Remove User Email Filters for Several Users in Bulk via GAT Flow

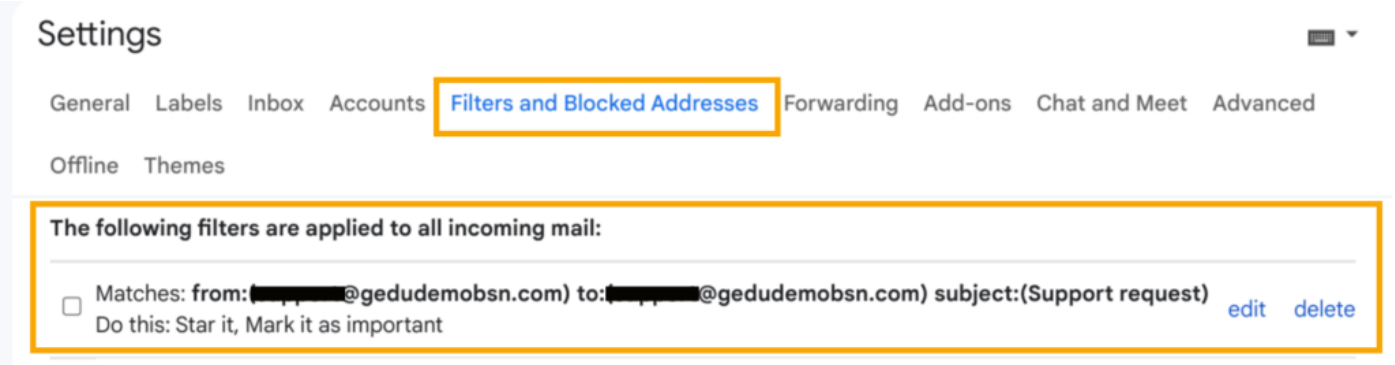
Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/remove-user-email-filters-for-several-users-in-bulk-via-gat-flow/

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GAT Flow allows Google Workspace Admin to create a workflow for multiple users and remove previously set filters in their Gmail accounts at once.

No matter what filters are set, they will be all removed from the accounts selected when the workflow has run.

For example - To remove the filter in the targeted account as shown, follow the steps below:-



