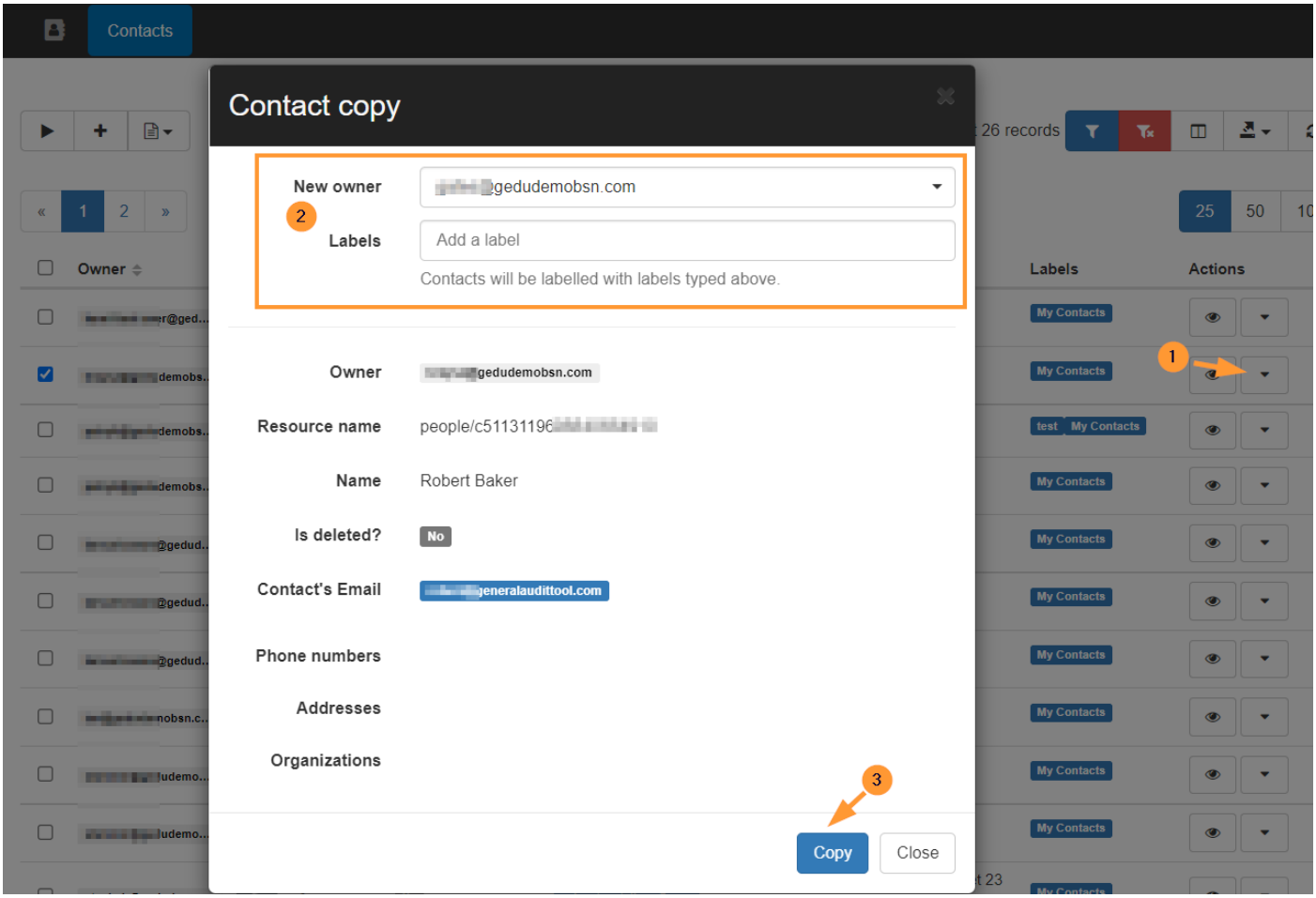


Copy individual users

Under **Actions,** select **Copy contacts**

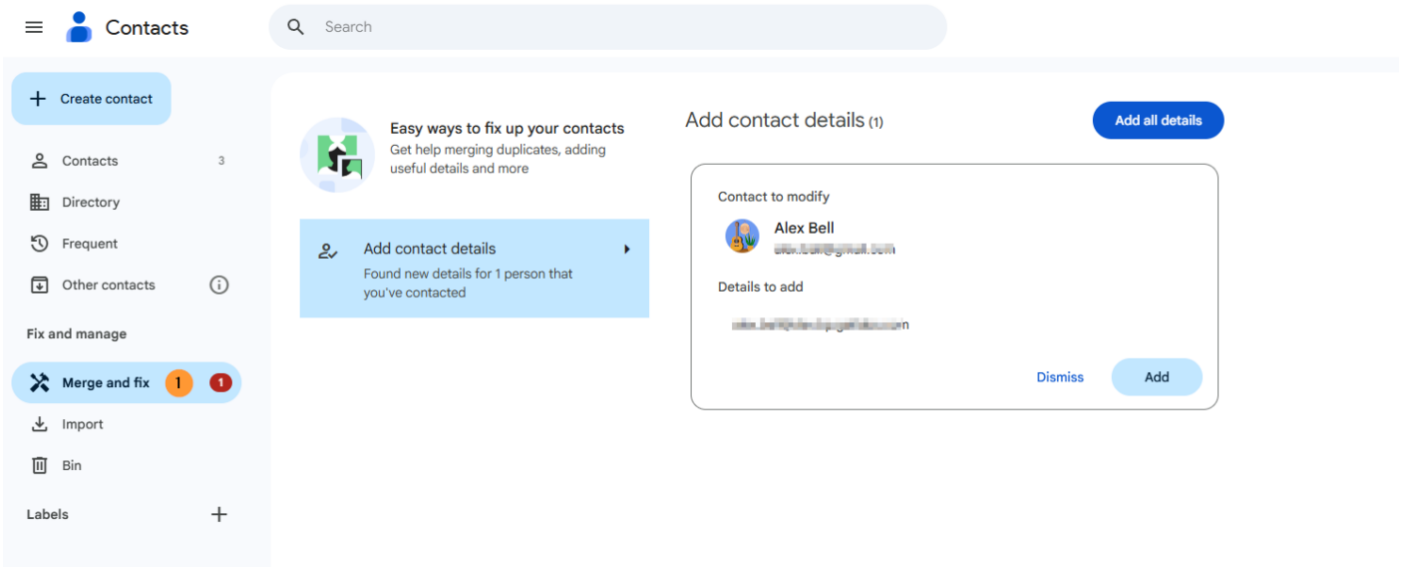
A pop-up message will be displayed.

- **Destination user** - enter the destination user where the contact will be copied into
- **Labels** - add a label
  - Contacts will be labeled with the labels typed above
- **Copy** - when ready, click on the "Copy" button.



Note: Since owners can have the same contact, there may be cases where duplicates are created as contacts. This can be amended by simply selecting the 'merge and fix ' button.

Navigate to Google Contacts (https://contacts.google.com/suggestions) and "Merge and fix"



View the Video audit of Google Contacts

Embedded media:

https://www.youtube.com/embed/GLkDwZ3wX9c?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_l