Remove Users and Groups from the User’s Calendar with GAT Flow

Calendar Audit & Management · https://gatlabs.com/knowledge/tech-tips/remove-users-and-groups-from-user-calendar/

Google Workspace Admins can remove users and groups from the user's calendar. They can take this action in Offboarding and Modifying workflows using GAT Flow.

To remove users and groups from the user's calendar you can use Simple, Event and Recurring workflows.

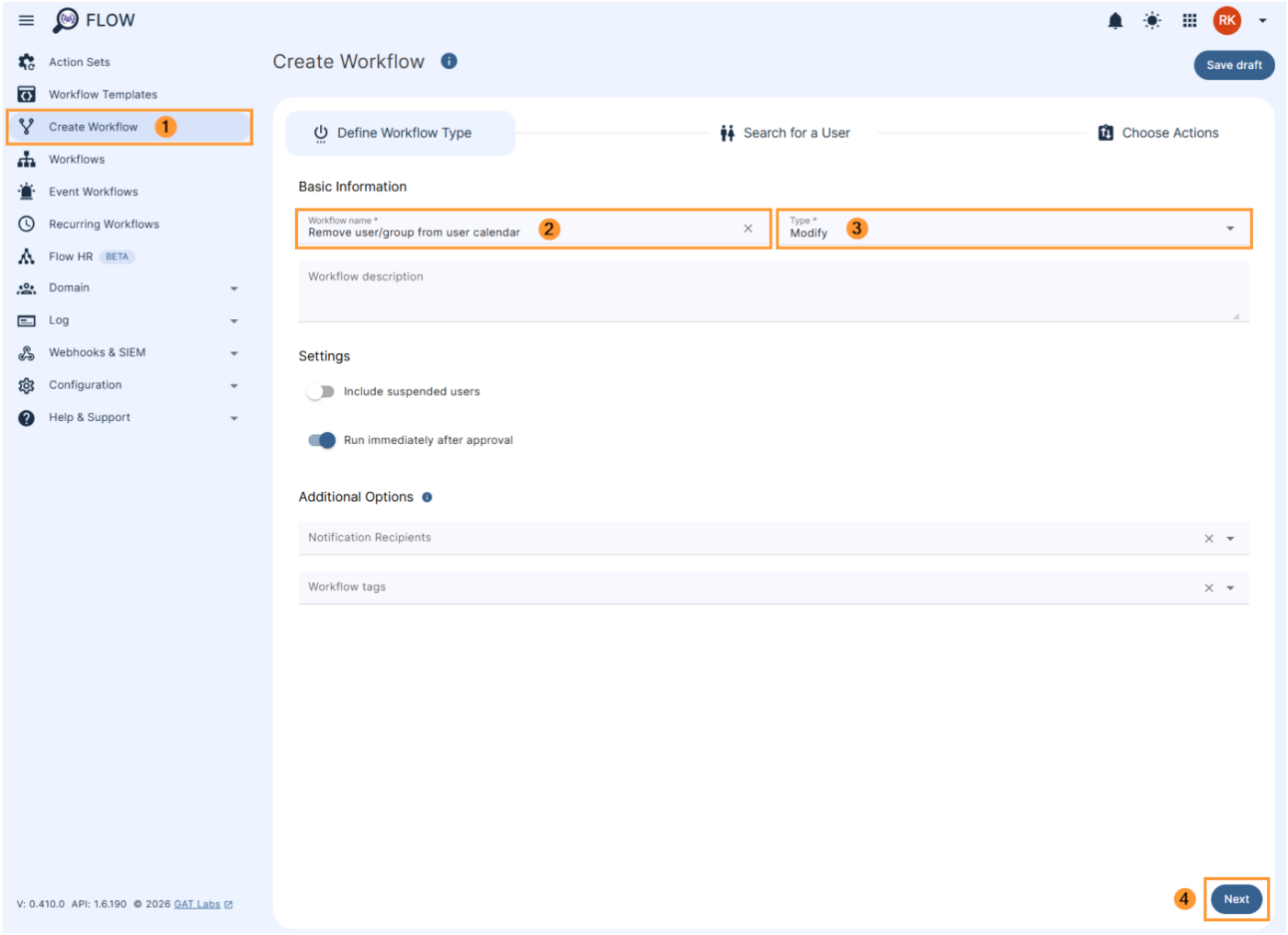
Step 1.