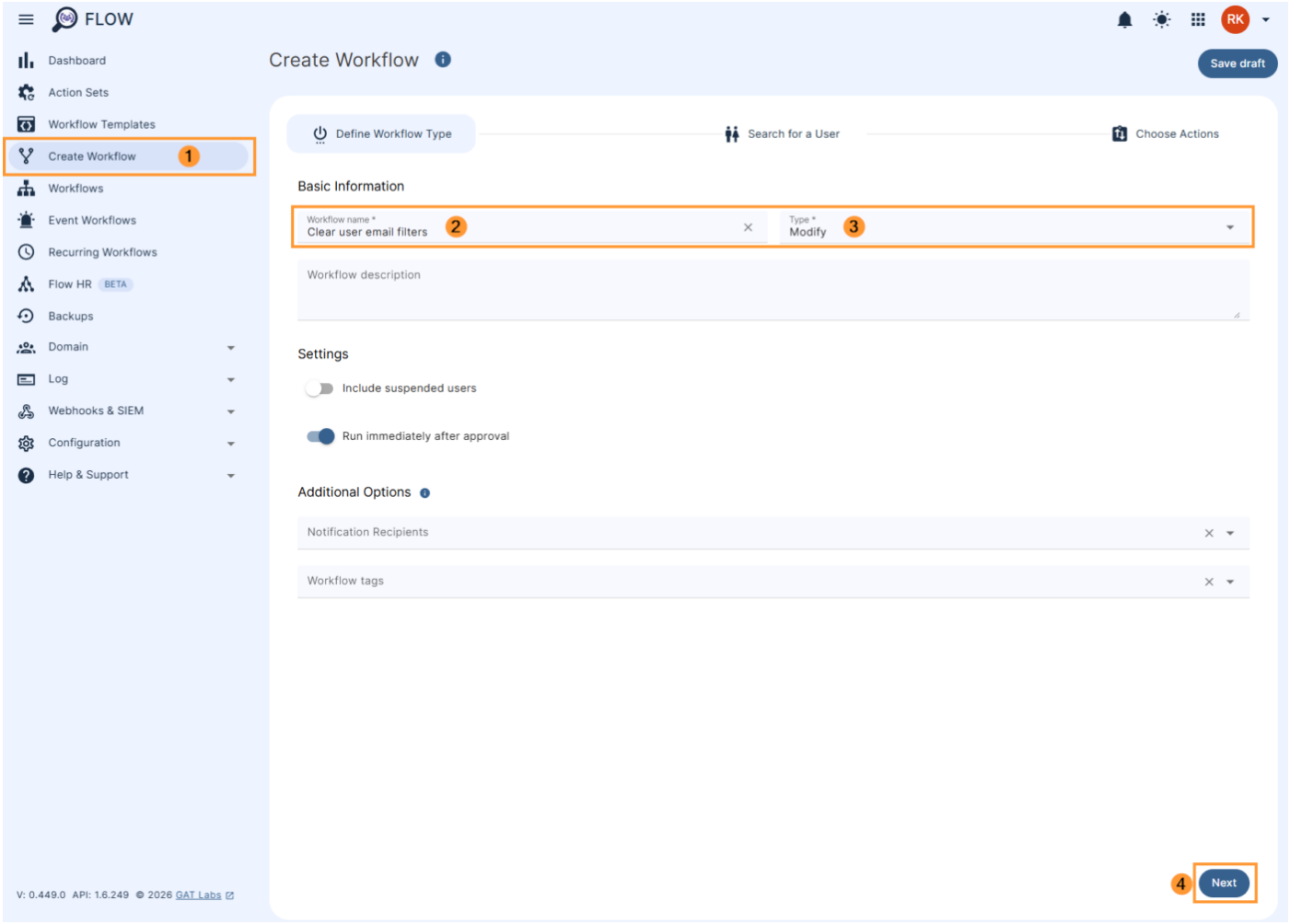
Step 1: Create the workflow

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)
- **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)

