How to Migrate Bulk Emails in Google Workspace

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-migrate-bulk-emails-in-google-workspace-2/

Migrating Bulk Emails in Google Workspace via GAT Flow

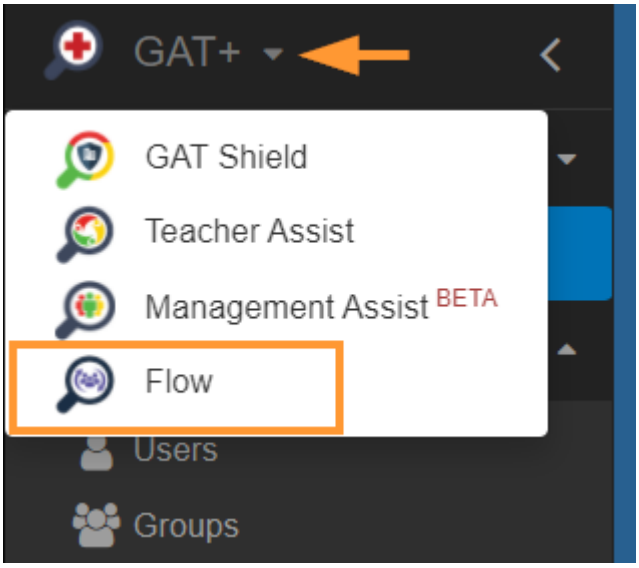
GAT Flow is a user management tool that provides email migration allowing Google Admins to **copy bulk emails from one user of the domain and migrate them into another.**

Email migration is an option available in **Flow** for **Offboarding** and **Modifying** existing users

Steps to do this action

Flow

In GAT+ click on the GAT+ icon and open **Flow** from the menu.



