How to Set the “Address me as” Value Using GAT Flow

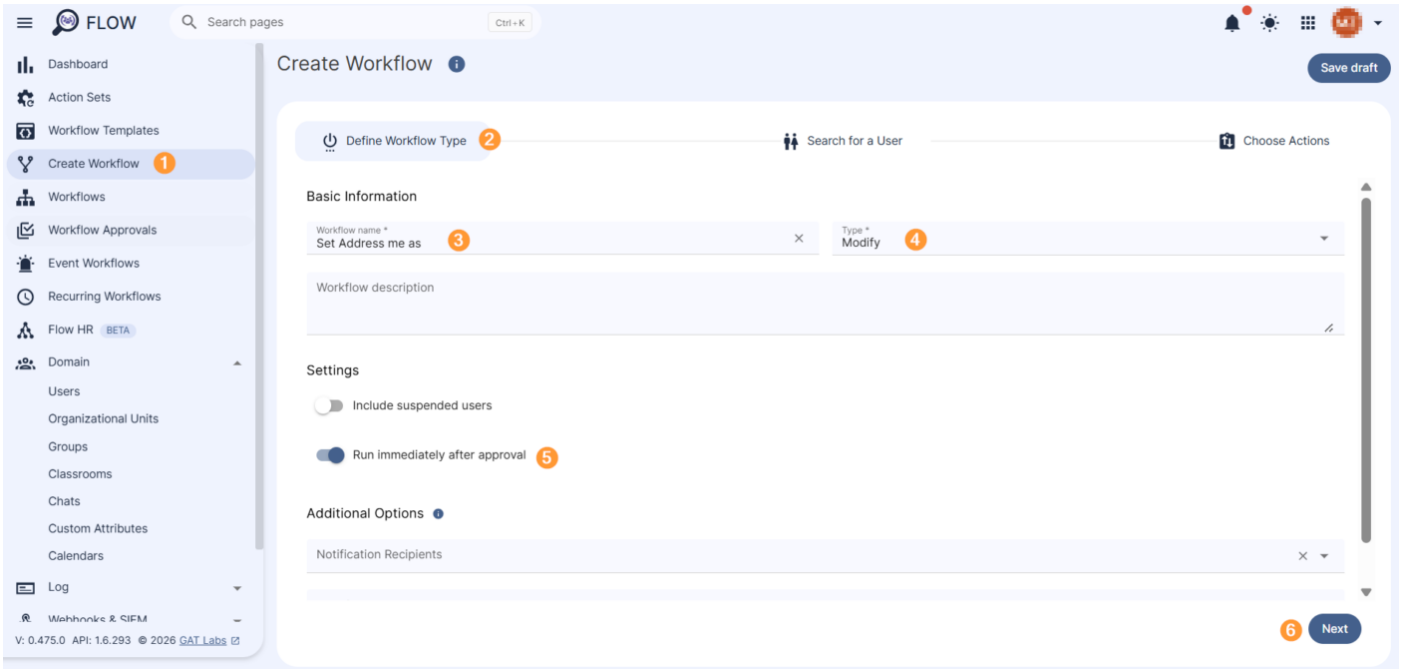
Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/set-address-me-as-google-workspace-users/

GAT Flow allows Google Workspace admins to set users' **Address me as** settings automatically. The **Address me As** value may be used for personalisation across Google services, including how they refer to the given user.

Create workflow

When Flow is launched, click on **Create workflow** (1).

