How To Copy Google Groups

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-copy-google-groups/

Overview

With GAT+ you are now able to Copy Google Groups and modify as required!

GAT+ steps

Firstly launch GAT+ and select your **'Groups'** panel from the sidebar.

By applying a filter you can now find a group you want to copy, you can search by multiple parameters.

For this example, we will use **'Name'** and find a group to copy **'Classroom Teachers'.**

Now you can see the group you filtered for.

On the right side of the selected group under **Actions**, click on "**Copy this group**".

Next, a pop-up window will take you to create a **New Group Email** for the group to be copied.

In this box fill in the details necessary.

- **New Group Email Address** - Add the address of the new group
- **New Group name** - add the name of the group
- **New Group description** - describe the group
- **Include eternal members** - enable or disable

When all fields filled in click on "**Copy**".

Result

The end **result will create a copy of the group**. You can apply a filter and search for the copy version of this group.

> **Note:** Allow for 30-60mins to reflect on Groups and GAT+ as per google guide, https://support.google.com/a/answer/7061566?hl=en