How To Add Multiple Users to Many Calendars

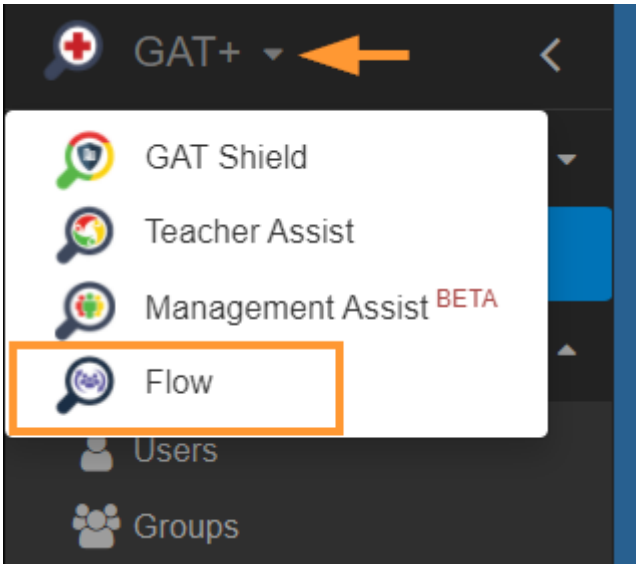
Calendar Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-add-multiple-users-to-many-calendars/

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

First steps

Firstly Ensure that you are on **'GAT Flow'** by selecting the Flow tool from the drop-down panel on the top left corner.