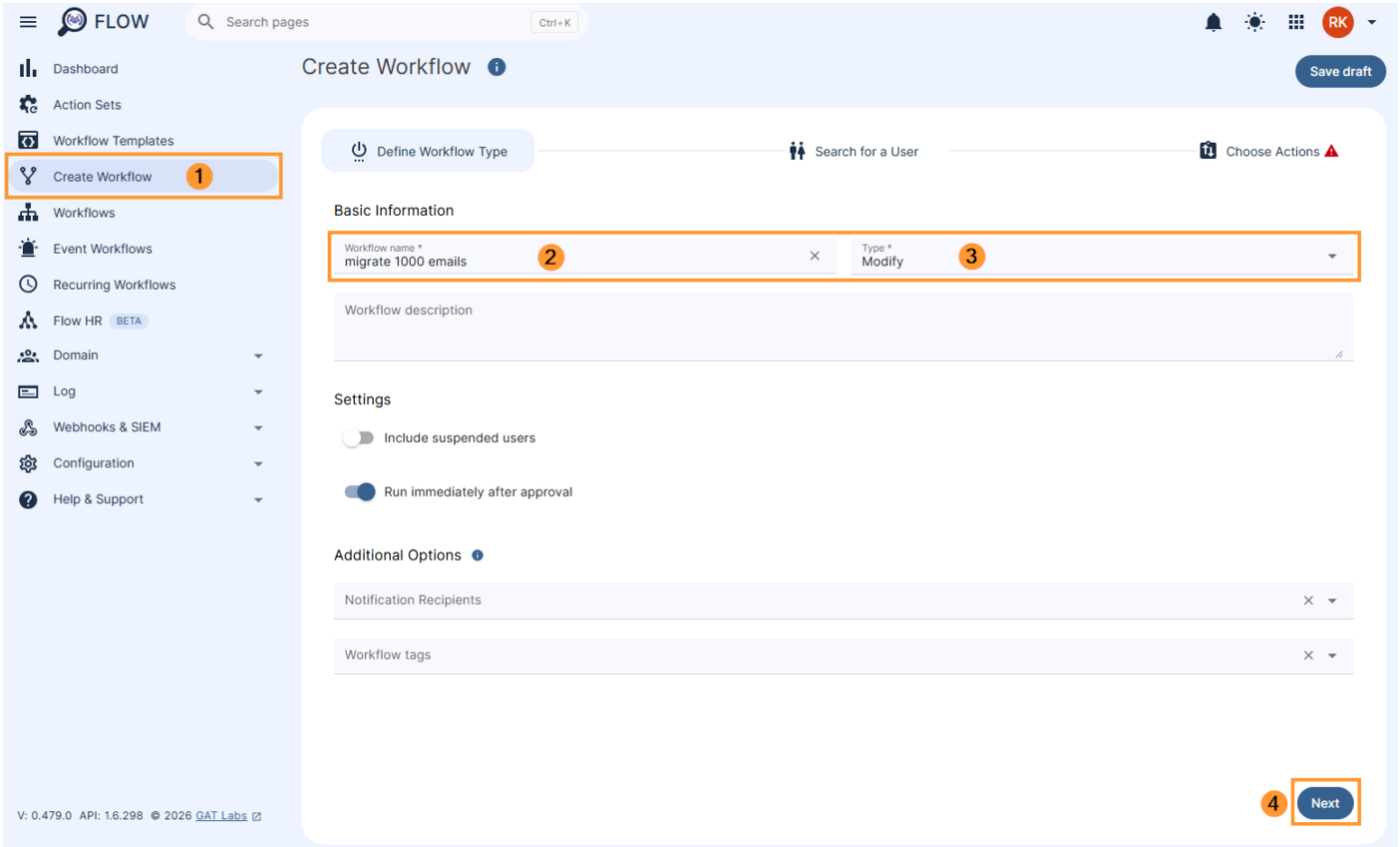
Step 1: Create the workflow

Navigate to **GAT Flow > Create a workflow (1)**

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)
  - **Offboarding** – offboarding existing users
- **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)

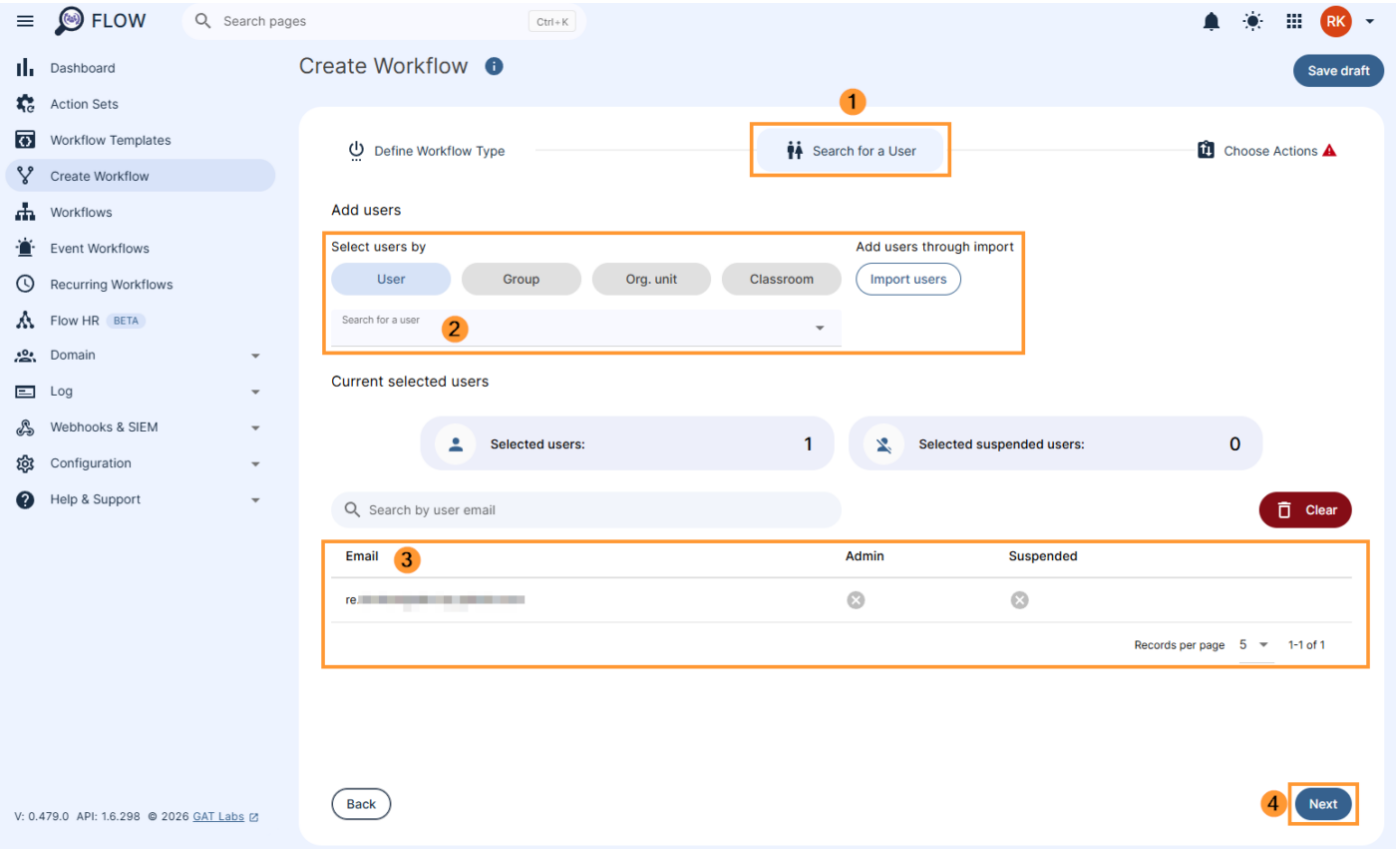
Later click **Next** (4) to proceed.



