

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.

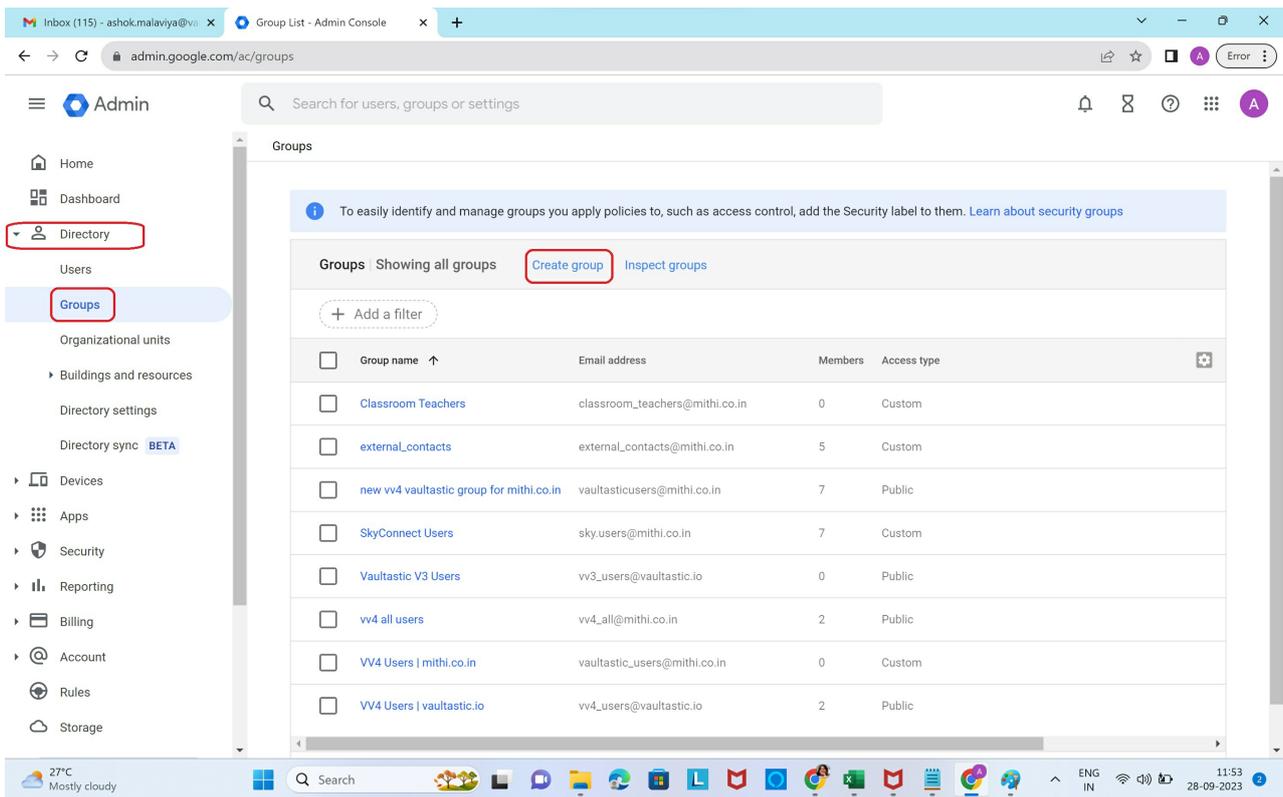
If you add a user who does not have a corresponding id on the Vaultastic domain, email messages sent to or received from that user may not be archived on the Vaultastic domain.

