Preparation for Google Workspace by enabling domain-wide delegation using OAuth service

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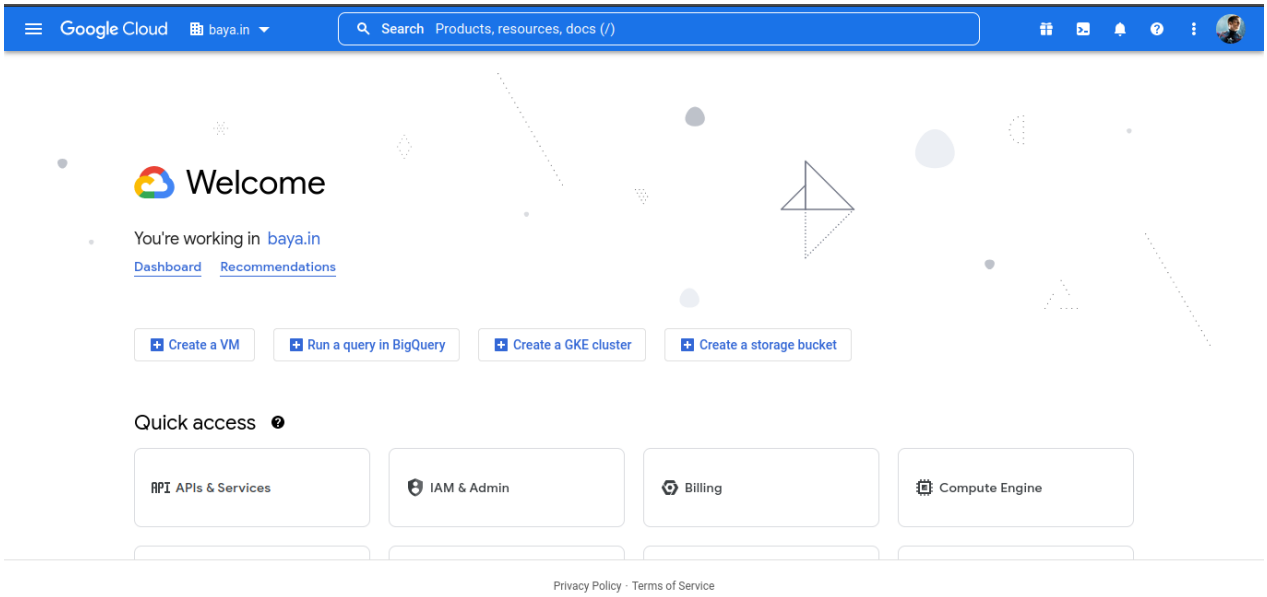
Step 1: Create the access key

1. Login to Google Workspace Admin account and navigate to Google developers console (https://console.developers.google.com/).

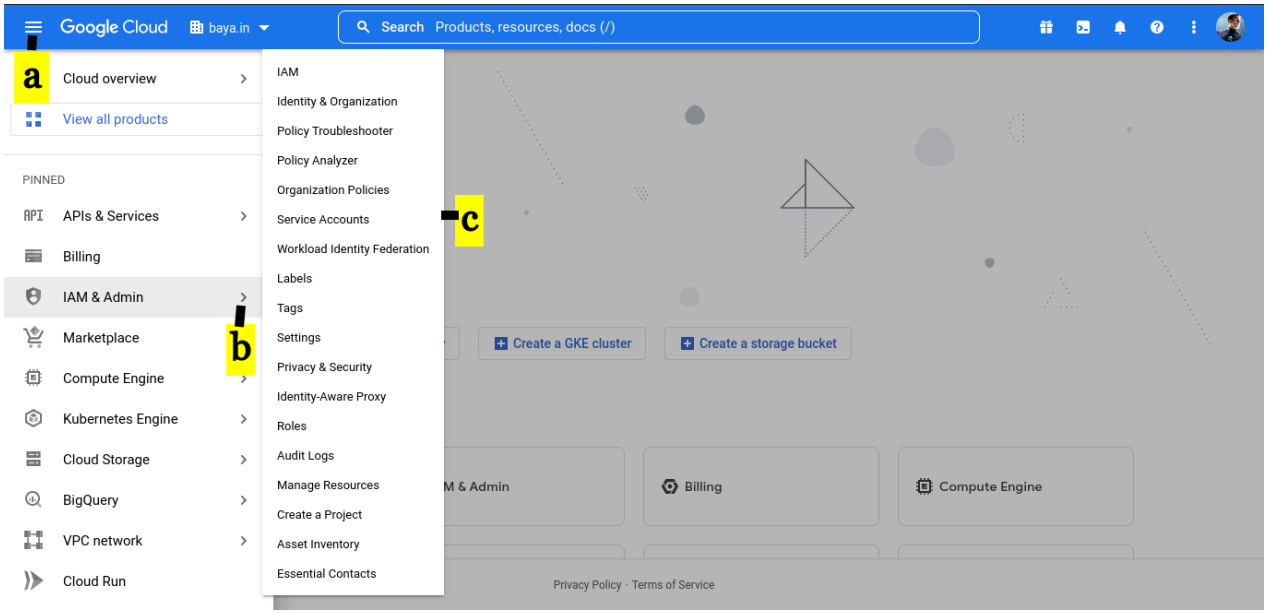
Http link: https://console.developers.google.com (https://console.developers.google.com/)



a. Select top left panel.

b. Select **IAM & Admin**.

c. Select **Service Accounts**.



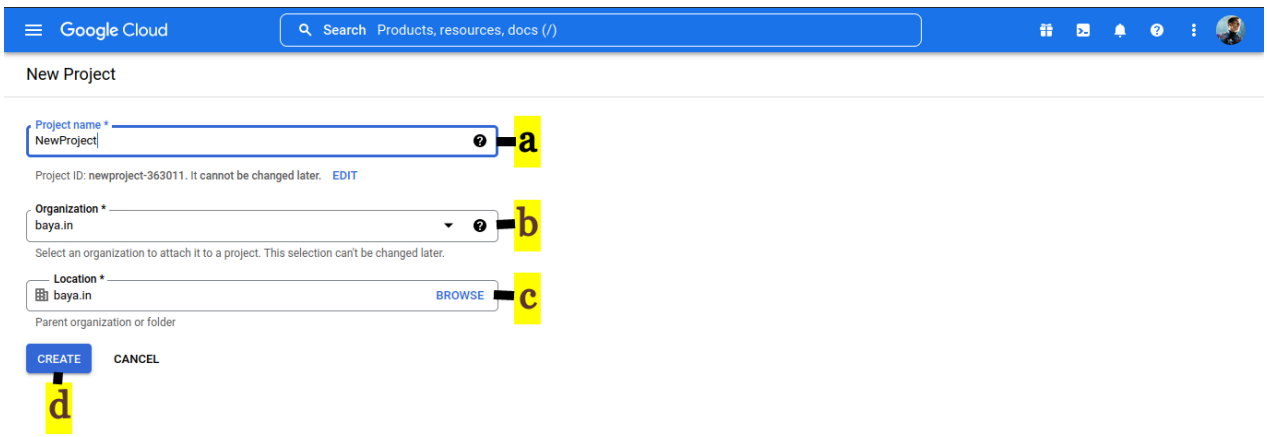
2. CREATE A PROJECT

a. Provide **Project name**.

b. Select the **Organization**.