Step 2: Select users

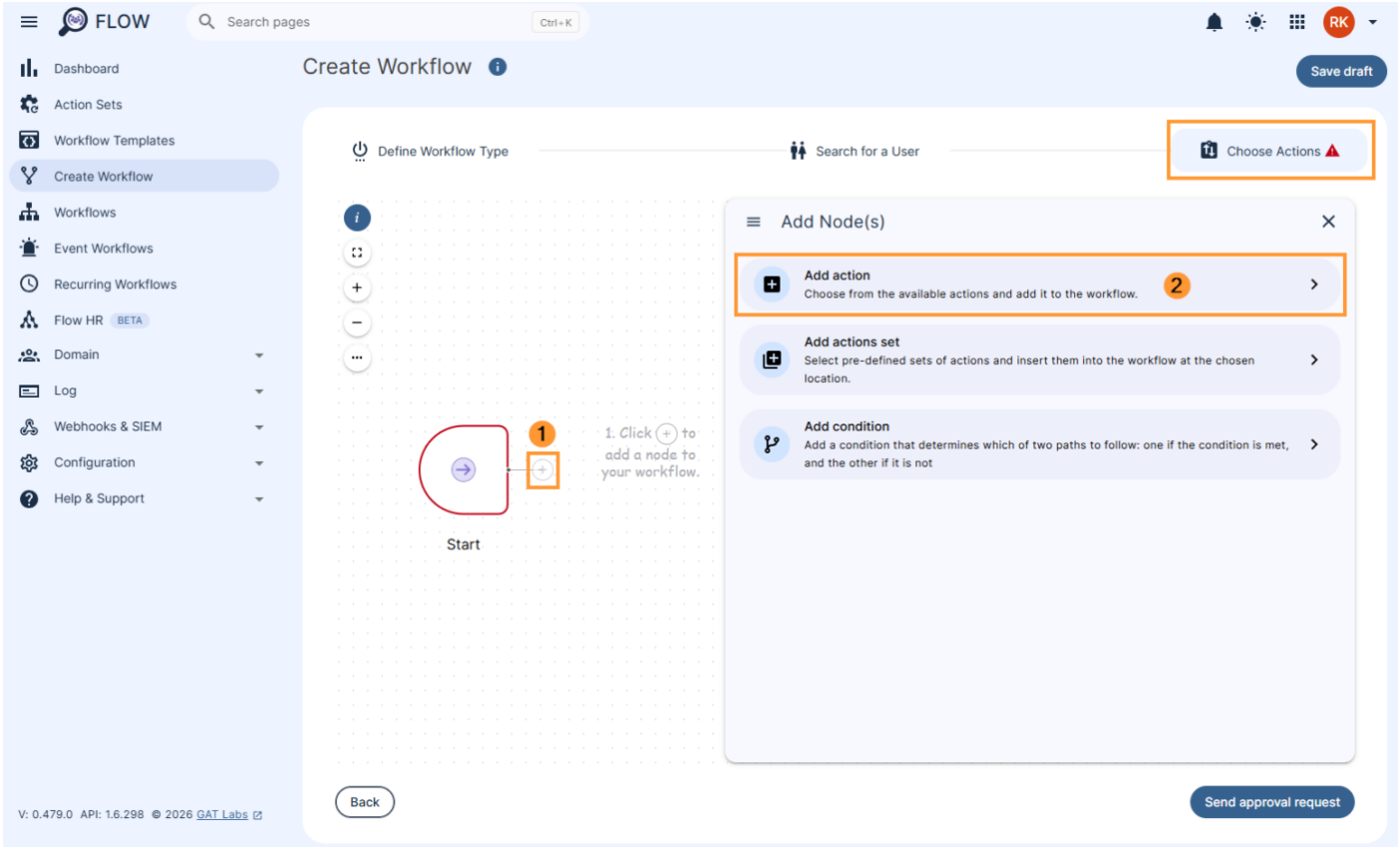
In the next screen, **Search for a user(s) –** select the user whose emails will be migrated to other users.