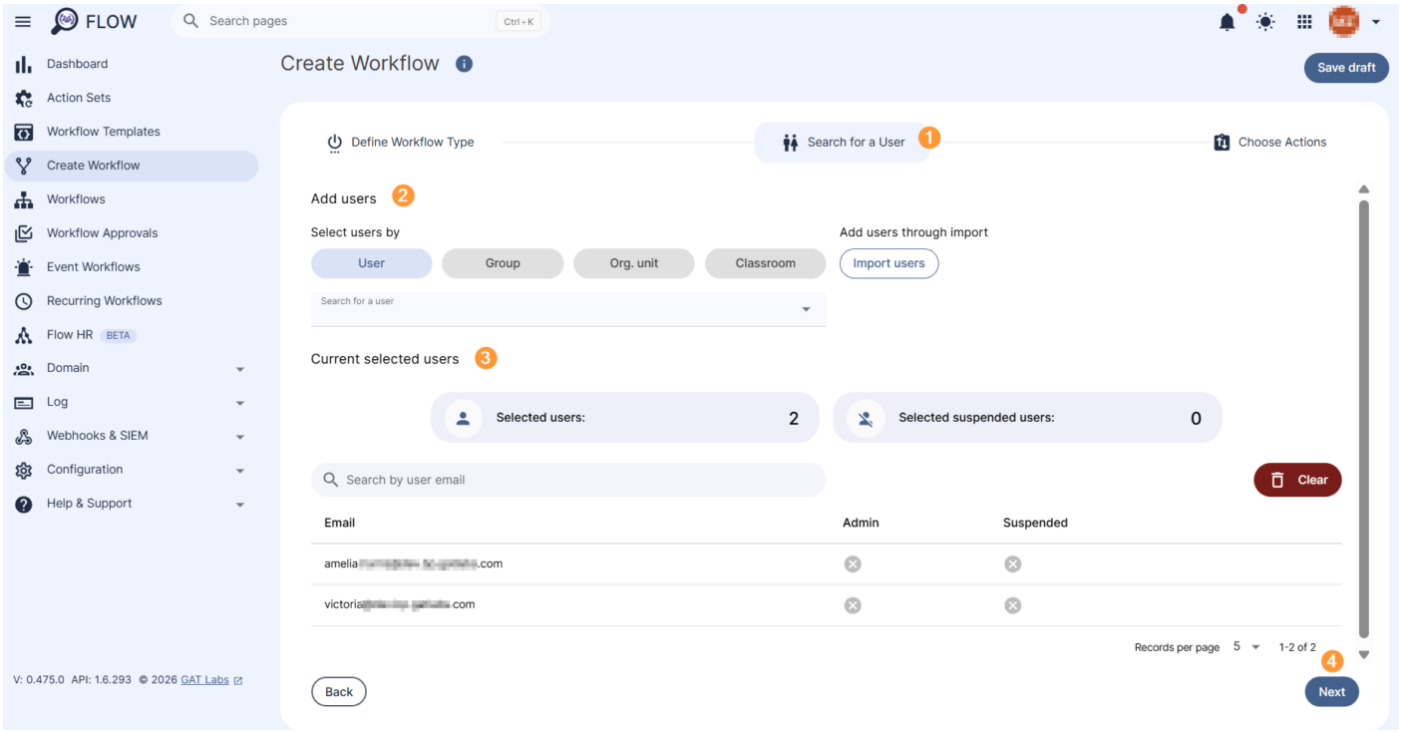
Under the **Define Workflow Type** section (2) key in the **Workflow name** (3), select the **Modify** option (4), toggle **Run immediately after approval** option (5) for immediate start of the workflow after approval, and move forward by clicking **Next** (6).



Select user

Under **Search for a User** select any users you need to create those settings for.