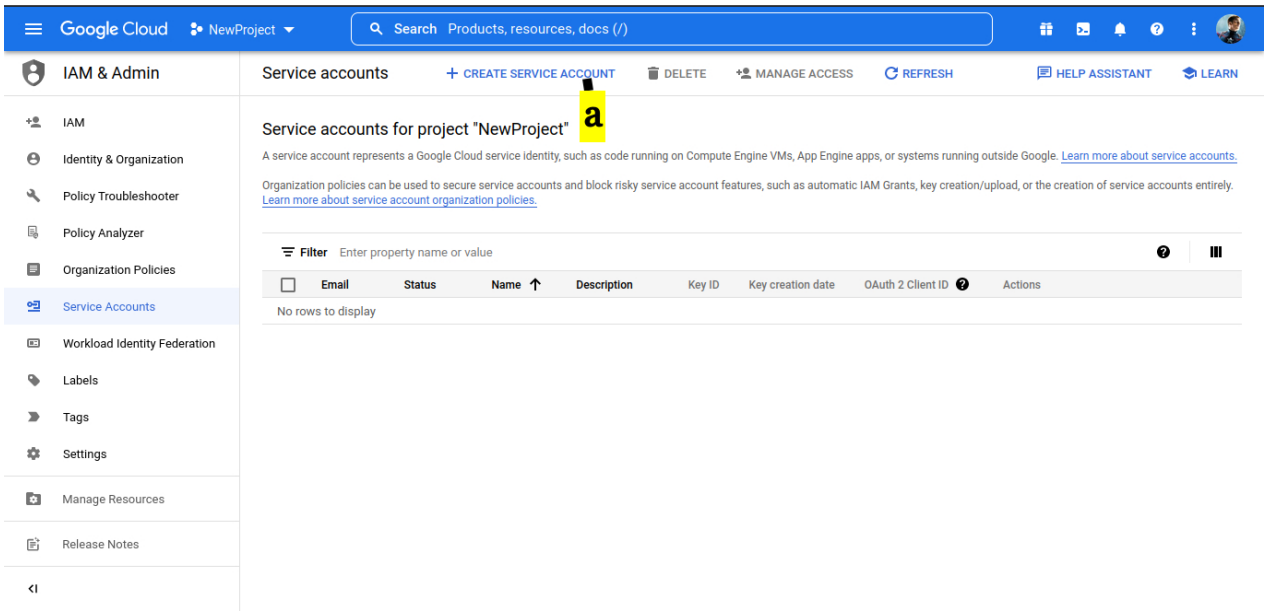
c. Browse for the **Location**.

d. Click on **CREATE**.



3. Create a service account

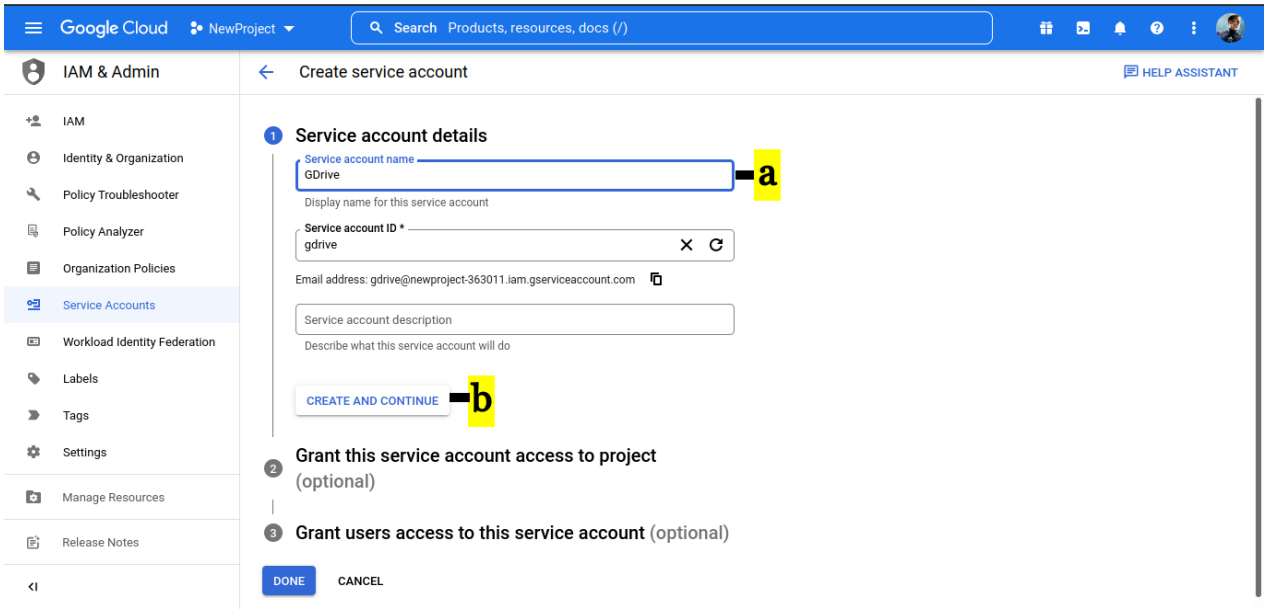
   a. Click **CREATE SERVICE ACCOUNT.**



4. On the service account details window.

   a. Provide **Service account name**.