- **Search for a user(s)** – select individual user(s)
- **Search for a group of users** – select all users from a selected group
- **Search for an OU of users** – select all users from an Org. Unit
- **Import users** – choose to import from a spreadsheet or to provide a filename
- **Next** – when the users are selected click to proceed

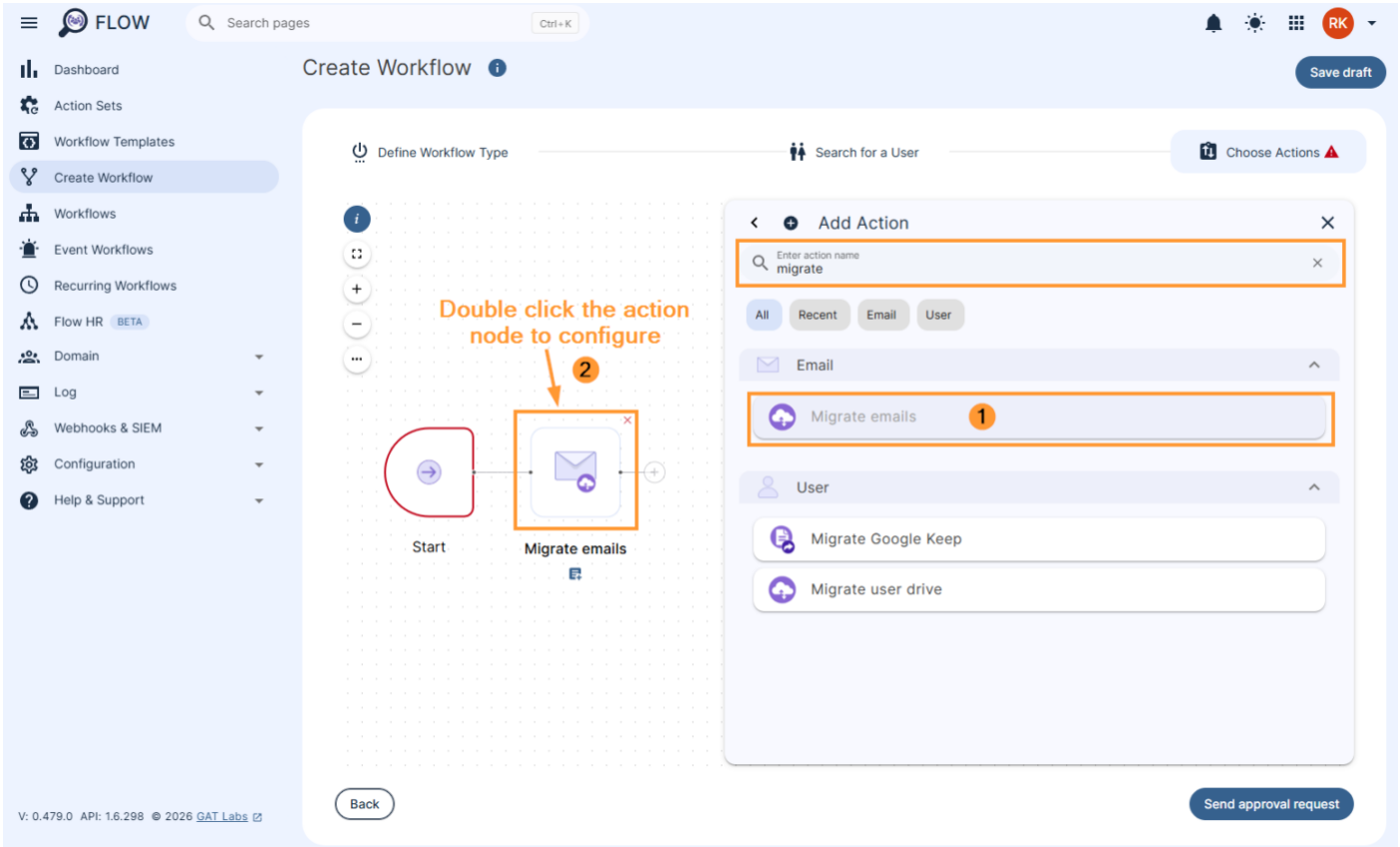


Choose actions

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



Select the **Migrate emails** option from the menu:

