Create a Google Workspace group of users to enable email archiving to Vaultastic

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Overview

Create a Google Workspace group and add users whose email needs to be archived to Vaultastic. Please ensure all these users have been provisioned on the corresponding Vaultastic domain.

If you add a user who does not have a corresponding id on the Vaultastic domain, email messages sent to or received from that user may not be archived on the Vaultastic domain.

Steps to create a Google workspace group

Navigate to the **Google Workspace Admin Console**

In the **Directory** section, select **Groups**

Click on **Create group**
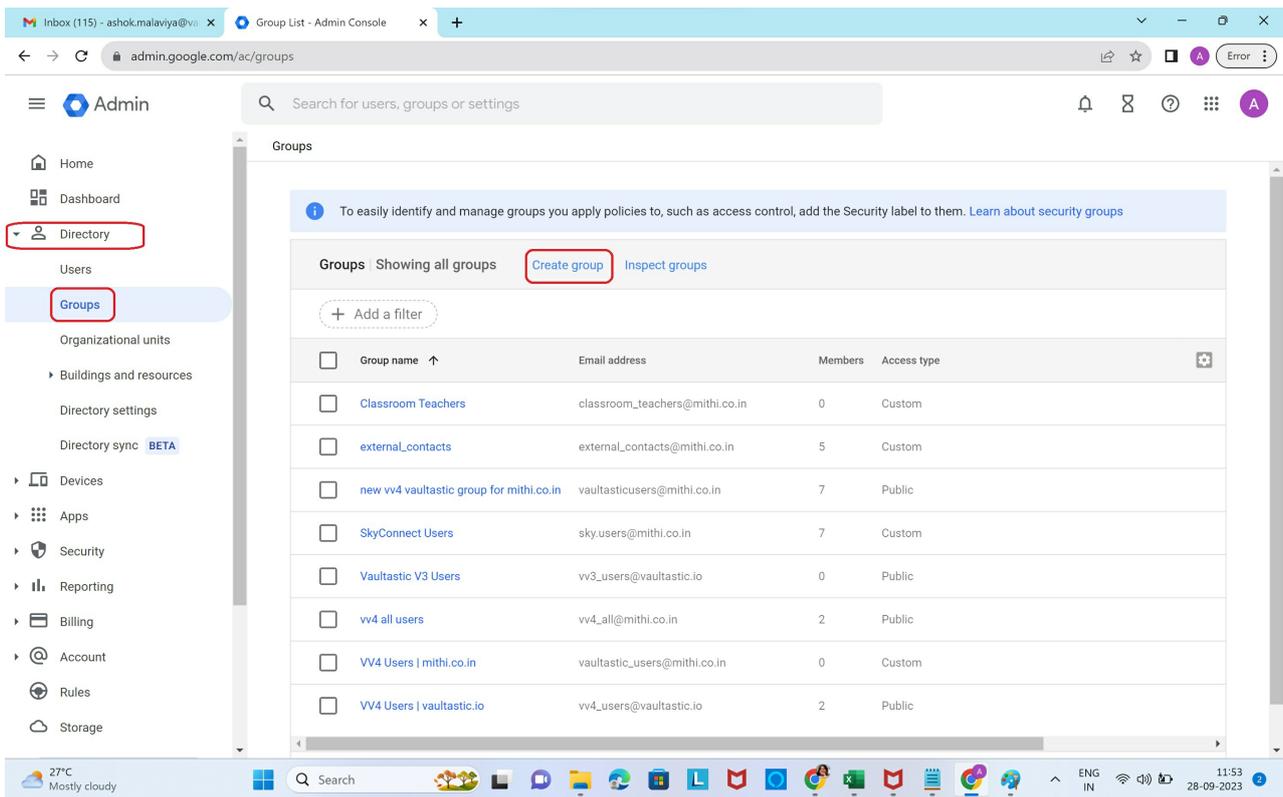
In the pop-up,