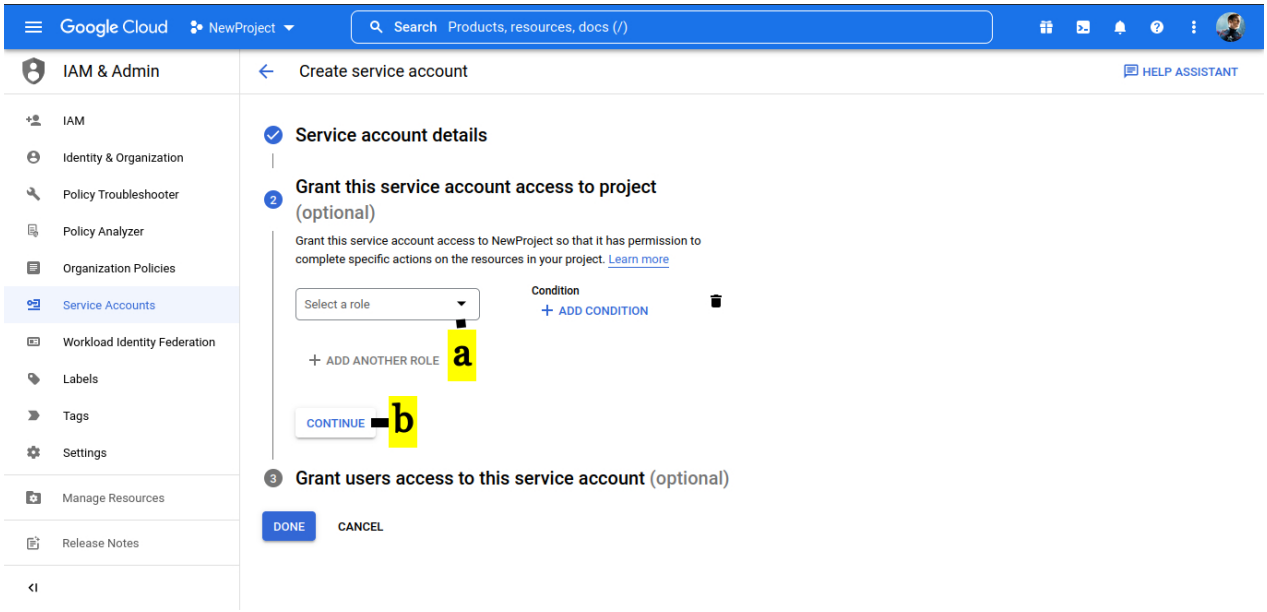
   b. Click on **CREATE AND CONTINUE**



5. Grant this service account access to project.

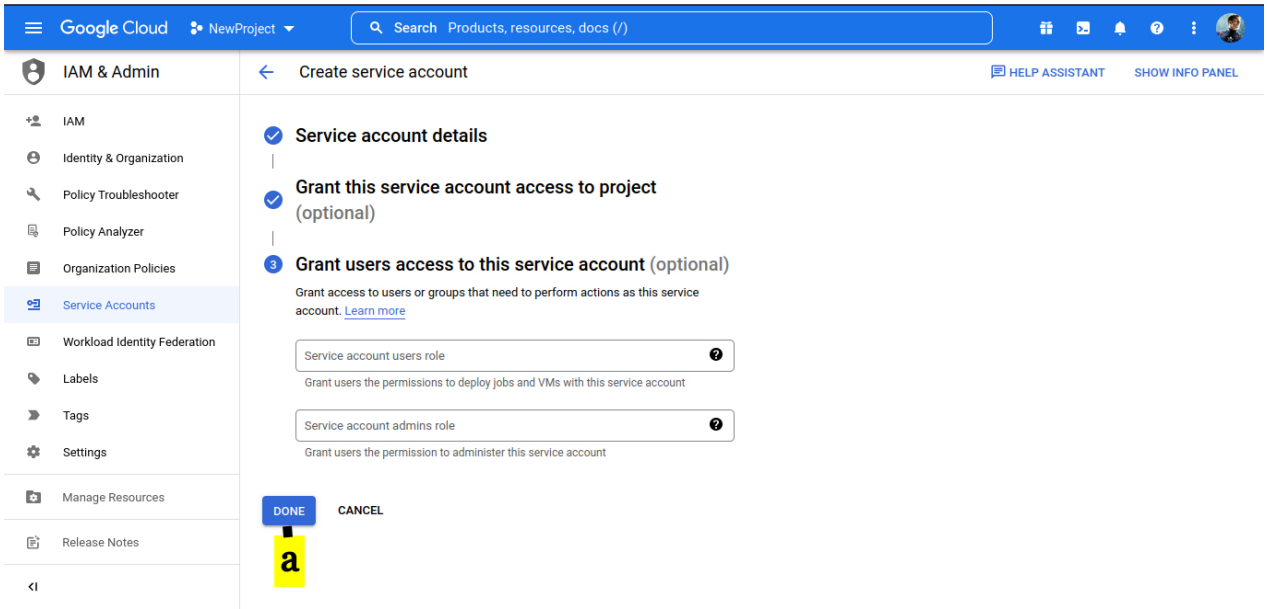
   a. Select a role **(Basic -> Owner)**

b. Click on **CONTINUE**



6. Grant users access to this service account (optional)

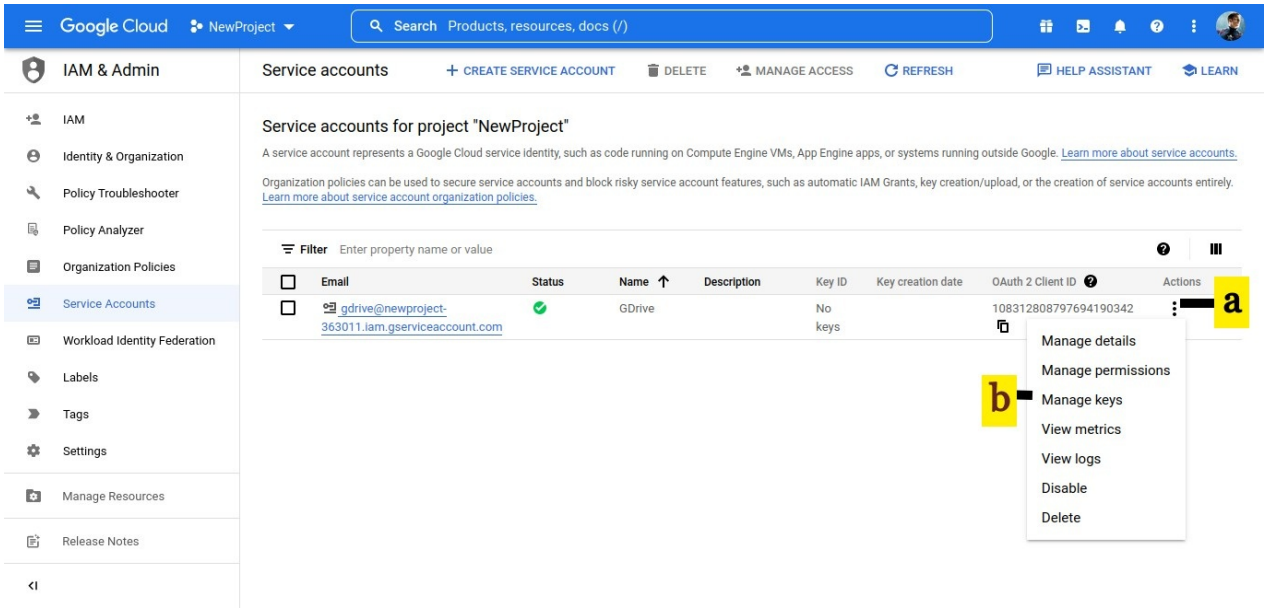
a. Keep the defaults and click on **DONE**