Steps to create a Google workspace group

Navigate to the **Google Workspace Admin Console**

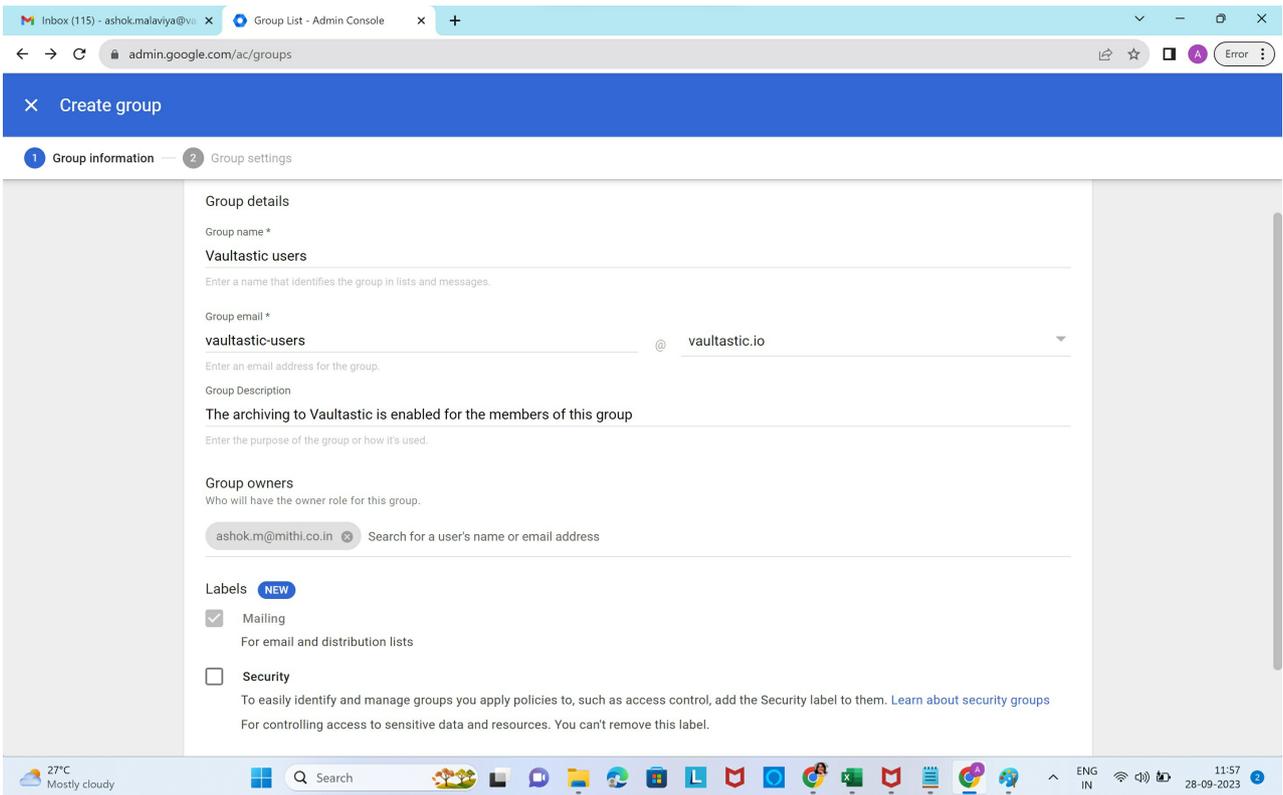
In the **Directory** section, select **Groups**