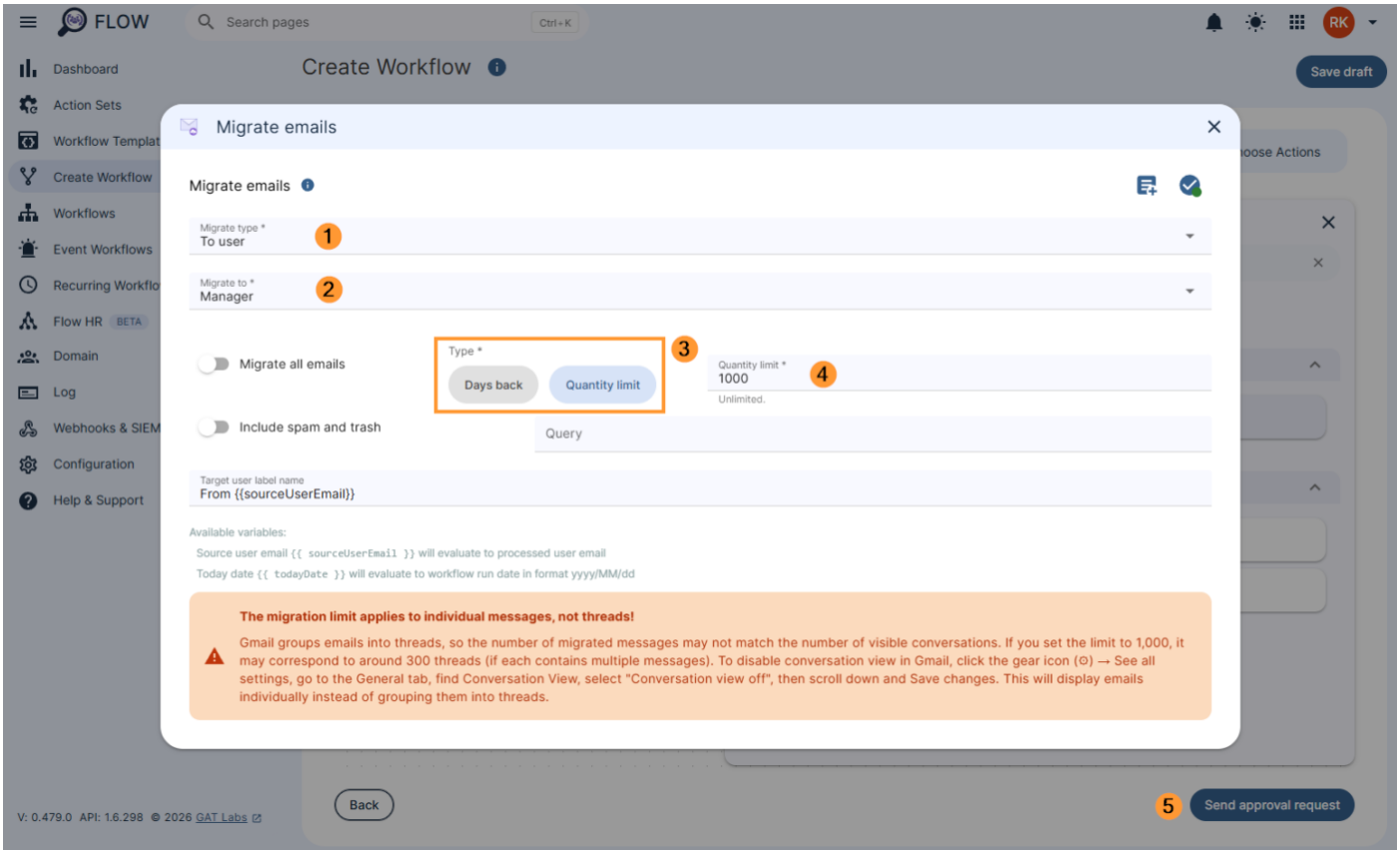


Fill in the details.