7. On service account window.

a. Click on Action button **denoted by the three vertical dots**

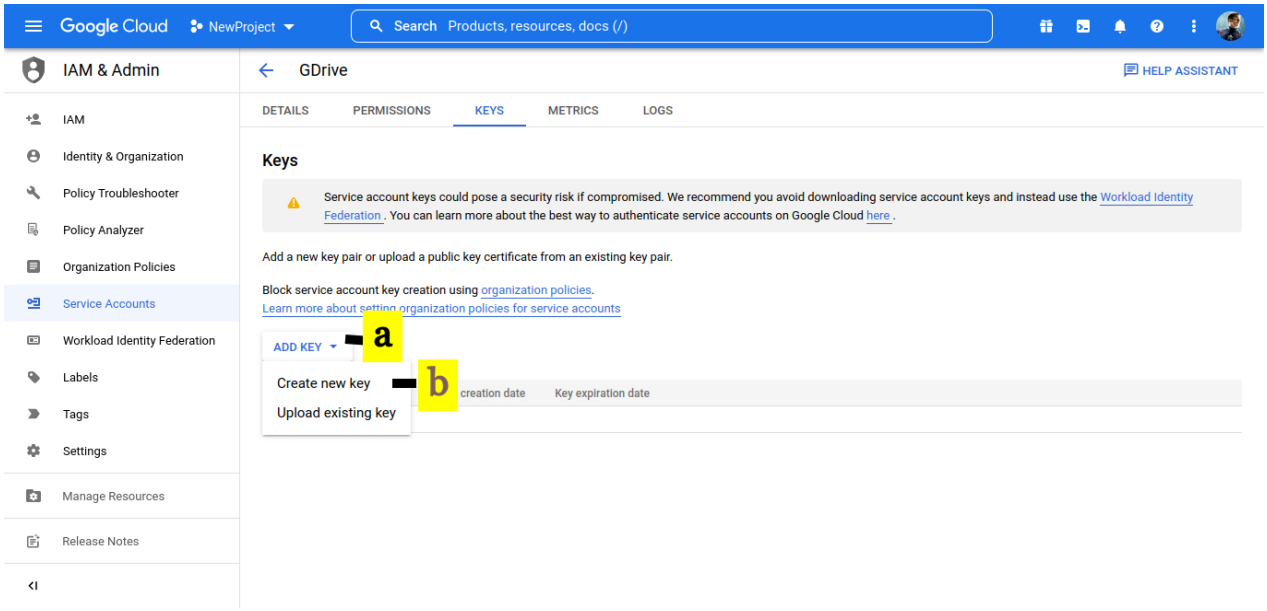
b. Select **Manage Keys**



8. Create a key

a. Drop down **ADD KEY**

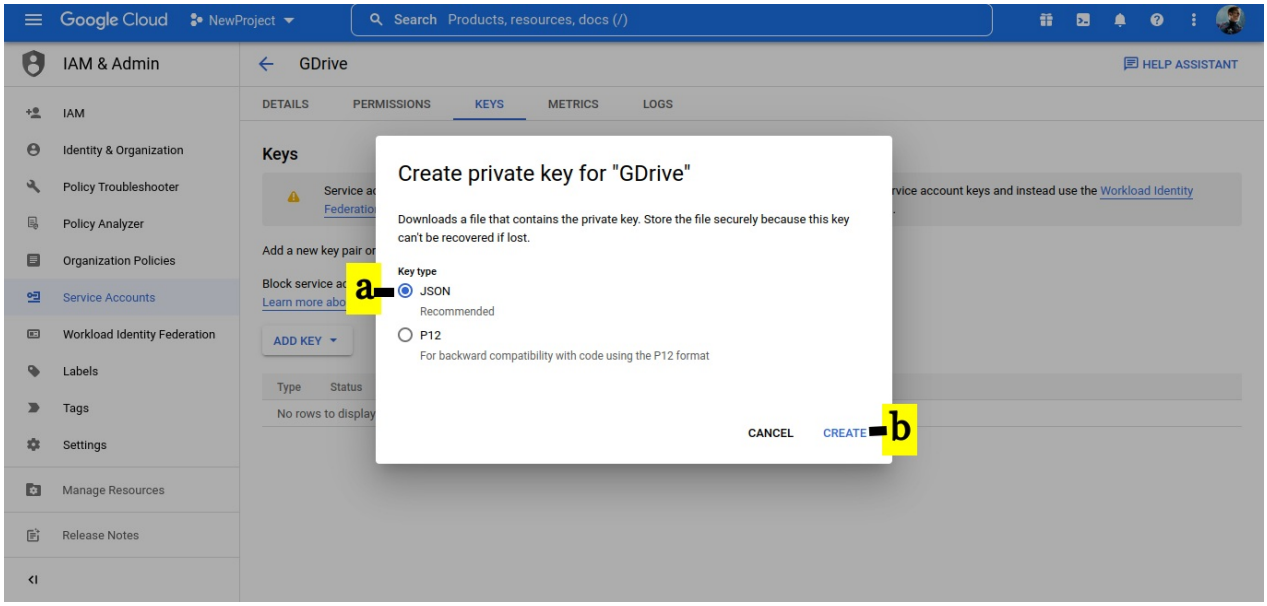
b. Select **Create new key**



9. In Create private key.

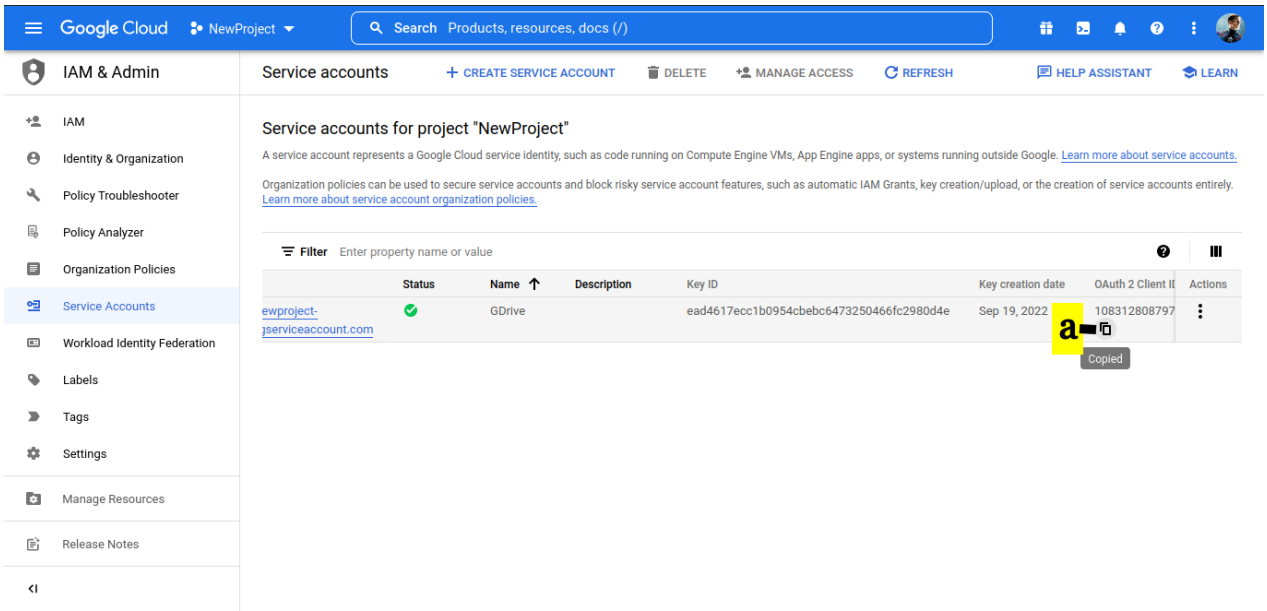
a. Select **JSON**

b. Click on **CREATE. On creation, the key will be downloaded to your desktop. This will be required in Step 4**