Click on **Create group**

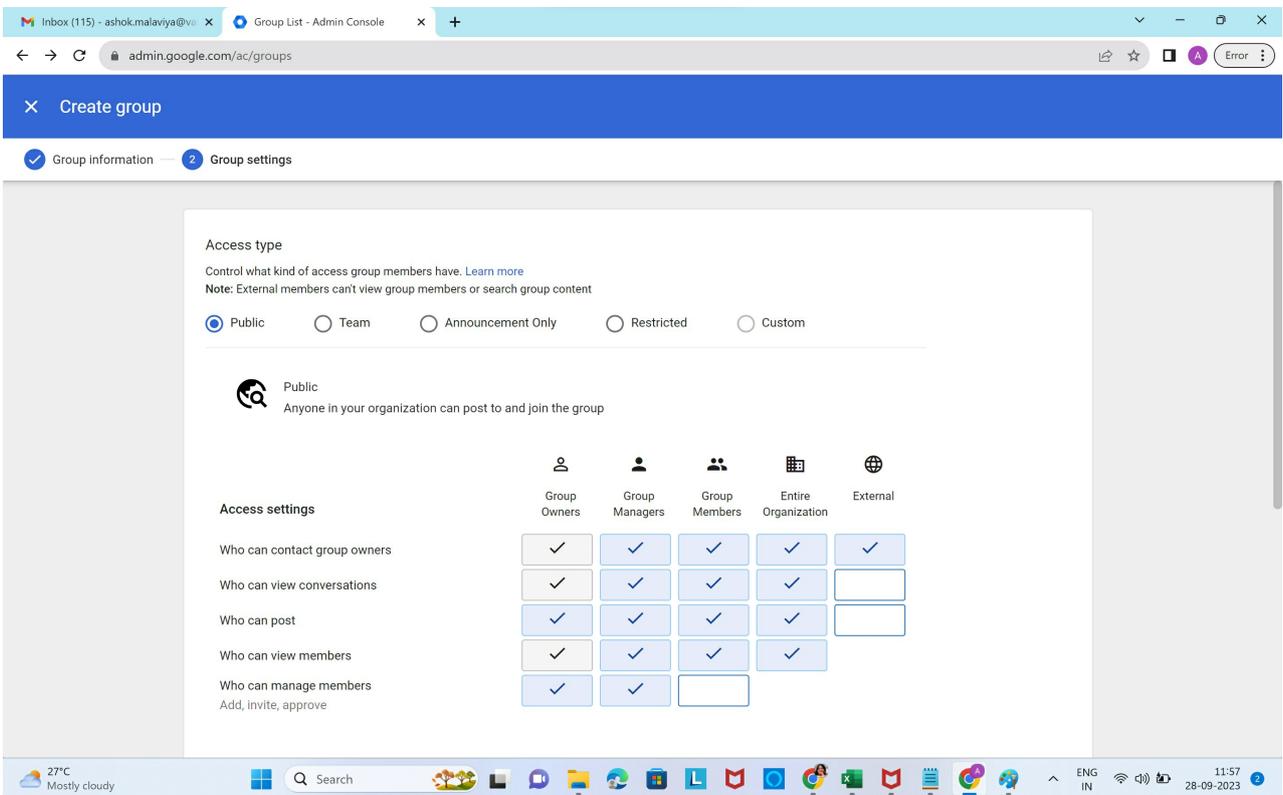


In the pop-up,

- 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

Do not Allow members outside your organization

Click **CREATE GROUP**

The screenshot shows the 'Create group' page in the Google Admin console, specifically the 'Group settings' tab. The page is titled 'Create group' and has two tabs: 'Group information' and 'Group settings'. The 'Group settings' tab is active. The settings are as follows:

- Who can post:** Four checkboxes are checked, and one is empty.
- Who can view members:** Four checkboxes are checked.
- Who can manage members:** Two checkboxes are checked, and one is empty. Below this is the text 'Add, invite, approve'.
- Who can join the group:** Three radio button options are present:
 - Anyone in the organization can ask: People in the organization must ask and then be approved before they can join the group.
 - Anyone in the organization can join: People in the organization can add themselves to the group directly.
 - Only invited users: People can join the group only if they're invited.
- Allow members outside your organization:** A toggle switch is turned off. Below it is a note: 'Note: You can always add external people to groups in the Google Admin console, regardless of the external membership setting.'

At the bottom of the settings area, there is a 'PREVIOUS' link on the left and a blue 'CREATE GROUP' button on the right. The Windows taskbar at the bottom shows the time as 11:58 on 28-09-2023.

Select **Add members** to the Group

The screenshot shows the 'Create group' page in the Google Admin console, specifically the 'What you can do next' section. The page is titled 'Create group' and has two tabs: 'Group information' and 'Group settings'. The 'Group settings' tab is active. The 'What you can do next' section contains the following items:

- A green checkmark icon followed by the text 'Vaultastic users created'.
- A green checkmark icon followed by the text 'Settings saved'.
- A green checkmark icon followed by the text 'Owners added'.
- A section titled 'What you can do next' containing three items:
 - A blue button with a plus icon and the text 'Add members to Vaultastic users'. This button is highlighted with a red border.
 - A blue link with a person icon and the text 'See group details for Vaultastic users'. Below it is the text 'Details show group members, settings, and more'.
 - A blue link with a plus icon and the text 'Create another group'.

At the bottom of the 'What you can do next' section, there is a blue 'DONE' button. The Windows taskbar at the bottom shows the time as 12:07 on 28-09-2023.

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