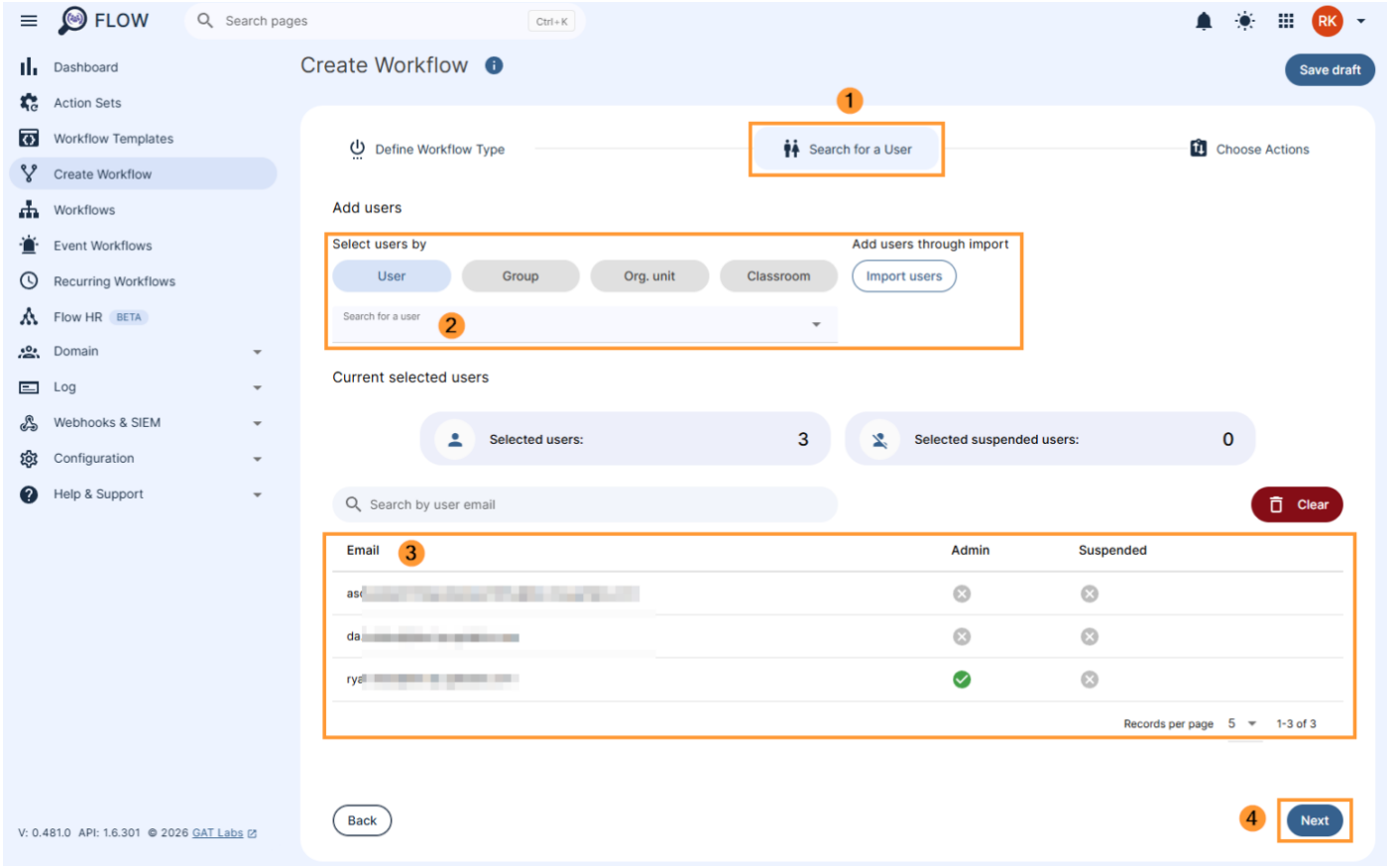
Later click **Next** (4) to proceed.