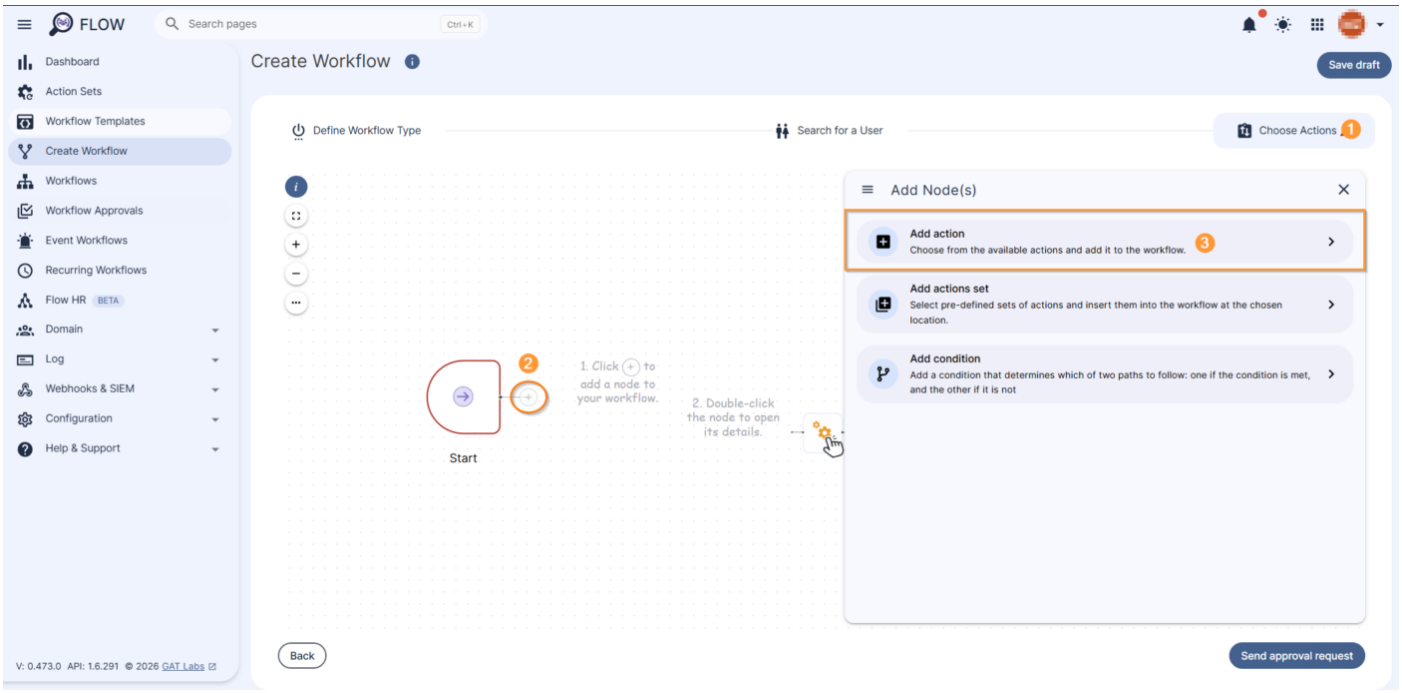
You can add individual Users, Groups, Org. units, or import users in bulk.



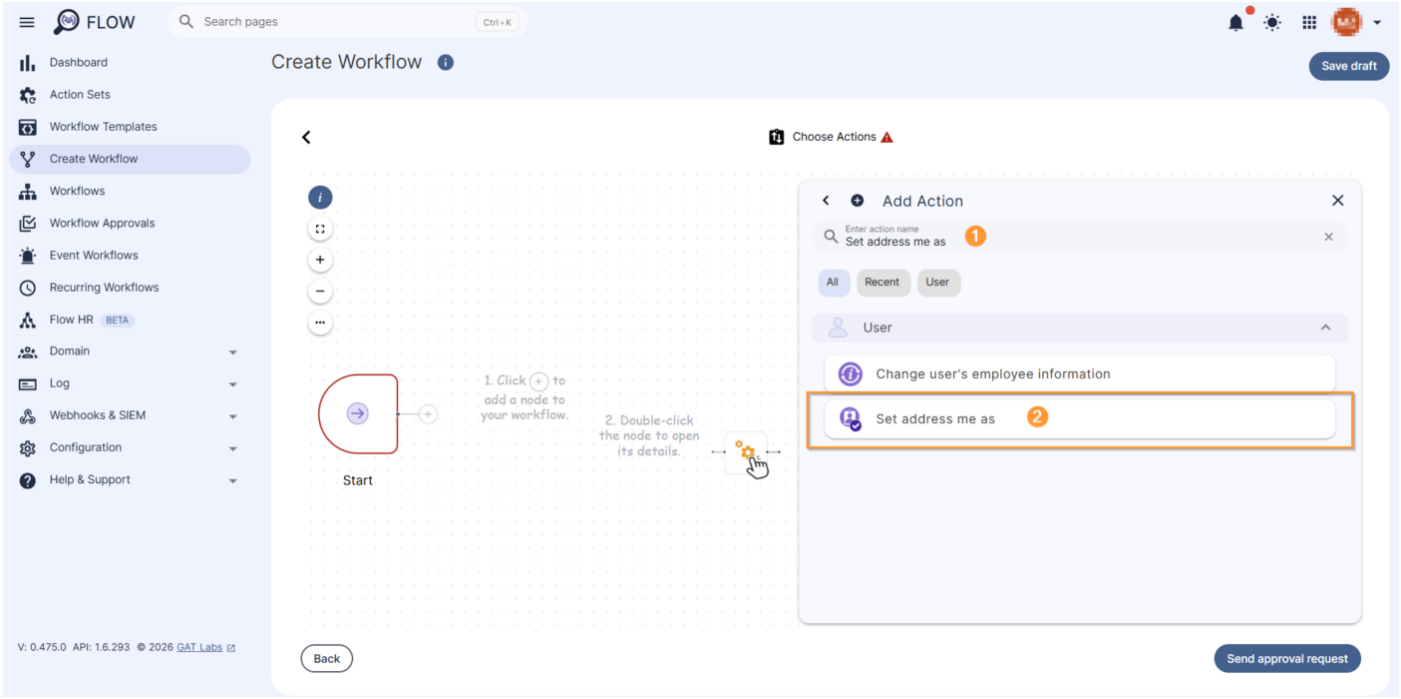
When users are selected click on **Next.**