- **Migration type** - select to migrate the emails to a **User** or a **Group**

- **Migrate to** - select the User or Group to who the migration will be done for
  - **Days back** - select how many days back worth of emails is needed - the max is 12 months (365 days)
  - **Quantity limit** - enter the quantity limit - the max is 10,000 emails
- **Query** - enter a gmail query based on which emails matching the query will be migrated
- **Include spam and trash** - toggle whether you would like to migrate spam and trashed emails.
- **Target user label name** - enter a label name (from {{sourceUserEmail}} - this will apply label on the migrated emails

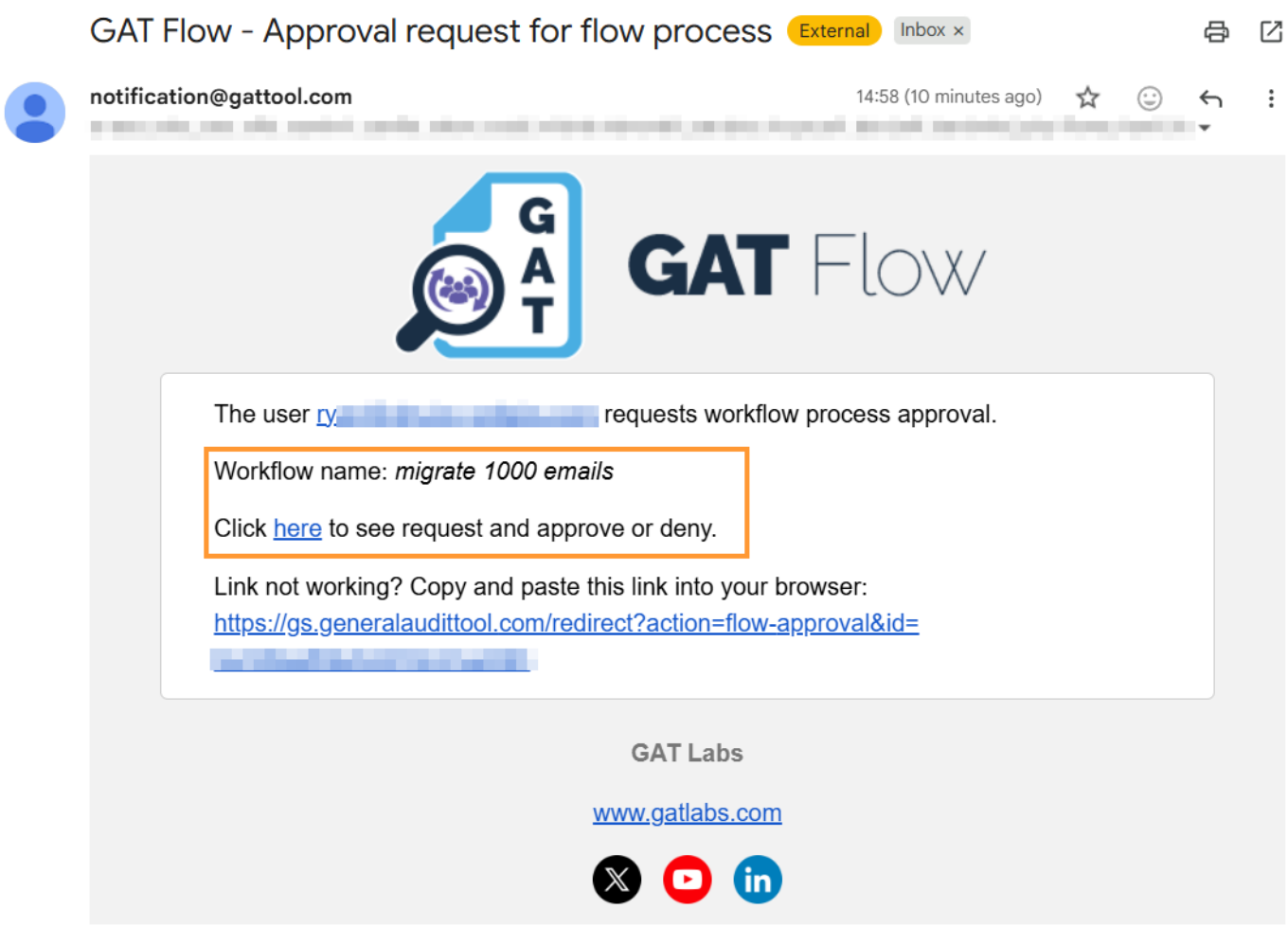
Note: Unlimited email migration is available as an add-on, please contact the GAT Labs sales team for more information.