First, to create a workflow, navigate to **Flow > Create workflow (1)**.

Next, fill in the details:

- **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)

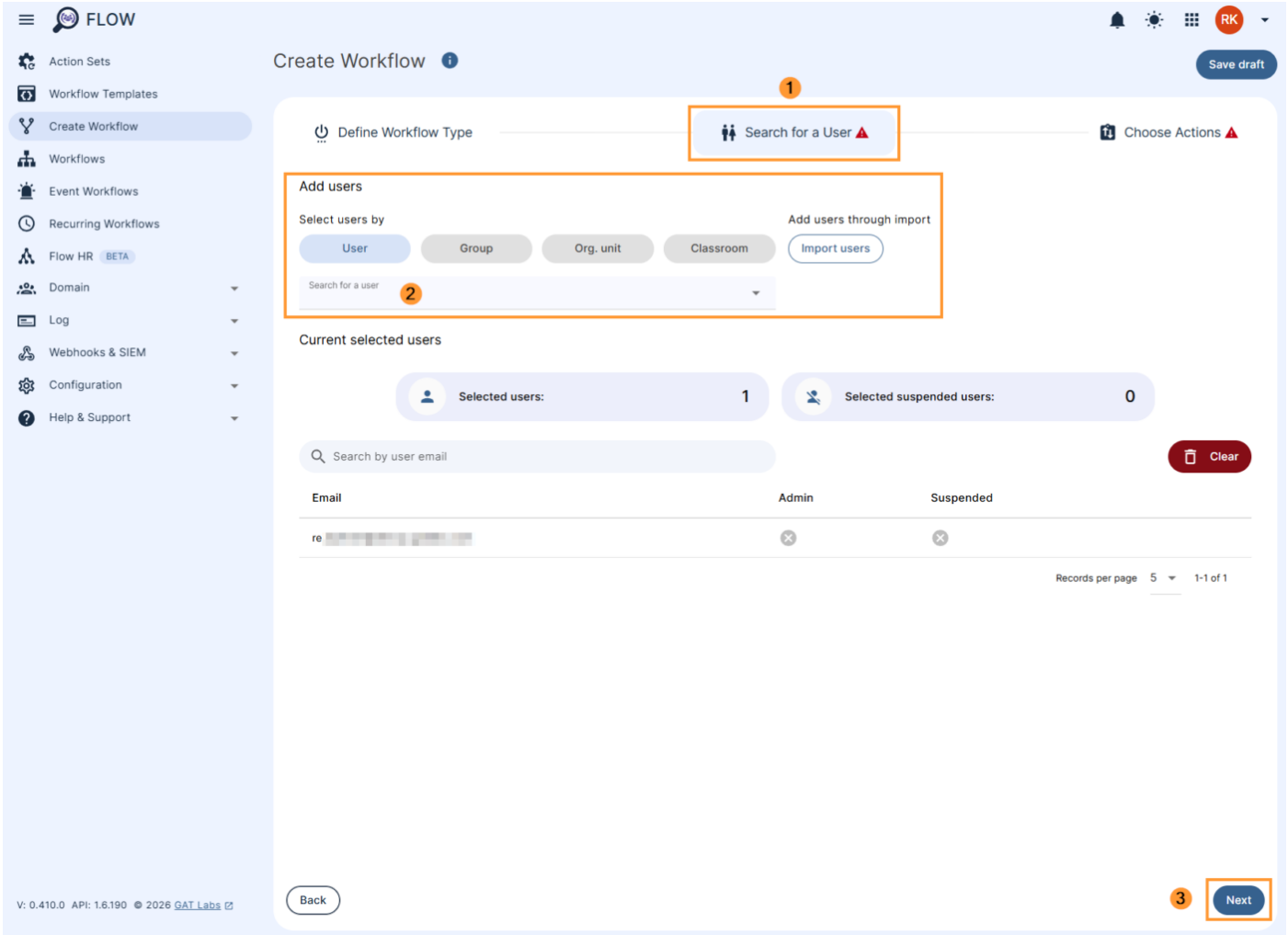
Later click **Next** (4) to proceed.



Step 2.

Secondly, search for a user. Select users to be removed from the selected calendars.