- Give an appropriate **name** to the group
- Define the **group id** and give the **description**.
- Assign an **owner** to the group
- This group will be used for Mailing purposes, so the **default Labels** are sufficient.
- Click **Next**
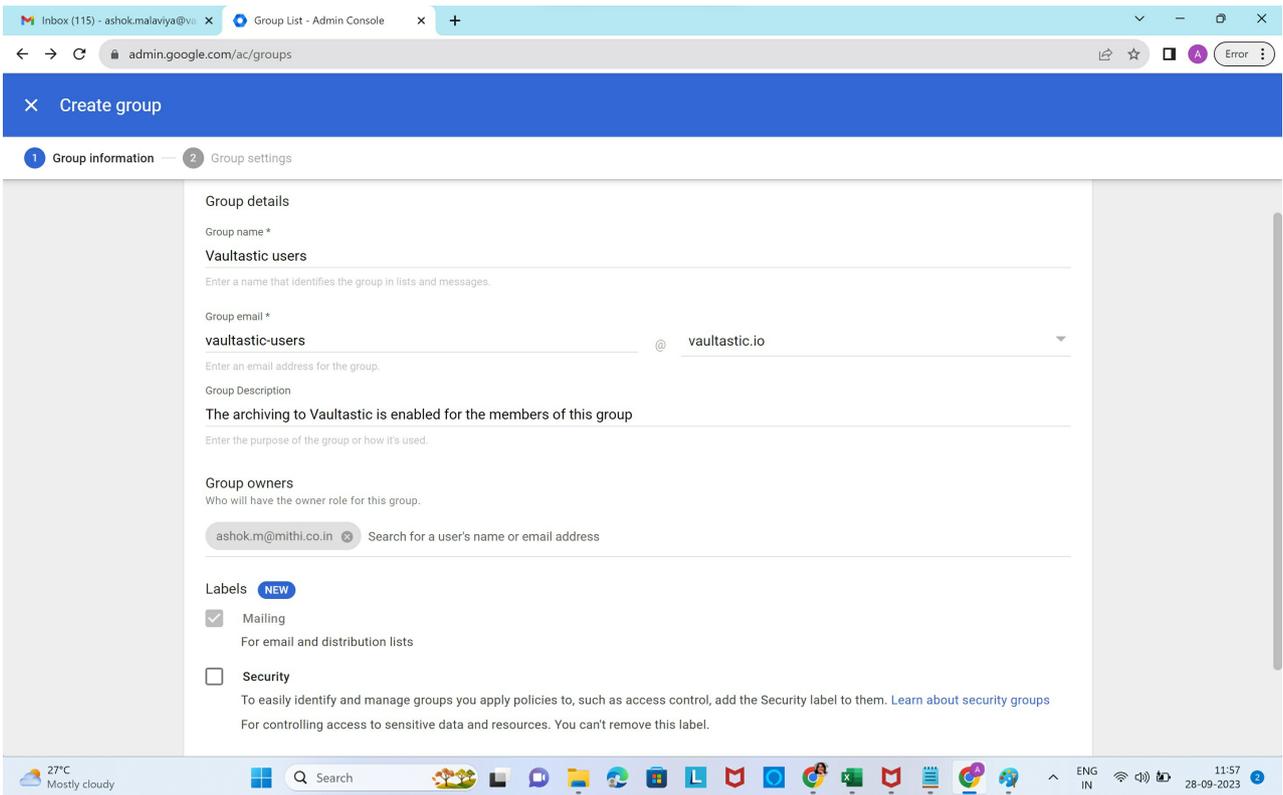
Make the group **Public**
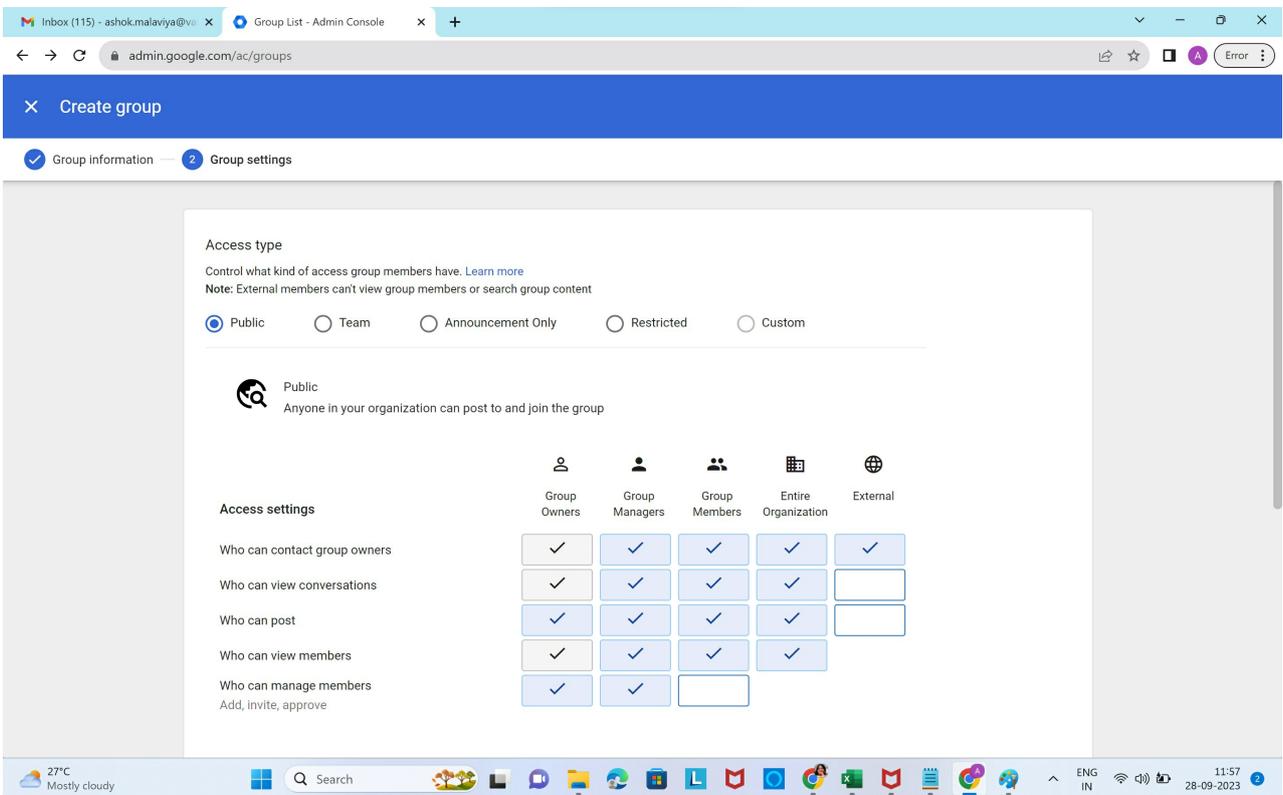
Only invited users can join the group

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Do not Allow members outside your organization

Click **CREATE GROUP**

Select **Add members** to the Group

In the Pop-up, **define the group membership**