10. Copy OAuth 2 Client ID - this will be required in step 3

a. On copying the key, you will see the message **Copied**



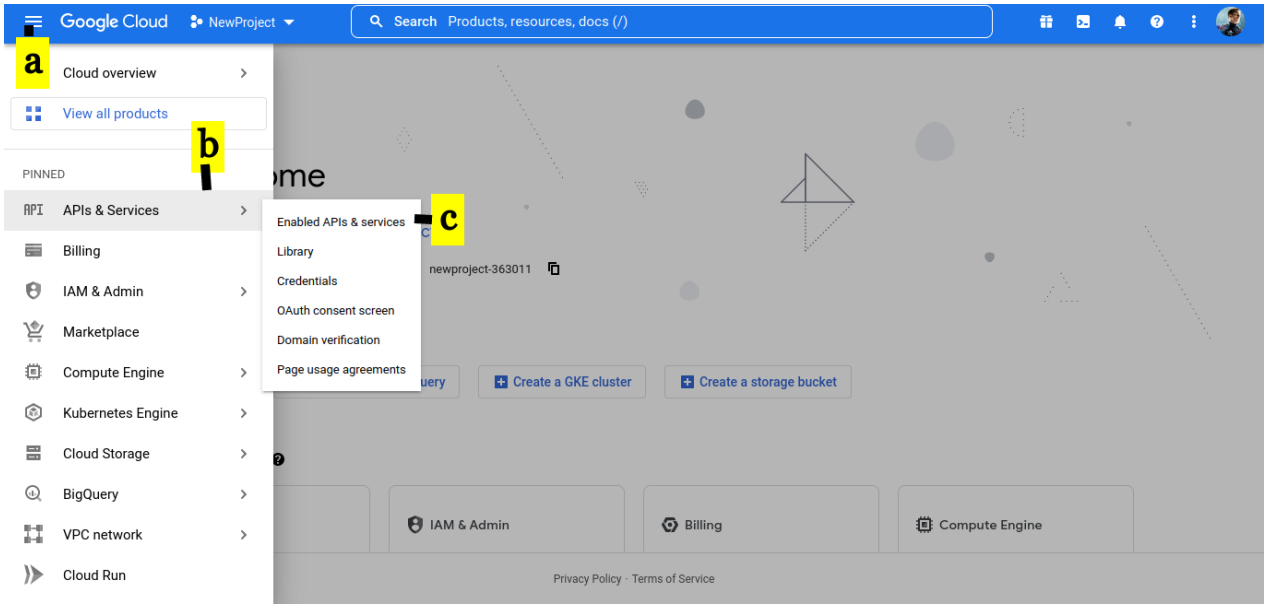
Step 2: Enable the API Services

1. Enable API Services

   a. Click on top left panel

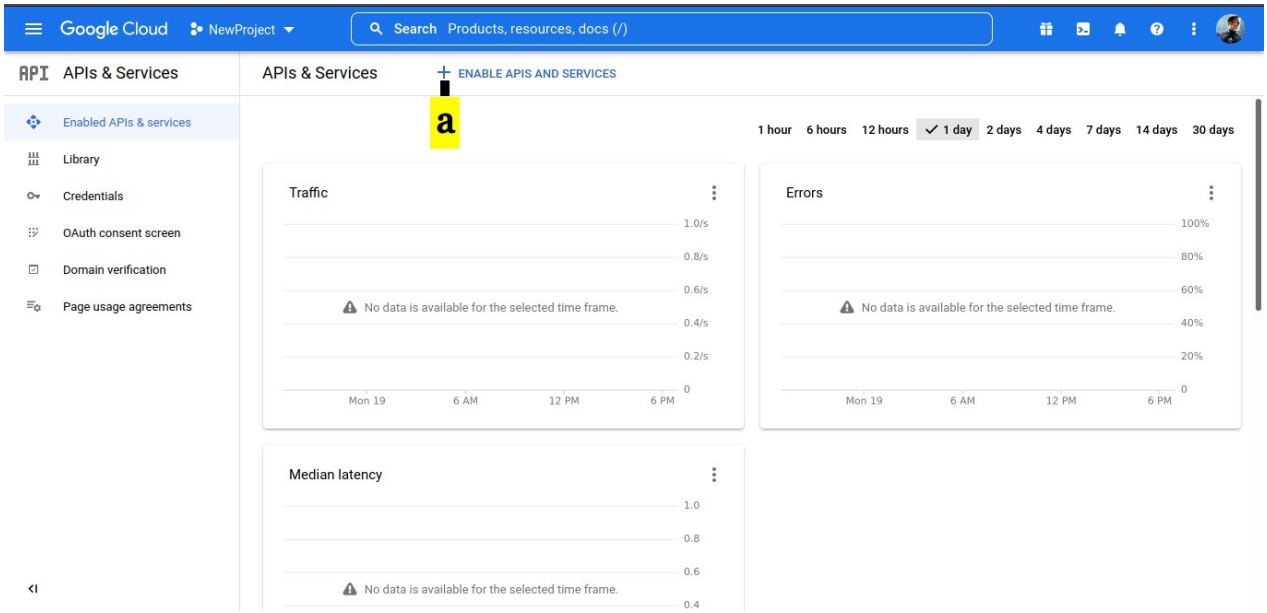
   b. Select **APIs & Services**

   c. Click on **Enabled APIs & services**



2. In the APIs & Services console

   a. Click on **ENABLE APIS AND SERVICES**

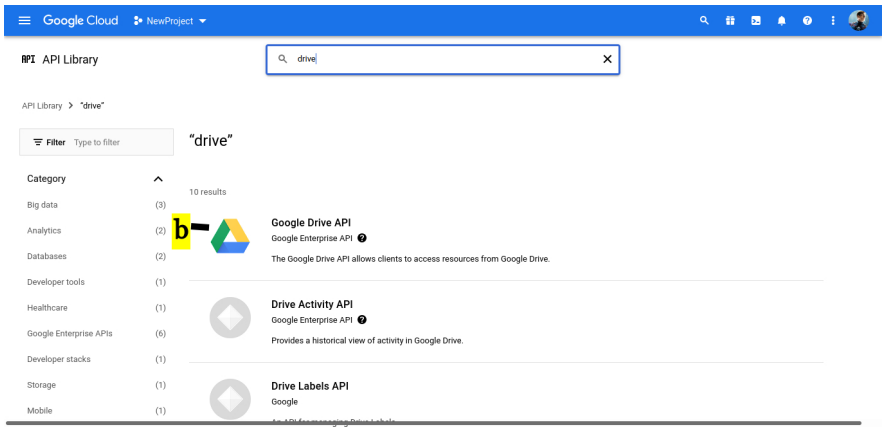
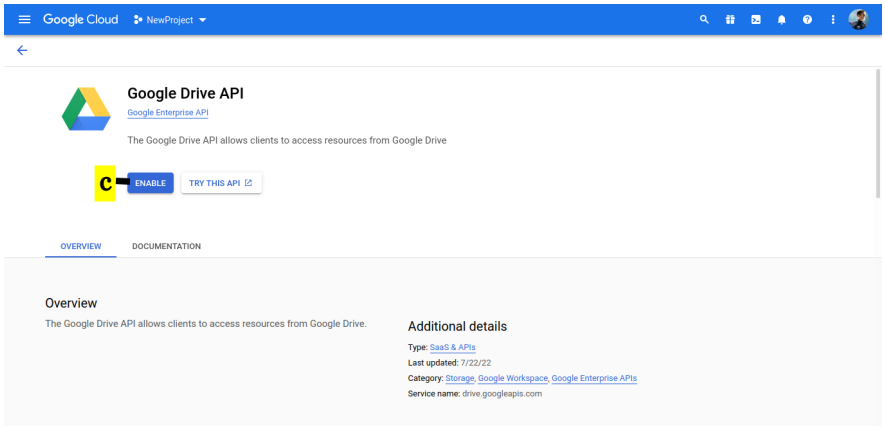