Step 2: Select users

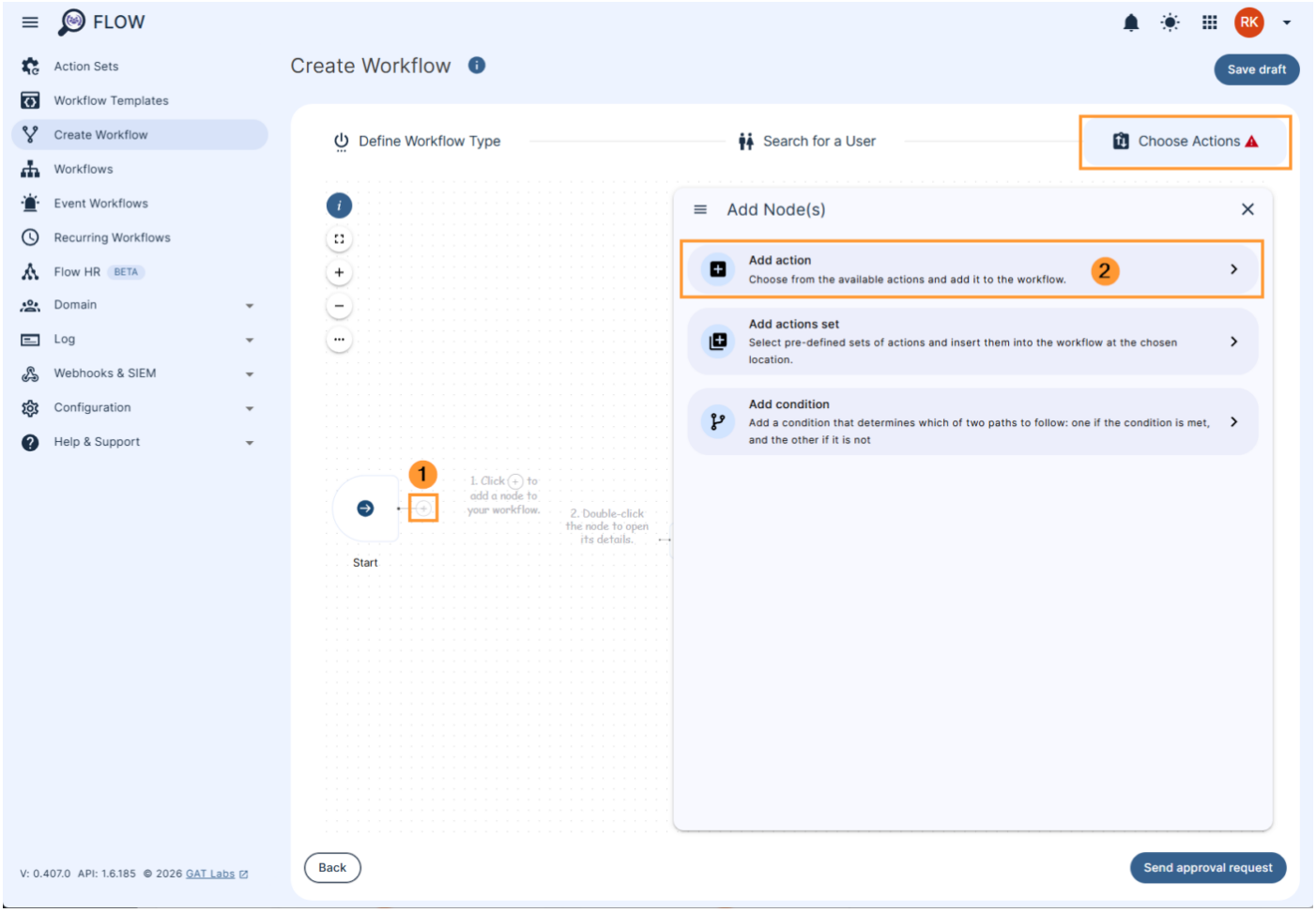
In the next screen, **Search for a user(s) -** select the users who you want to clear email filters for.

- **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
- **Proceed to actions** – when the users are selected click to proceed

