Manage Google Group Members via Google Spreadsheets in GAT+

Groups Auditing & Management · https://gatlabs.com/knowledge/tech-tips/manage-google-group-members-via-google-spreadsheets/

To manage Google Group members via spreadsheets, we need an export to any group.

This allows **managing group members** in **bulk** for multiple groups and multiple members

Navigate to **Groups > Group members**

To do so click on the **export** button and export it into a spreadsheet.

[Manage Google Group Members via Google Spreadsheets 1]

There are three options to manage groups via spreadsheet:

- Edit existing groups
- Add members to existing groups
- Delete members from a group

Edit an existing group

Edit members of the **existing** group.

Find the group you want to edit and export into a spreadsheet.

Edit the green fields, **Owner** or **Manager** – change the values to **Yes** or **No**

[Manage Google Group Members via Google Spreadsheets 2]

Close the spreadsheet (this will auto-save the changes)

Click on **the Import** button and add the changes back

[Manage Google Group Members via Google Spreadsheets 3]

Click on the **checkmark** and view the changes

[Manage Google Group Members via Google Spreadsheets 4]

Note Value equal **Update** - as we are updating the values for Manager and Owner.

Click on **Accept** and the changes will be applied.

[Manage Google Group Members via Google Spreadsheets 5]

The members will be updated accordingly

They will be edited and updated as stated, either as **Manager** or **Owner**

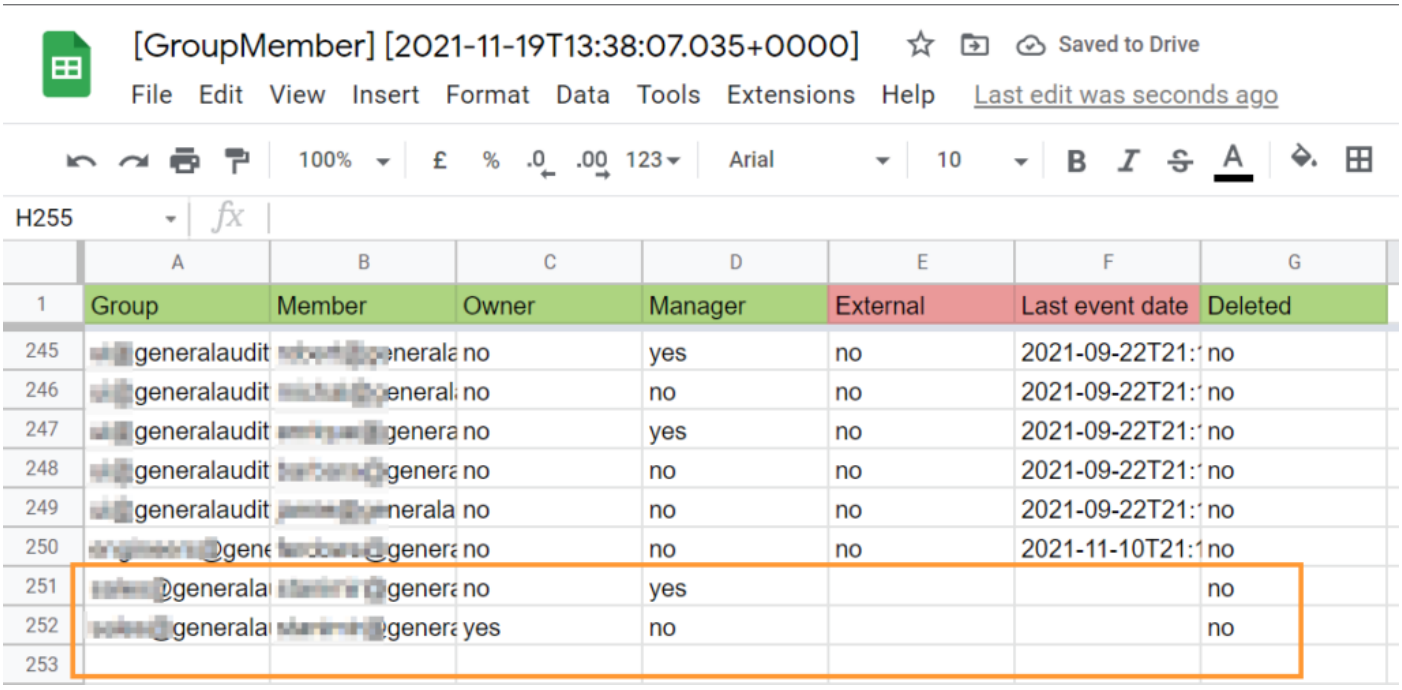
Add a member to an existing group

Export **Group members** (any search)

At the bottom of the sheet

- Group - Enter the name of the group
- Member - Add the email of members
- Owner - Manager - enter Yes or No - to select that permission the user to have as part of the group