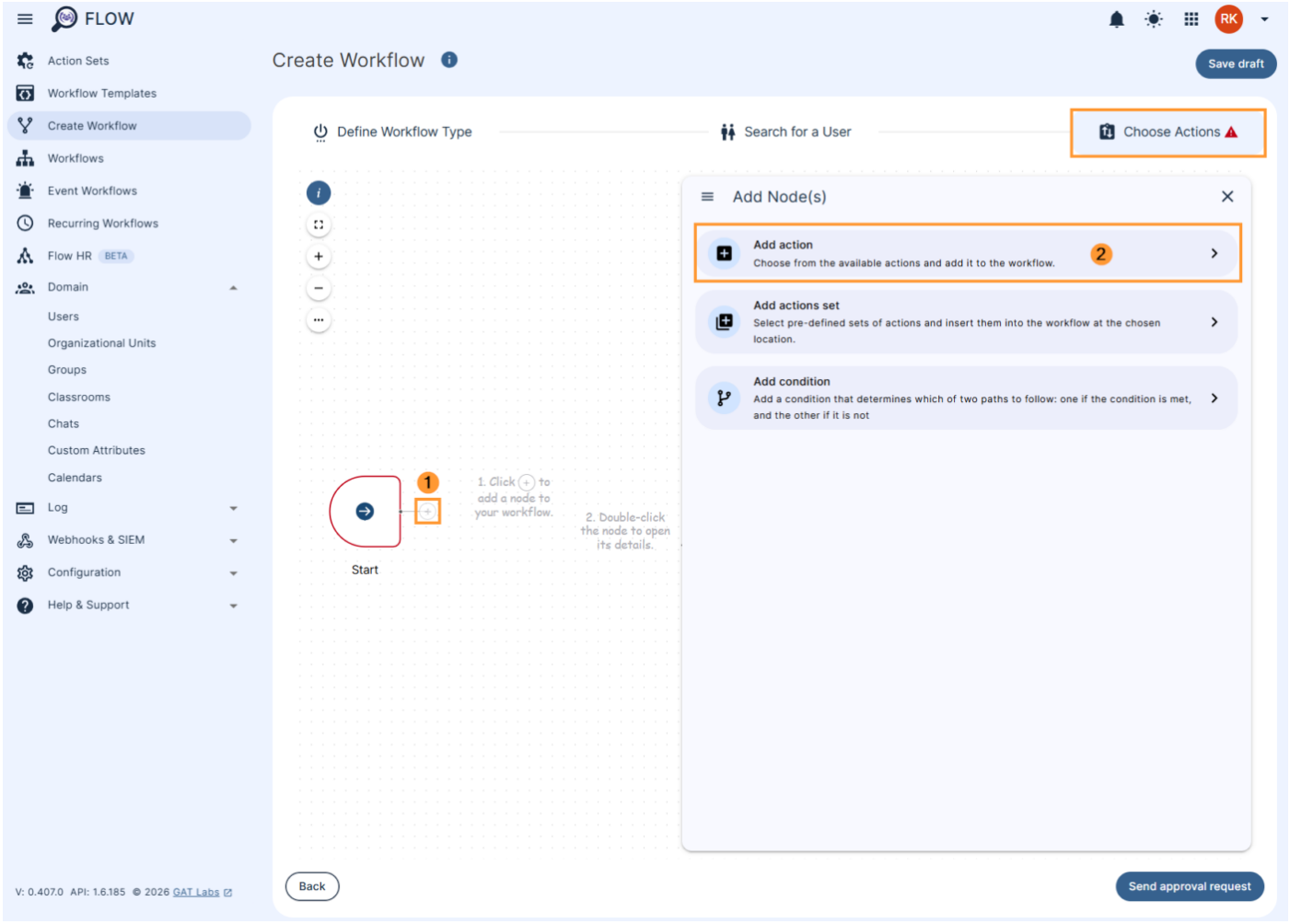
Search and add the users via **Search** for a user, group, org. unit, or classroom or import them.