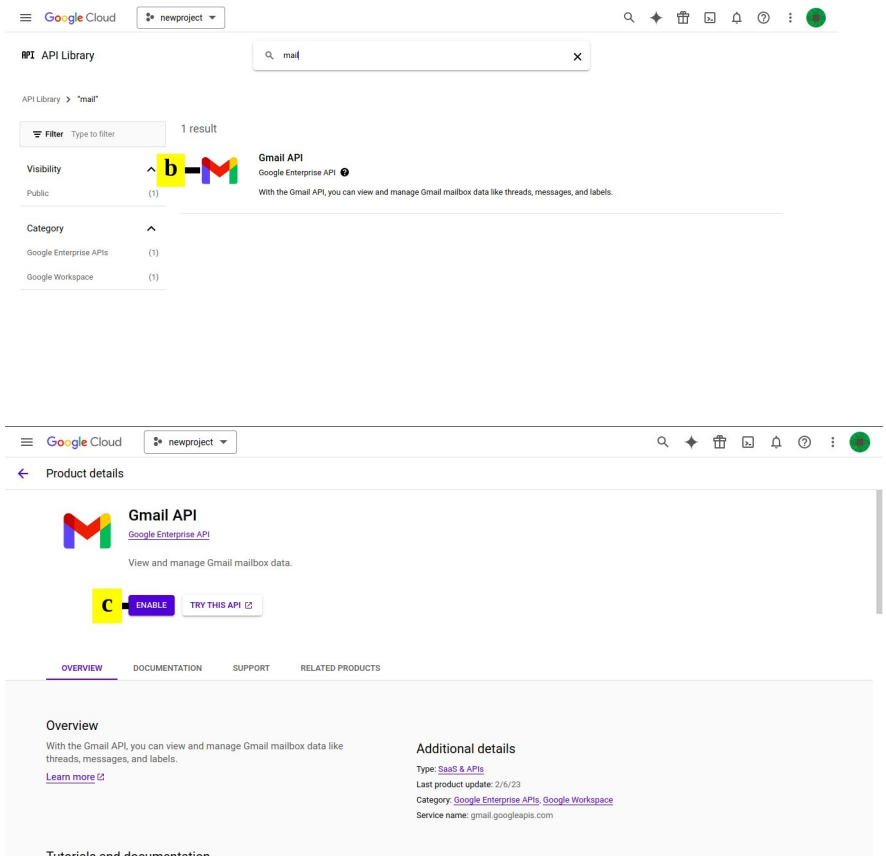
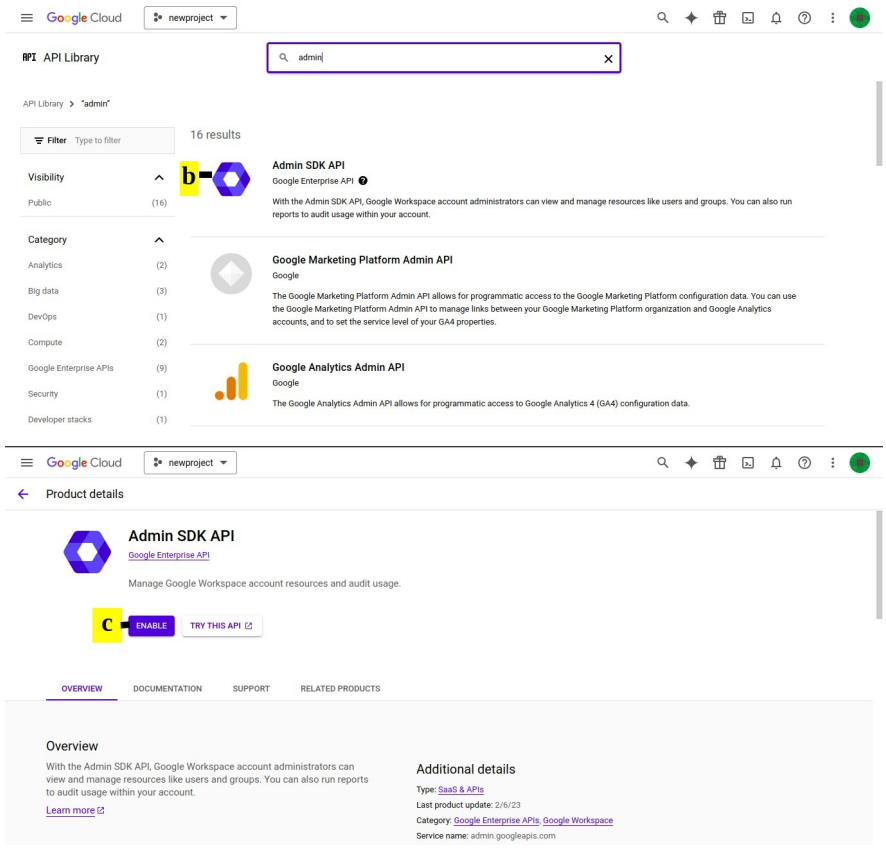
3. In the API Library,

b. search for the required APIs

c. Enable the API.

The table below gives the list of API required to be enabled for different data source

Data source	API	Screenshots
Drive Data Required if you want to access data in any user's drive	**Google Drive API**	 

Data source	API	Screenshots