Choose Actions

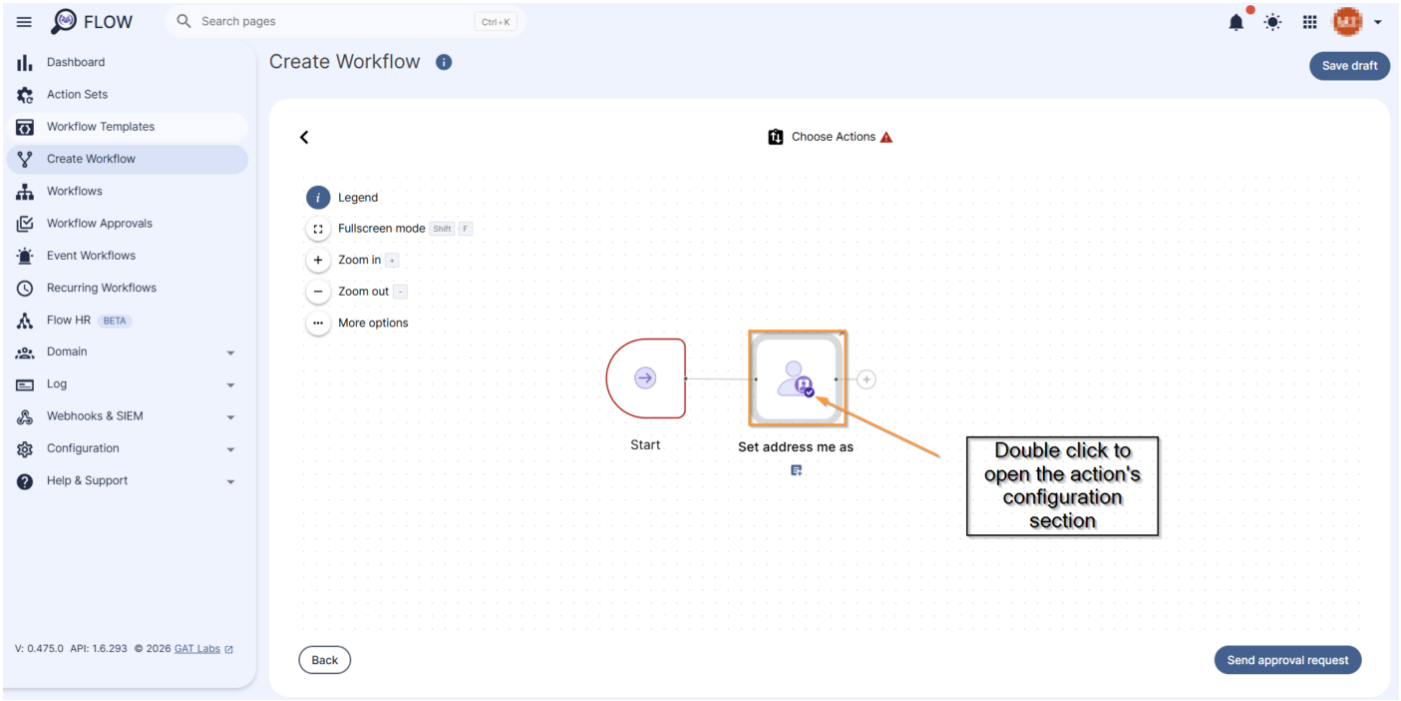
Under the Choose Actions section (1), click on the + button (2) and Add action (3). A pop-up menu with all the available actions will be displayed.