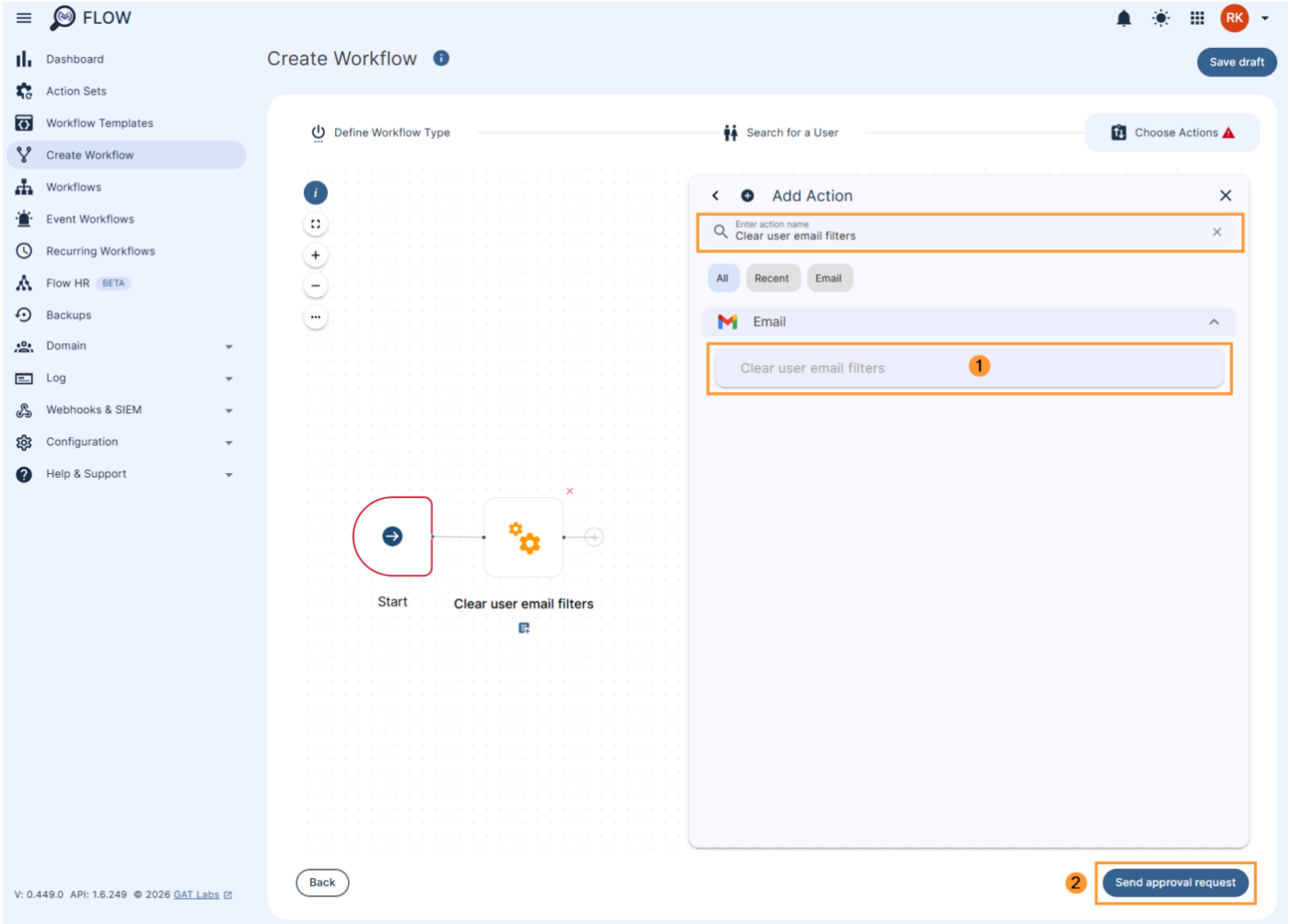


Step 3: Action – Clear user email filters

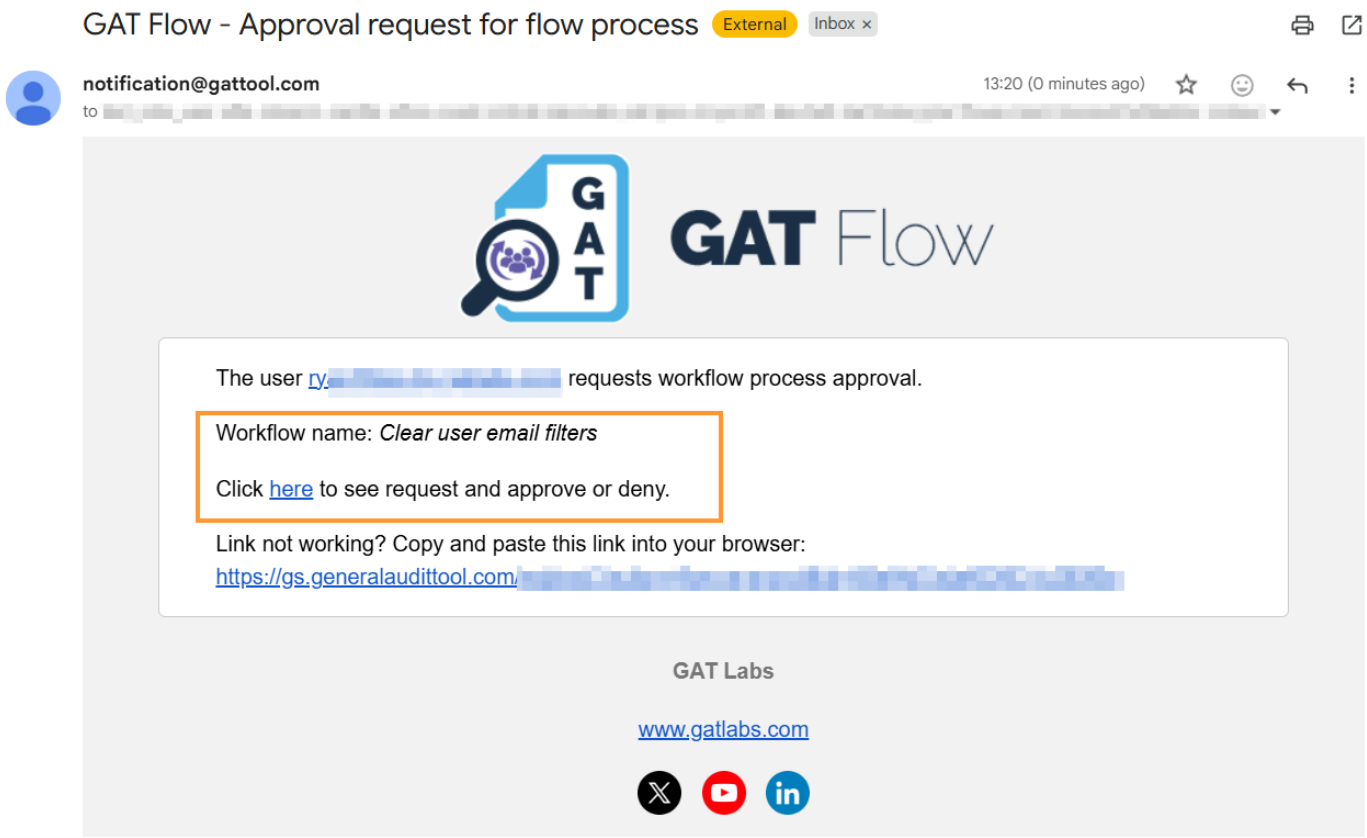
In the **Choose actions** click on the **(+) button** (1) and then click the **Add action** button (2)



Search for the action using the search field and select the action “**Clear user email filters**” under the **Email** tab