Mailbox data Required if you want to access data from any user's mailbox	**GMail API**	
Distrubution List members Required if you want to automatically schedule requests for members of any DL	**Admin SDK API**	

Step 3: Enable domain-wide delegation

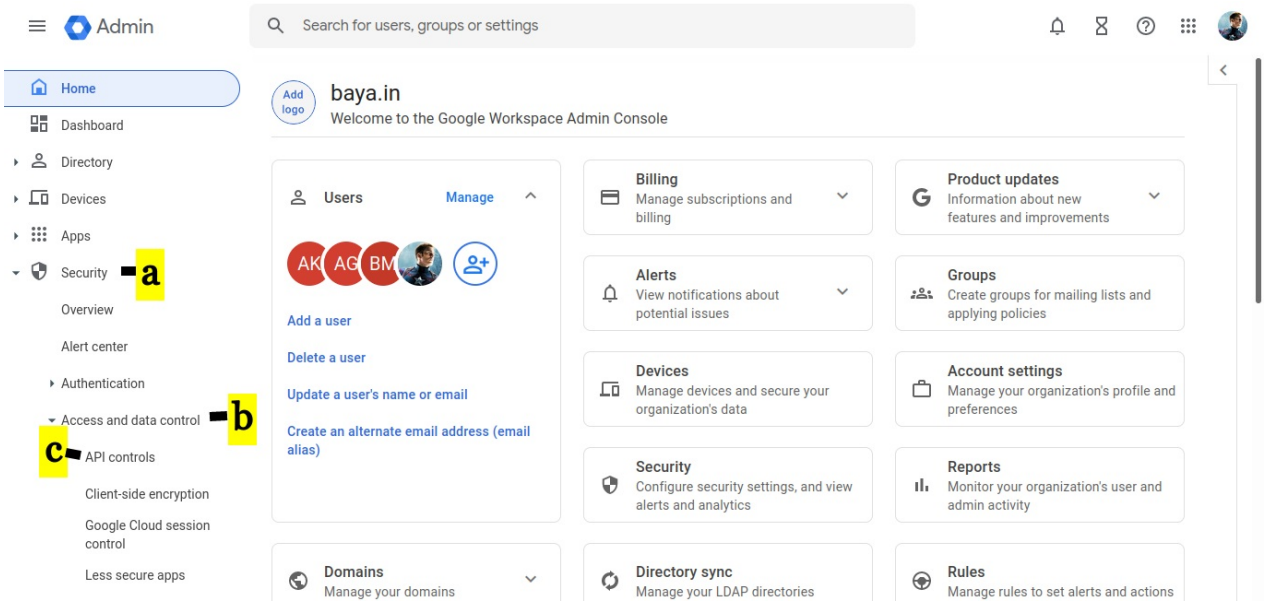
Login to G-suite Admin account and navigate to Google Admin (https://admin.google.com/).