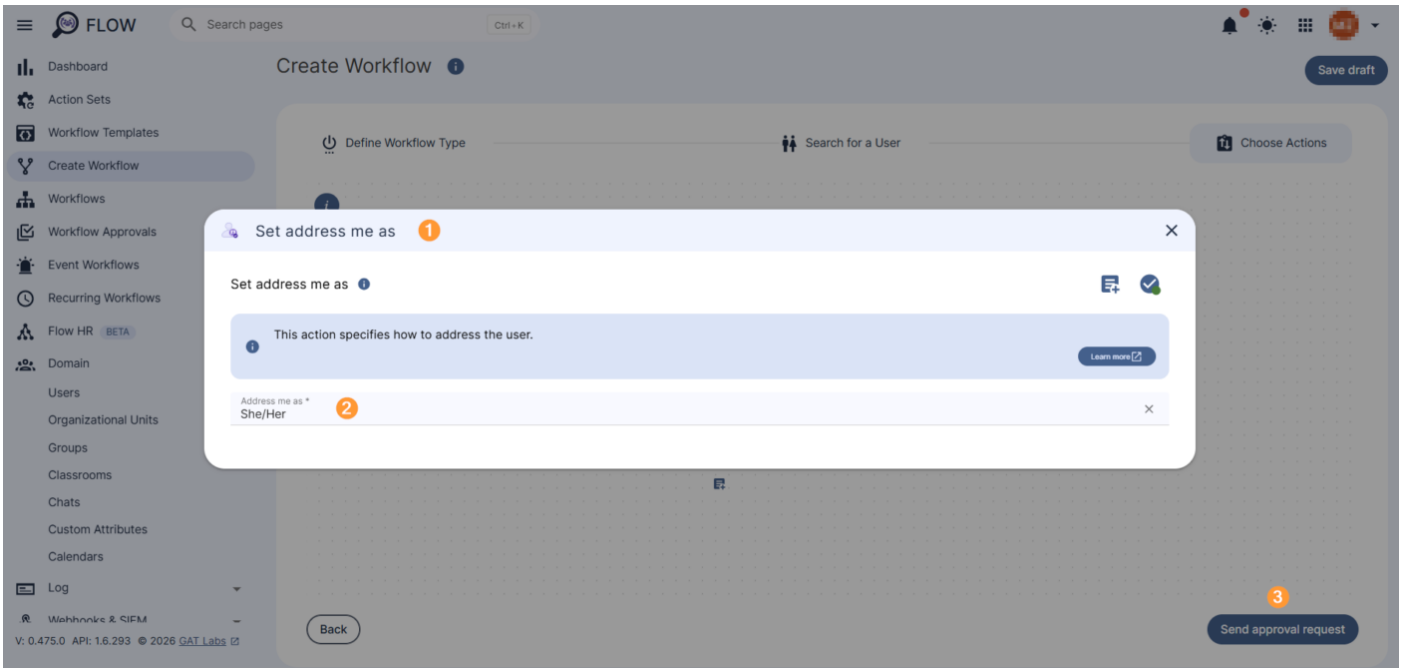
From all available actions, search for (1) and select **Set address me as** (2) action under the **Users** tab.