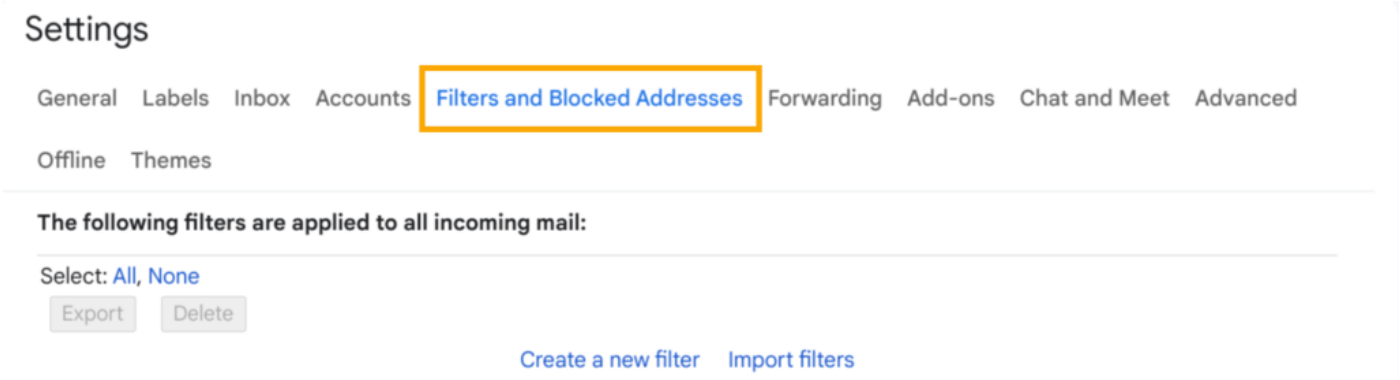
Once the action is selected click on the “**Send approval request**” button. An email will be sent to the **Security Officer** for approval.



Once **approved** the **workflow will be set to run.**

Results

As a result, the users will have their filters removed from their accounts.



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