Http link: https://admin.google.com (https://admin.google.com/)

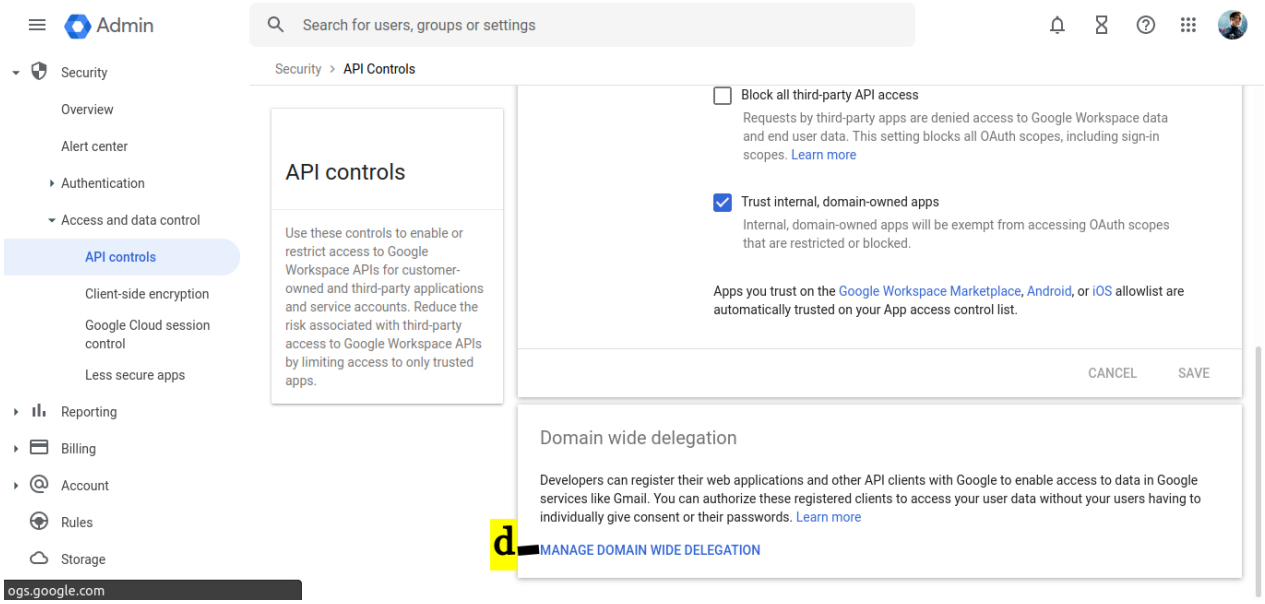
a. Click on **Security**

b. Select on **Access and data control**

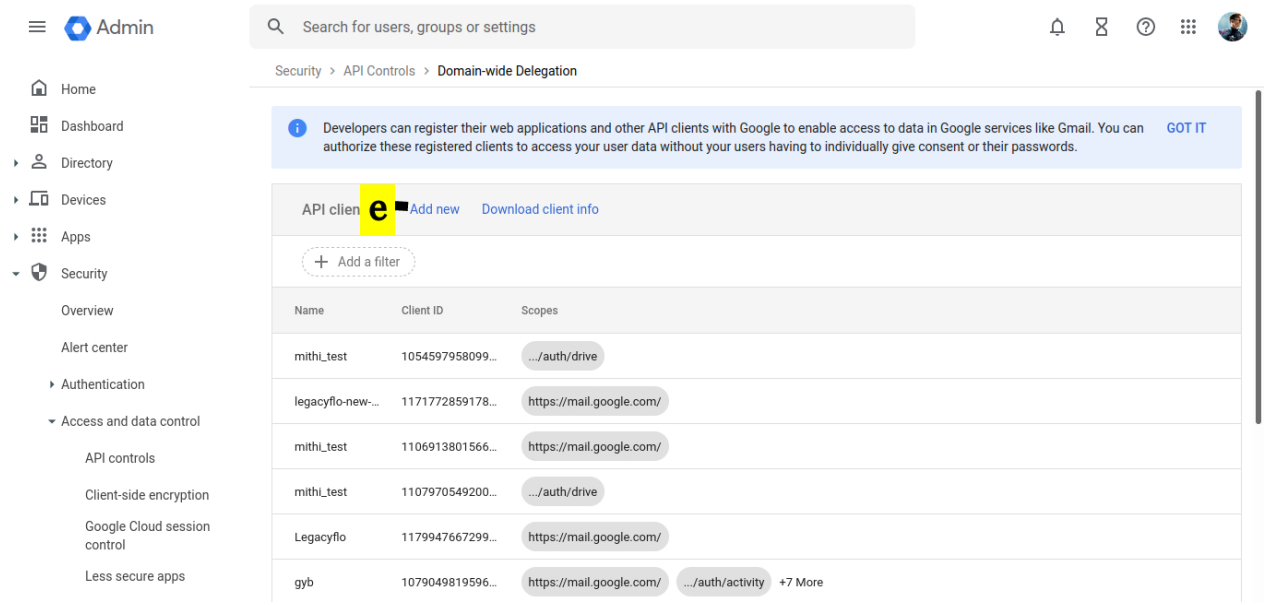
c. Click on **API controls**



d. Click On **MANAGE DOMAIN WIDE DELEGATION**



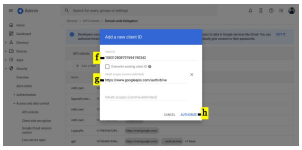
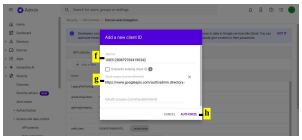
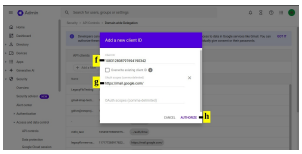
e. Click on **Add new**



f. Paste the Client ID which you copied earlier

g. In OAuth scopes (comma-delimited), provide the string for the relevant API

h. Click the AUTHORIZE button

GDrive API	https://www.googleapis.com/auth/drive (Required if you want to access data in any user's drive)	
Admin SDK API	https://www.googleapis.com/auth/admin.directory.group.readonly (Required if you want to use Distribution List ID in the LegacyFlo Scheduler)	
Gmail API	https://mail.google.com/ (Required if you want to access data in any user's mailbox)	

This completes the process of enabling the domain-wide delegation for GSuite for the required API

Step 4: Register with LegacyFlo

When you generated the key, it was downloaded to your desktop as a JSON file. This key has to be registered with LegacyFlo.

1. **Login** into LegacyFlo
2. From the menu on the left side, click on the **Profile icon at the bottom**
3. On the pop-up menu, select **Google Workspace integrations**
4. If you have an access key for **GMail, select Gmail**. If you have an access key for **GDrive, select GDrive**
5. To register the access key for a new domain, click on the **+ sign next to Register Key for the domain**
    1. Your user id, Client App, and Resource Owner fields will be pre-filled. **Enter the domain name** for which the key is to be registered
    2. Enter the **Google Workspace Admin ID** for which the key was registered.
    3. **Choose the JSON file** which has been downloaded to your desktop.
    4. Click on **Save**
    5. **Close** the dialog box.
6. To update the key for a domain, click on the edit icon next to the domain name and chose the new JSON file