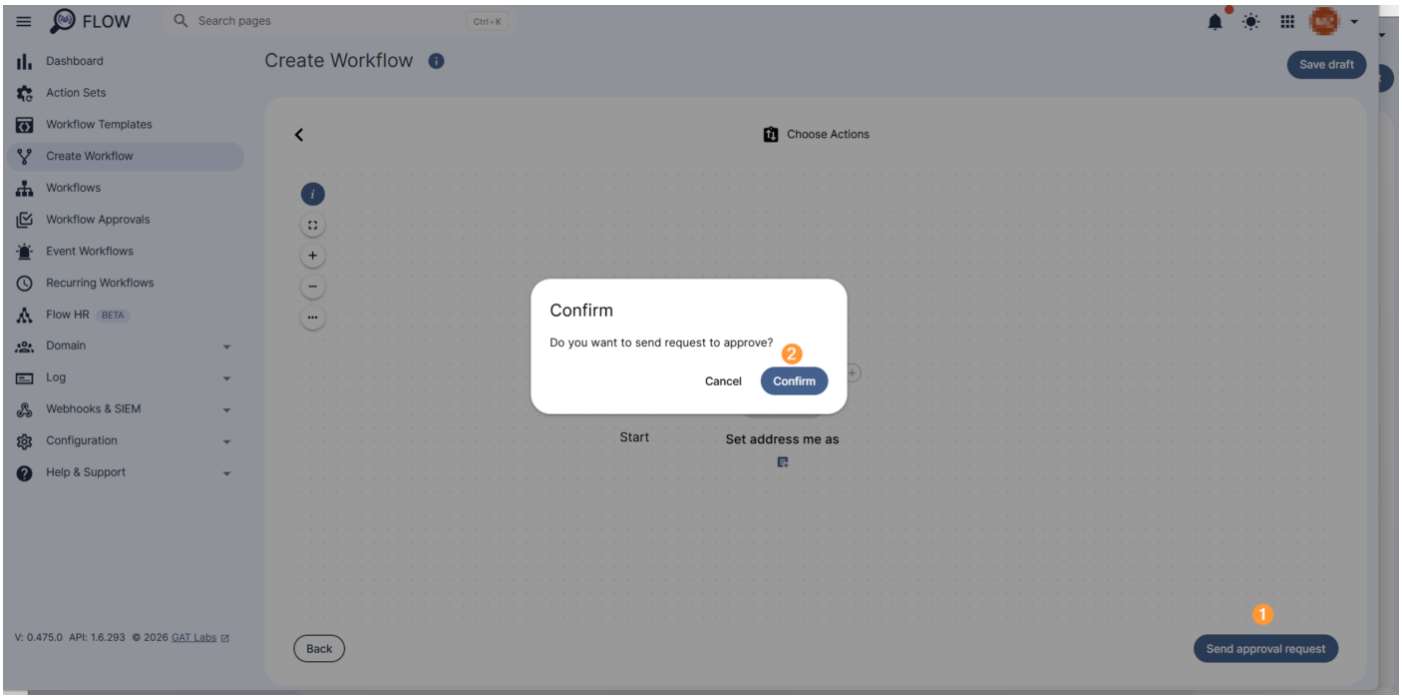
The Set Address me As action will be added to the workflow node section. Double click on the action node to open the action's configuration section.



Once the node opens (1), enter how the user selected for the workflow should be addressed (2). When finished, click anywhere outside the action note to close it and select **Send Approval Request** (3) to the Security Officer for review.



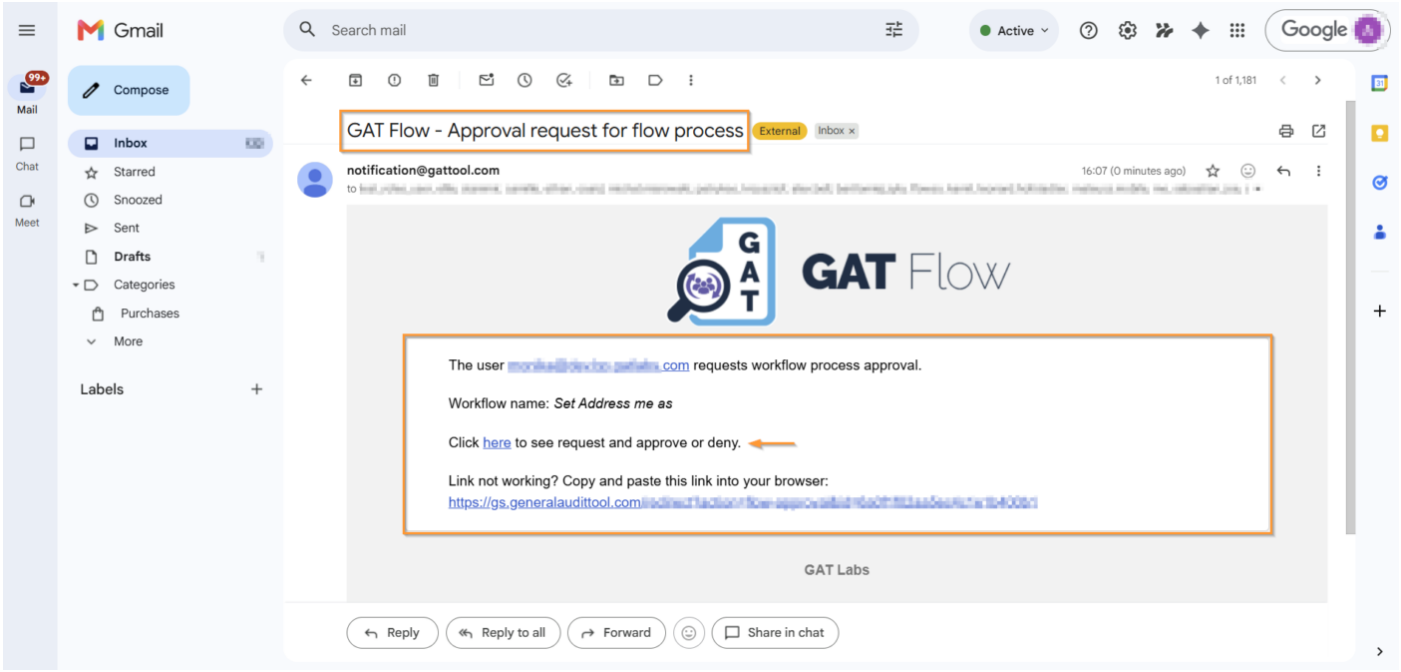
After selecting **Send Approval Request** (1), a confirmation message will appear. **Confirm** to continue (2).