Set up the workflow

Navigate to **Flow → Create workflow**

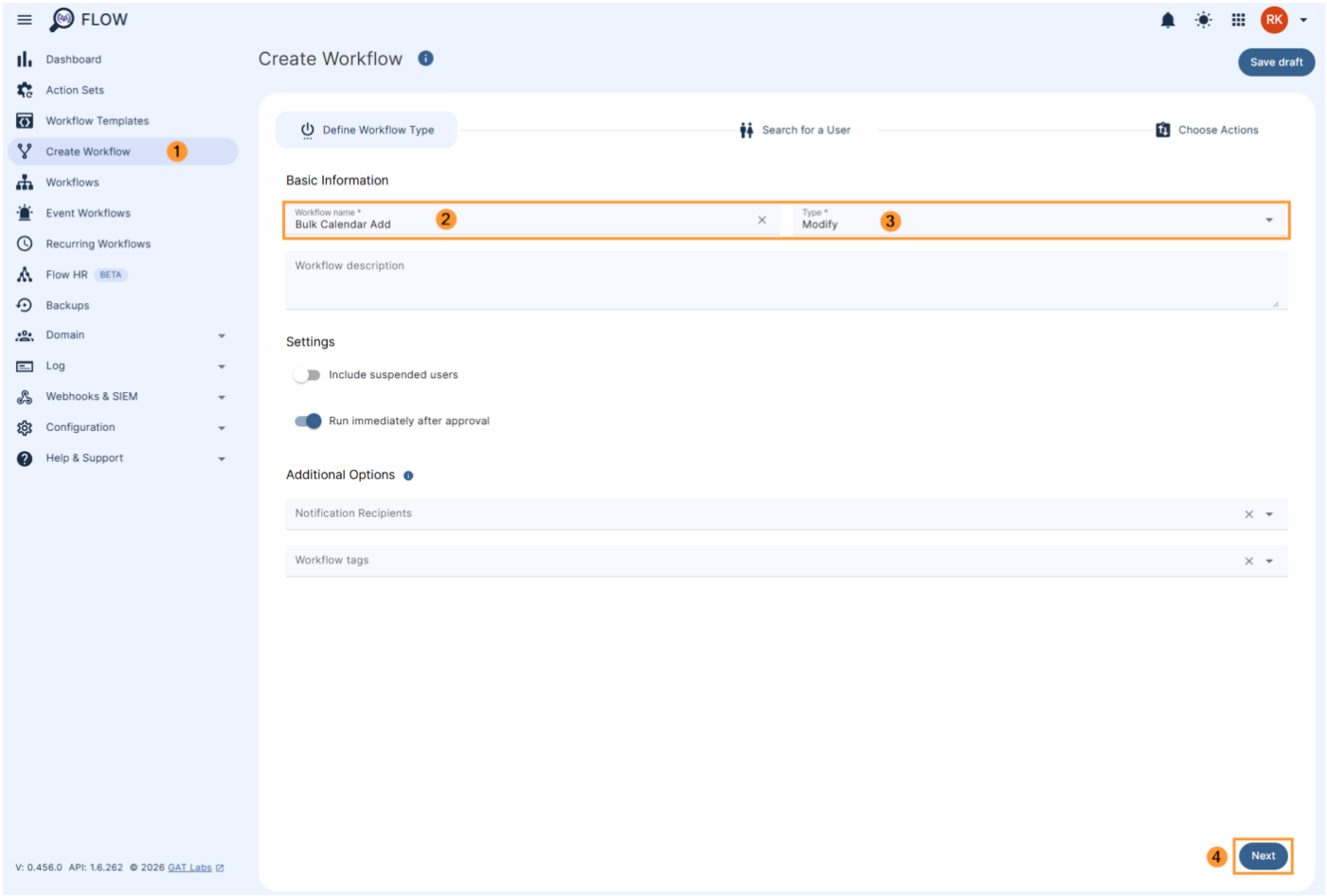
Workflow type

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.

