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

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Overview Steps to create a Google workspace group

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**

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= 💽 Admin	Q Search for users, groups or settings	άR	0 🏭	A
Home	Groups			A
Dashboard	To easily identify and manage groups you apply policies to, such as access control, add the Security label to them. Learn about security	groups		
Users	Groups Showing all groups Create group Inspect groups			
Groups	+ Add a filter			
Organizational units Buildings and resources 	Group name 🔨 Email address Members Access type			
Directory settings	Classroom Teachers classroom_teachers@mithi.co.in 0 Custom			
Directory sync BETA	external_contacts@mithi.co.in 5 Custom			
Devices	new vv4 vaultastic group for mithi.co.in vaultasticusers@mithi.co.in 7 Public			
Apps	SkyConnect Users sky.users@mithi.co.in 7 Custom			
Il Reporting	Vaultastic V3 Users vv3_users@vaultastic.io 0 Public			
Billing	vv4 all users vv4_all@mithi.co.in 2 Public			
Account	VV4 Users mithi.co.in vaultastic_users@mithi.co.in 0 Custom			
Rules	VV4 Users vaultastic.io vv4_users@vaultastic.io 2 Public			
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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

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	Access type Control what kind of access group members have. Learn mor Note: External members can't view group members or search Public Tearn Announceme Public Anyone in your organization can post to an Access settings Who can contact group owners Who can view conversations Who can post Who can view members Who can manage members Add, invite, approve	e group content ant Only d join the grou Group Owners V	 ○ Restrict up Group Managers ✓ 	ed C Group Members) Custom Entire Organization	External				
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Only invited users can join the group

Do not Allow members outside your organization

Click CREATE GROUP

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	Who can post	~	~	~	~						
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	Aud, invite, approve										
	Who can join the group Choose how to add people to the group	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 Turn the setting ON to allow external people in the group.	Note: You can a external member	lways add exte ership setting.	ernal people to	groups in the	Google Adm	in console, regardle	ss of the			
	PREVIOUS						CRI	EATE GROUP			
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Select Add members to the Group

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X Create group			
 Vaultastic users created Settings saved Owners added 			
What you can do next			
Create another group			
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In the Pop-up, define the group membership

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Users										
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 Buildings and resources 	RENAME GROUP	New users are	automatically se	et to receive Each E	mail.	nembers Download m	embers			
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