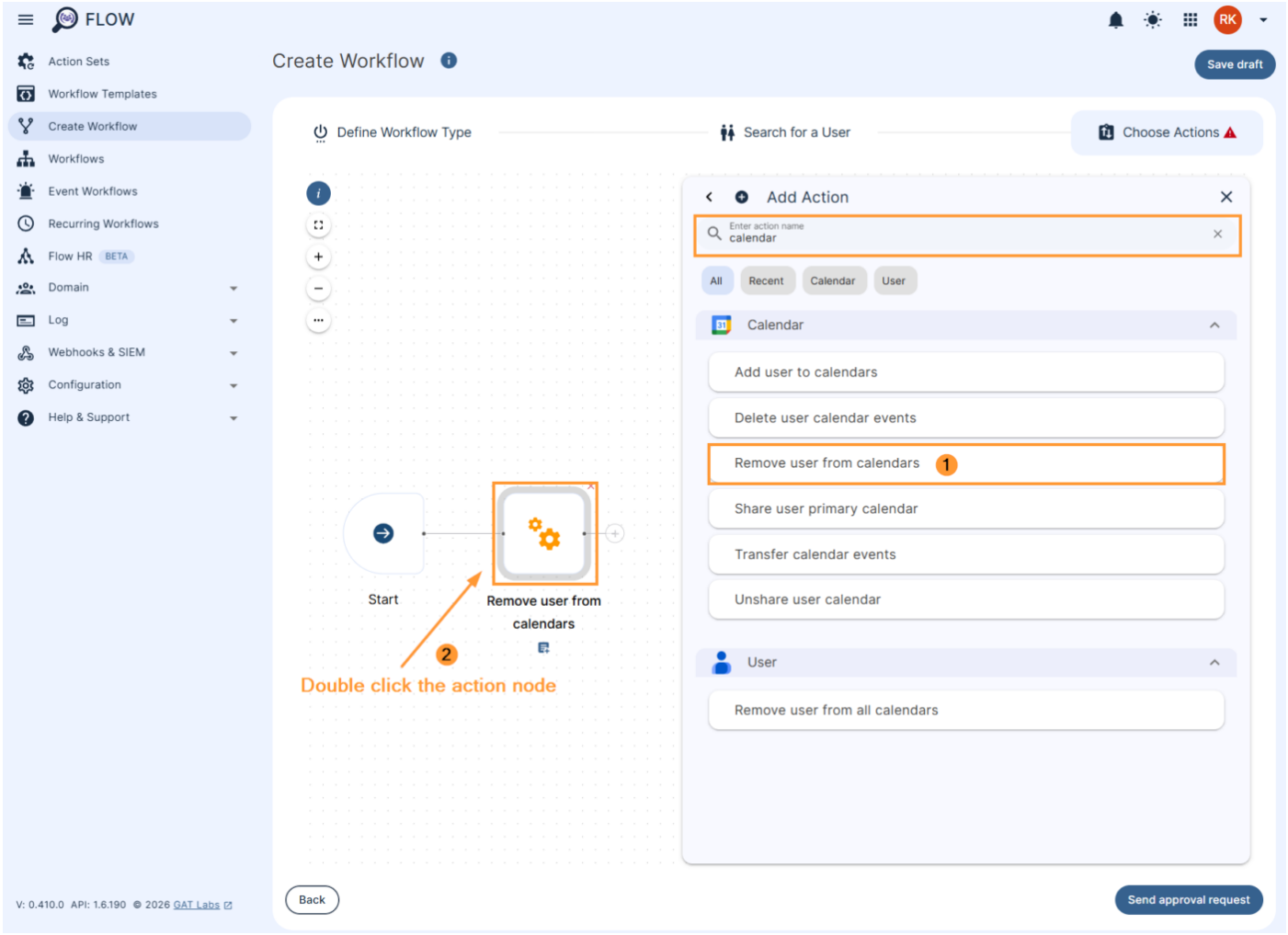
After choosing the users, click on the **Next** (3) button at the bottom right.

Step 3.