Click on **Send approval request**

Security officer

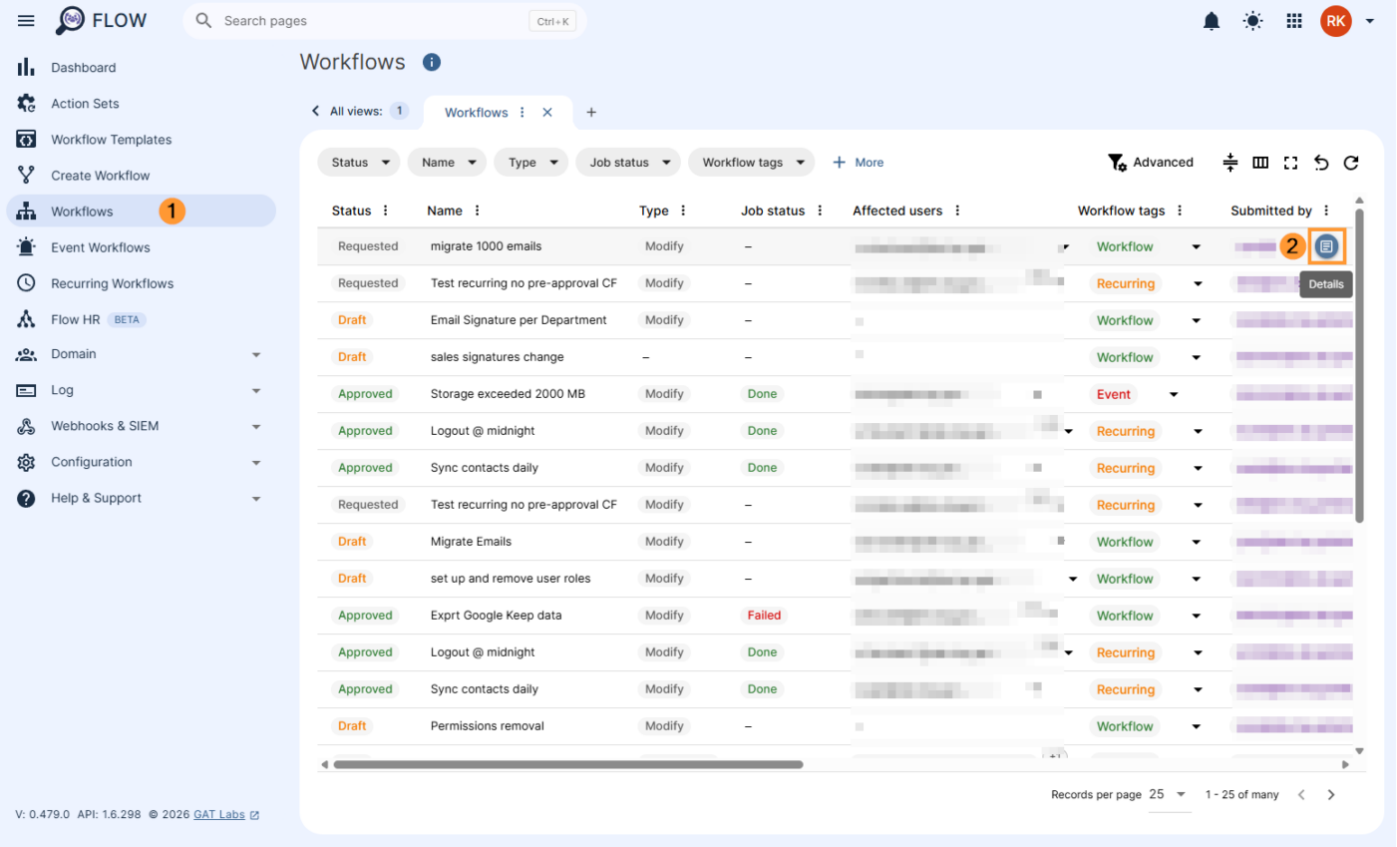
The security officer will receive an email notification for this approval.



Once it is approved, the job will take effect and the email migration will start.

