How to enable, disable or delete Google Workspace data?

Overview

As an inSync Cloud administrator, you can enable, disable, or delete Google Workspace data for Gmail and Google Drive as and when necessary.

Enable, Disable or Delete Gmail data

To enable Gmail:

1. On the inSync Management Console menu bar, click the icon to access the global navigation panel.
2. Click SaaS Apps.
4. Select the Gmail tab and select the Gmail data that you want to enable.
5. Click Enable. A confirmation dialog appears. Click Yes.

To disable Gmail:

1. On the inSync Management Console menu bar, click the icon to access the global navigation panel.
2. Click SaaS Apps.
4. Select the Gmail tab and select the Gmail data that you want to disable.
5. Click Disable. A confirmation dialog appears. Click Yes.

To delete Gmail:

1. On the inSync Management Console menu bar, click the icon to access the global navigation panel.
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2. Click **SaaS Apps**.
3. Click **Google Workspace**. The **Google Workspace Overview** page appears.
4. Select the **Gmail** tab and select the Gmail data that you want to delete.
5. Click **Delete**. A confirmation dialog appears. Click **Yes**.

**Enable, Disable or Delete Google Drive data**

To enable Google Drive:

1. On the inSync Management Console menu bar, click the

   [icon](image)
   icon to access the global navigation panel.

2. Click **SaaS Apps**.
3. Click **Google Workspace**. The **Google Workspace Overview** page appears.
4. Select the **Google Drive** tab and select the Google Drive data you want to enable.
5. Click **Enable**. A confirmation dialog appears. Click **Yes**.

To disable Google Drive:

1. On the inSync Management Console menu bar, click the

   [icon](image)
   icon to access the global navigation panel.

2. Click **SaaS Apps**.
3. Click **Google Workspace**. The **Google Workspace Overview** page appears.
4. Select the **Google Drive** tab and select the Google Drive data you want to disable.
5. Click **Disable**. A confirmation dialog appears. Click **Yes**.

To delete Google Drive:

1. On the inSync Management Console menu bar, click the

   [icon](image)
   icon to access the global navigation panel.

2. Click **SaaS Apps**.
3. Click **Google Workspace**. The **Google Workspace Overview** page appears.
4. Select the **Google Drive** tab and select the Google Drive data you want to delete.
5. Click **Delete**. A confirmation dialog appears. Click **Yes**.