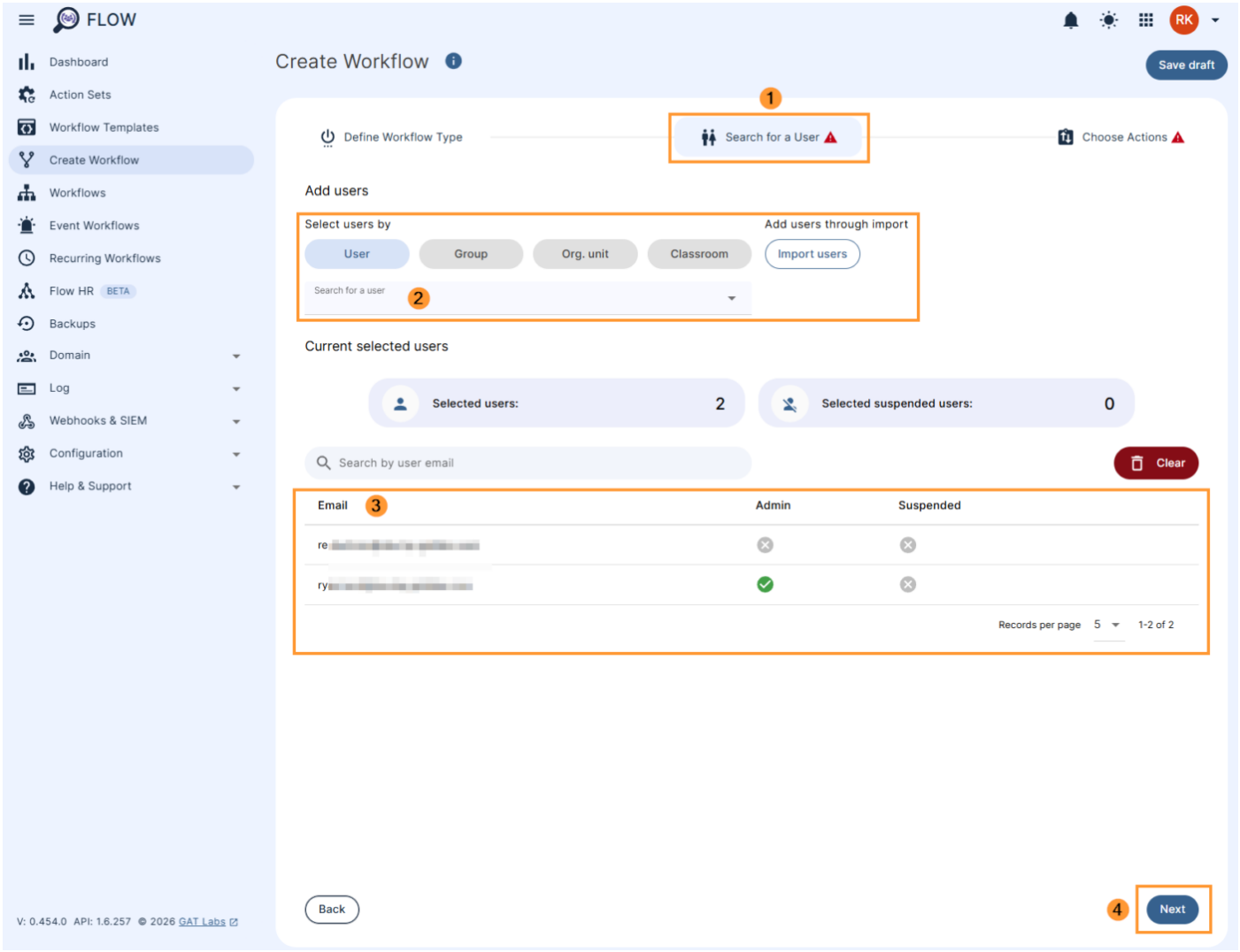


Search For User

Search for the users and add them

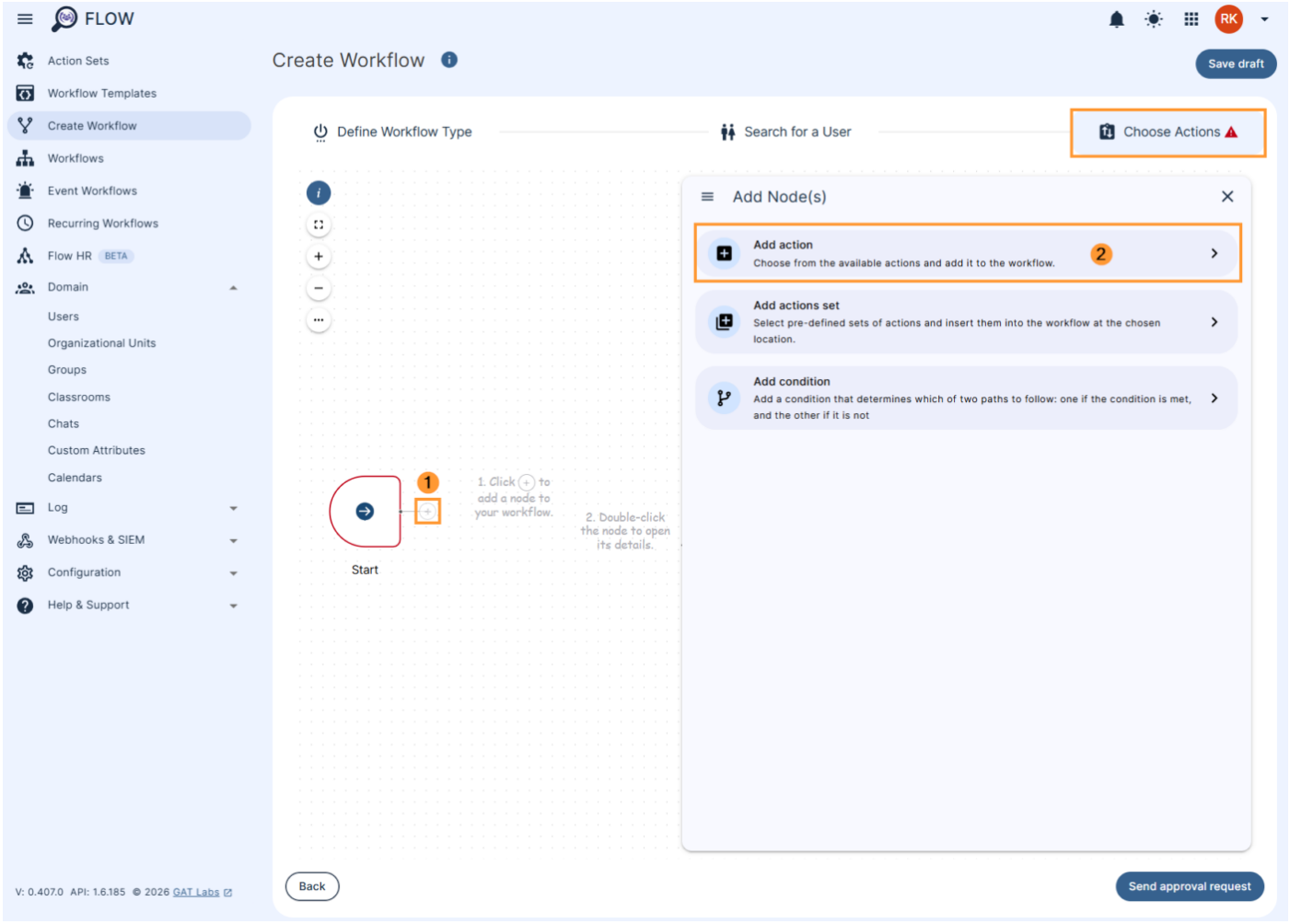
- Search for a user – click and search for individual users
- Search for a group – click and search for a group of users
- Search for an OU – click and search for the OU of users