Workflow

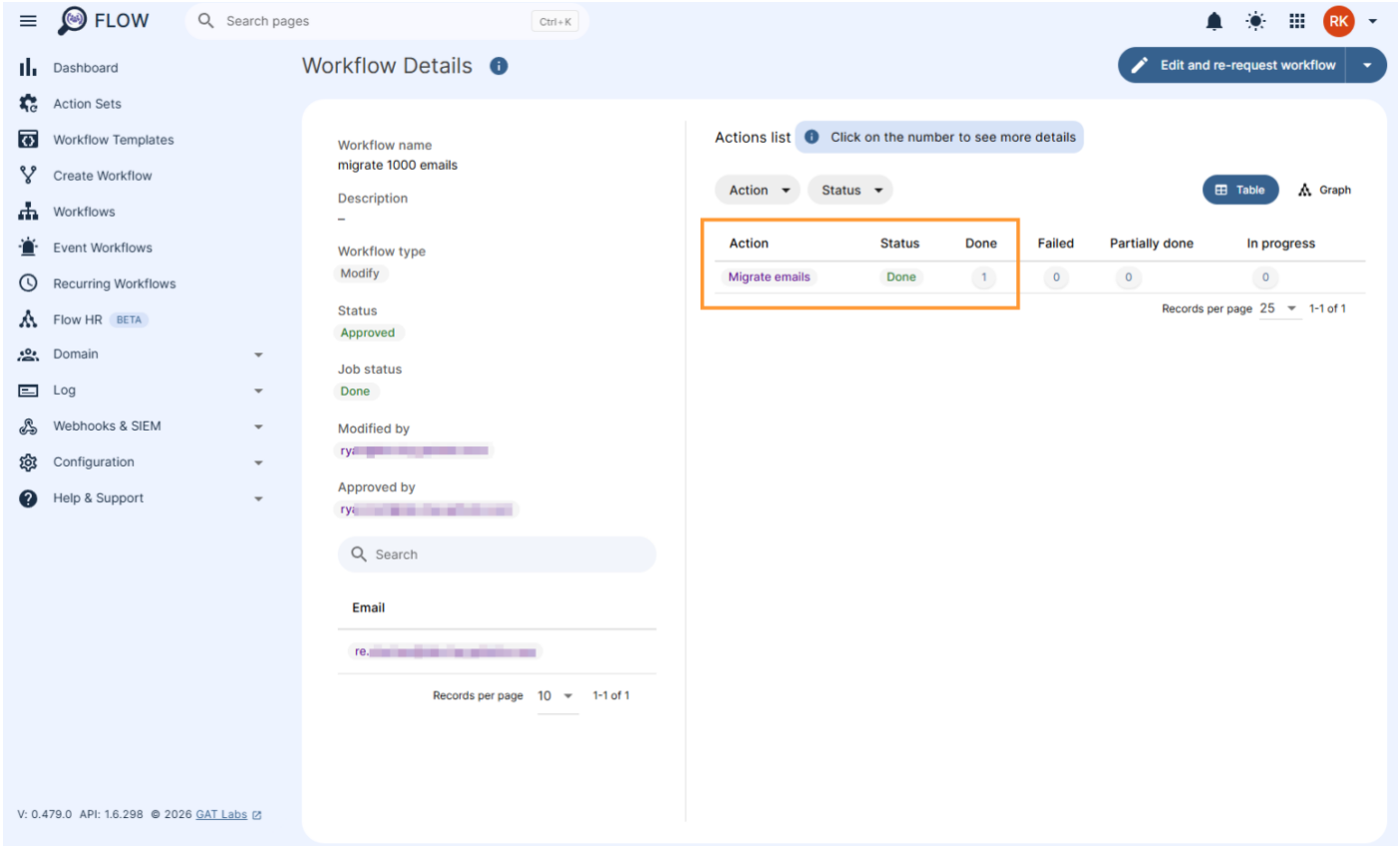
You will be navigated to Workflow. Click on the "**page**" icon to view details for before and after it is approved



Approval

The details can be seen on the **Approval** page, depending on the number of emails and users involved **it might take some time.**

Clicking on the **eye icon** will display info for the job done.



Result

The result for the affected user will be displayed as below. **All 1200 emails are migrated**.

[Gmail result of emails being migrated]

Video

How-to video below

Embedded media:

https://www.youtube.com/embed/dH5IbkclCwU?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_lo