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	A	B	C	D	E	F	G
1	Group	Member	Owner	Manager	External	Last event date	Deleted
245	generalaudit		no	yes	no	2021-09-22T21:1	no
246	generalaudit		no	no	no	2021-09-22T21:1	no
247	generalaudit		no	yes	no	2021-09-22T21:1	no
248	generalaudit		no	no	no	2021-09-22T21:1	no
249	generalaudit		no	no	no	2021-09-22T21:1	no
250			no	no	no	2021-11-10T21:1	no
251	generala		no	yes			no
252	generala		yes	no			no
253							

Close the spreadsheet (this will auto-save the changes)

Click on the **import** button again

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View the changes that will occur.

Note: Type will be set to **Create** - as we are adding new members to the groups

Click on **Accept** to import the changes

When we search for the group we added additional members to, we can see the new members added accordingly.

[Manage Google Group Members via Google Spreadsheets 8]

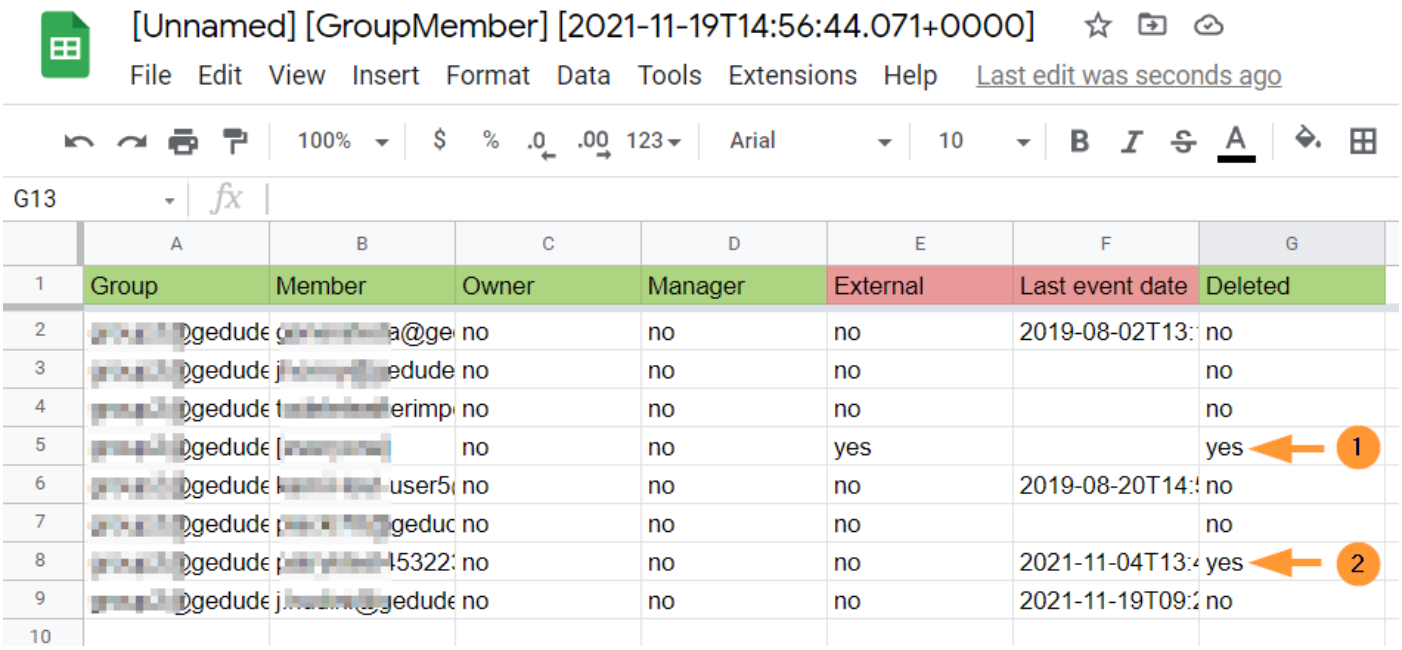
Delete and remove a member of a group

- Find the groups from where you want to remove members **OR**
- Search for the member and choose from which group to remove them from

Once you find the result **click** and **export** it into a spreadsheet.

Find the user you want to remove from a group.

SET **deleted** - to **Yes**



Set "deleted" to yes

Close the spreadsheet (this will auto-save the changes)

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Click on the **import** button again

View the changes that will occur.

Note: Type will be equal to DELETE as we remove members from the groups

Click on **Accept** to import the changes

Result

As a result of all imports - Update/Create/Delete the members will be Updated Created (added) or Removed

The changes can be seen in **Google Admin Console – Groups**

The progress of those actions can also be checked:

GAT+ > Configuration > Admin log