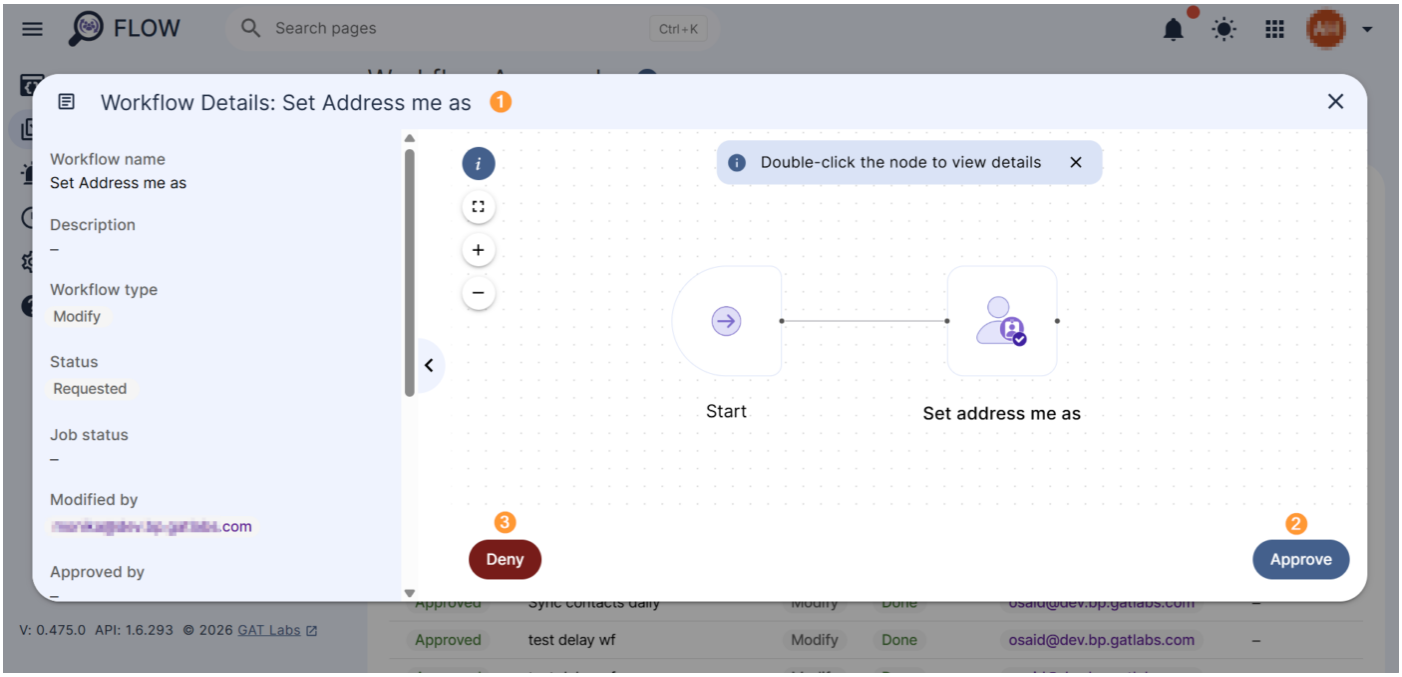
The workflow will be submitted for approval to the **Security Officer**.

Security Officer

The Security Officer will receive an email notification for verification



After clicking the link in the email, they will be redirected to the approval section of the relevant workflow in Flow (1), where they can review the request and approve (2) or deny it (3).



Results

Once approved, the action will run and the **Address me as** variable will be configured for users.

NOTE: The **Address me As** value may be used for personalisation across Google services, including how they refer to the given user.

Relevant posts

- Users audit overview with GAT Flow
- Modify Gmail signature to Google Workspace users in bulk