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



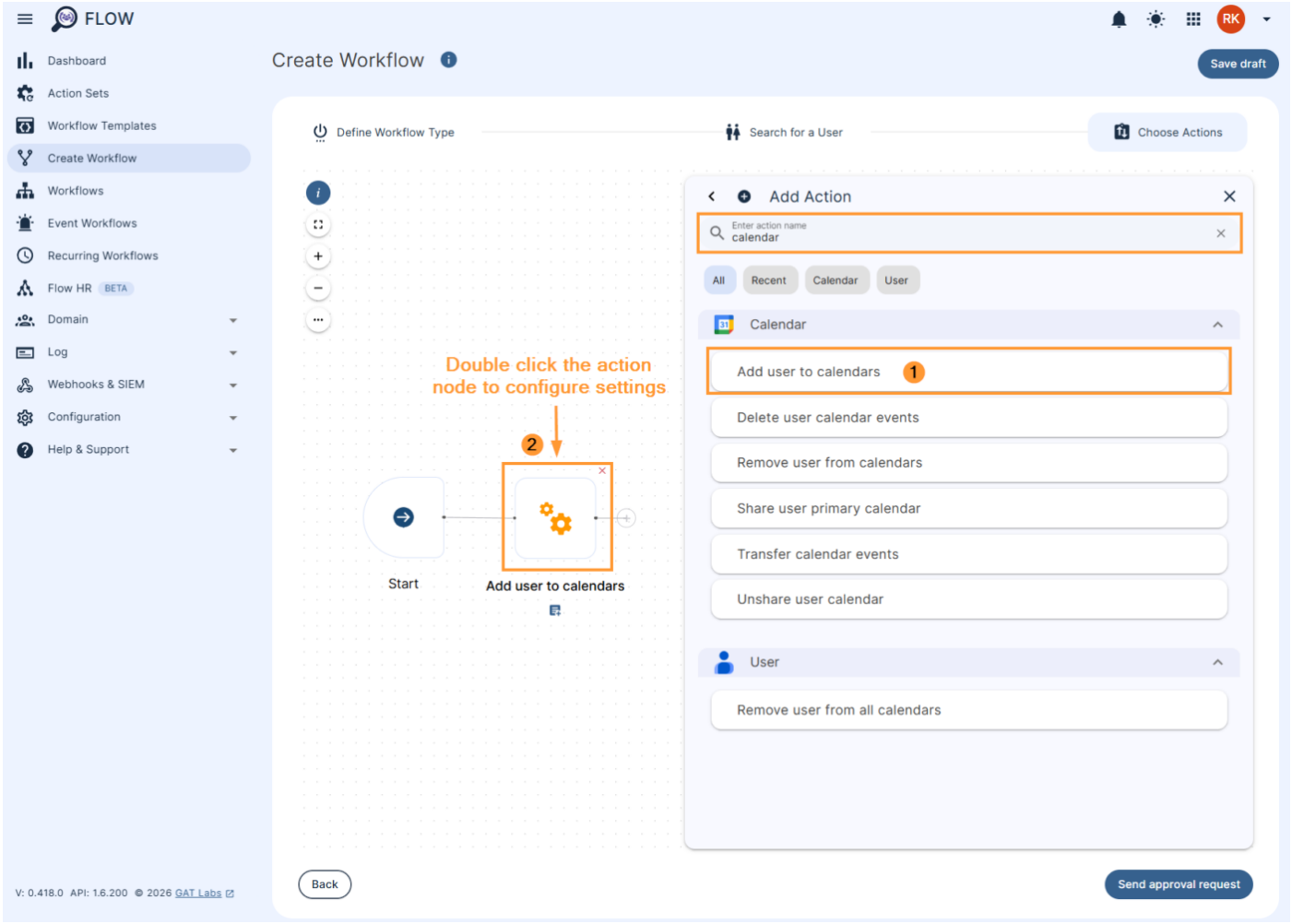
Choose actions

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



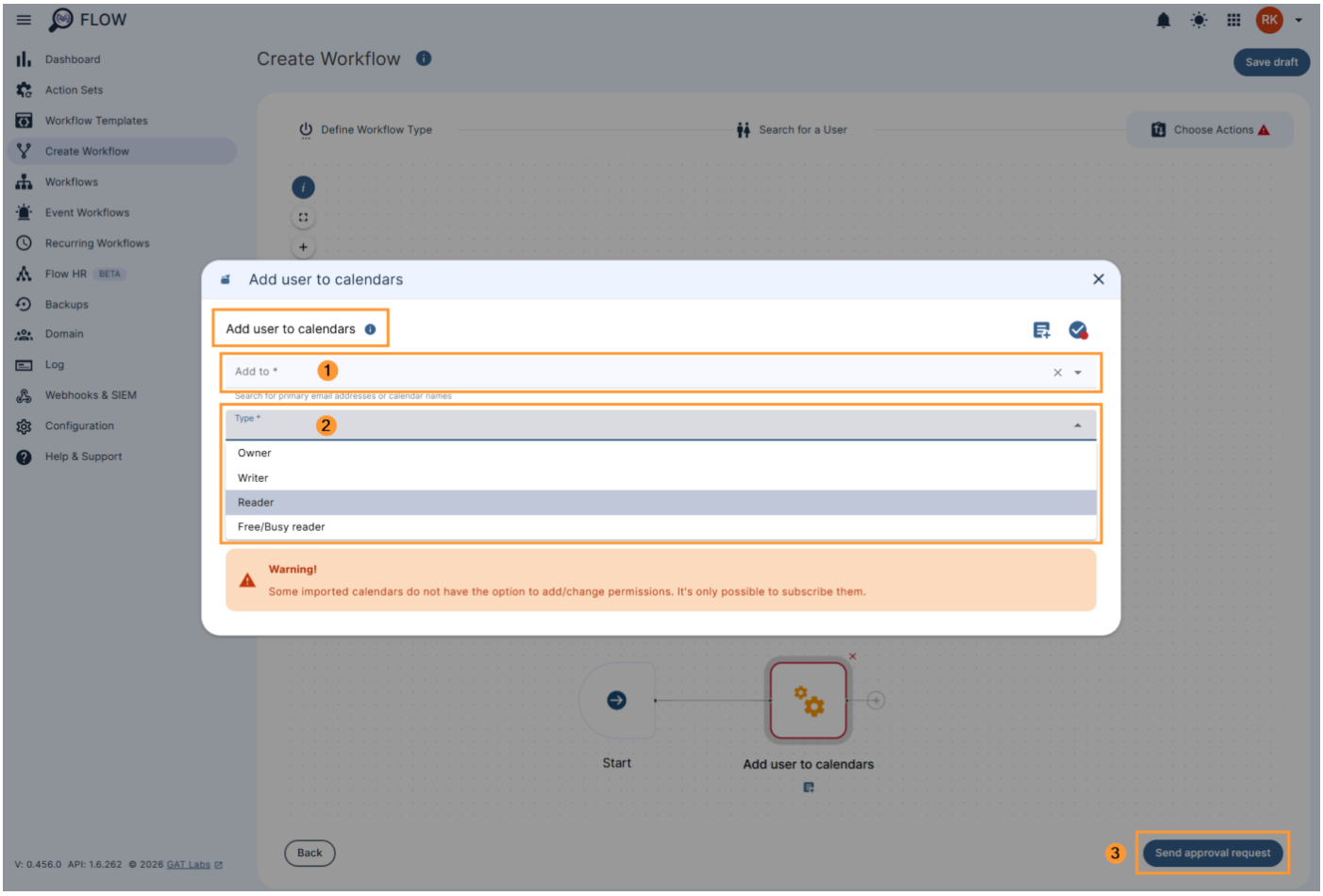
When selecting *Add action*, a menu with different options will be displayed.

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



When the action is selected, fill in the following details:

- **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.



When ready, click on the "Send approval request" button.

This will notify the Security Officer of the approval required. If the "pre-approval" option is used the Flow will be set to run right away, without approval needed.

Result

Once approved by the designated security officer (or preapproval used) all the users will have access to all the calendars selected.

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