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



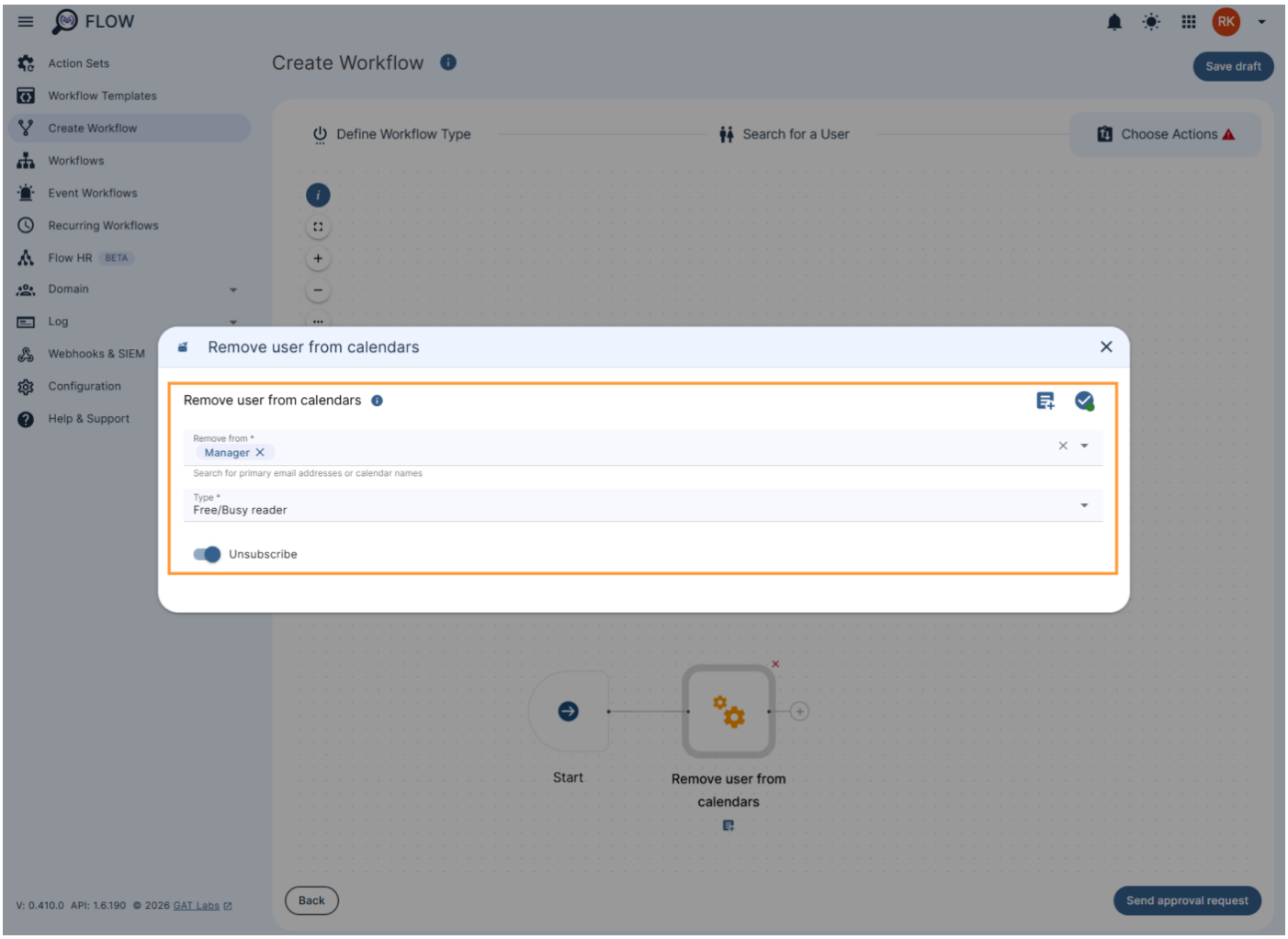
Next, you will see all the options available, search and select **Remove user from calendars**.



Double click the **Remove user from calendars** to fill in the details for the action.

This action will remove the users selected in step 2. from calendars of the user / the group selected in the action **Remove from**.

- **Remove user from calendars** - this action will remove users from selected calendars
- Remove from - enter the calendars you will remove the users from
- Permission - select the permission you want to remove
- Unsubscribe - enable or disable the subscription from the calendar



After filling the details in, click on the **Send approval request**.

Step 4.

Finally, when the request is sent, the Security Officer has to approve the request. They will receive an email that will lead them to the approval page.

Note: If there is pre-approval enabled, no email will be sent for approval, and the workflow can be run right away. Please check this for more information.

Result

As a result, this workflow will remove the selected users from calendars of the user / the group selected previously.

Related Posts

- Delegate Google Calendar Access to Another User
- Searching for Google Calendars
- How To Add Multiple Users to Many Calendars