Creating a service account in Google Workspace

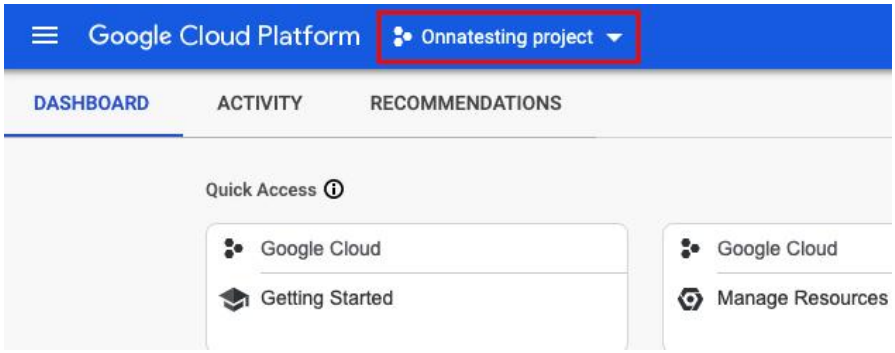
Google Workspace encompasses Google's set of collaboration and productivity tools such as: Gmail, Google Drive, Audits, Vault and more. Currently, Onna connects directly to Google Workspace's API to integrate with an organization's Gmail, Drive, Shared Drives and Vault files.

Onna recommends creating a separate Google Workspace account with needed permissions in order to perform collections. The account will need the **User Management Admin**, **Services Admin**, **Groups Reader** and **Reports** (see page 7) Admin roles assigned.

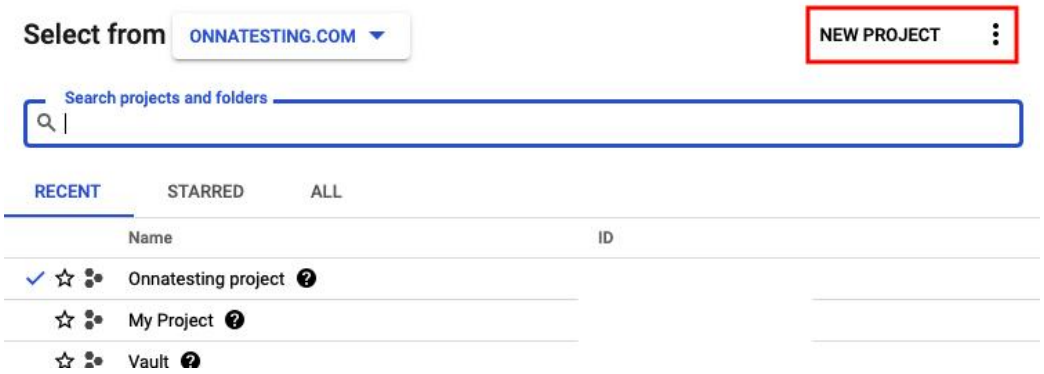
A Google Workspace Super Admin is needed for creating the project and service account steps below. Alternatively, a Super Admin account can also be used to perform collections.

1) Create a Project

You will need to be logged into your Google Super Admin account. Navigate to the Google Cloud Console. Next to the "Google Cloud Platform" name at the top, click the Down arrow for a dialog box to appear.



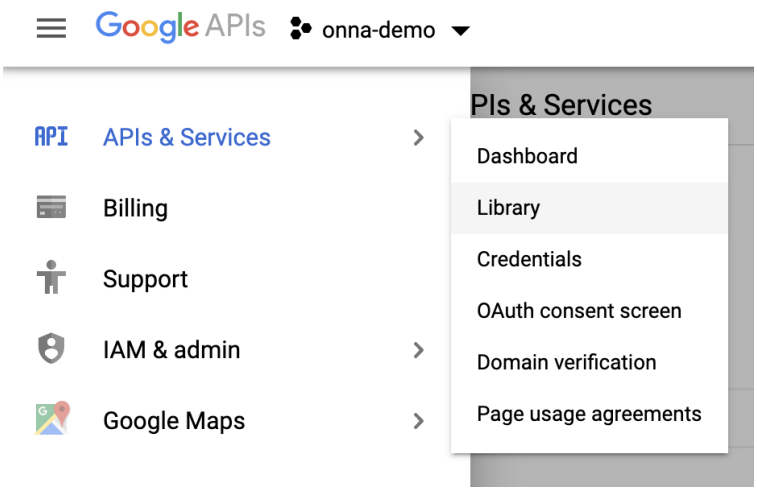
In the dialog box Click New Project in the upper right corner.



Enter the Project name and select the Organization and Location and then “Create”. Once created, you will need to use the drop-down navigation again to ensure you are within the newly created project or select from the notifications' menu.

2) Enable API’s for the project:

Once inside the project, select the Menu (3 lines) → APIs & Services → Library. Search for and enable Gmail API, Google Drive API and Admin SDK.



API’s to enable:

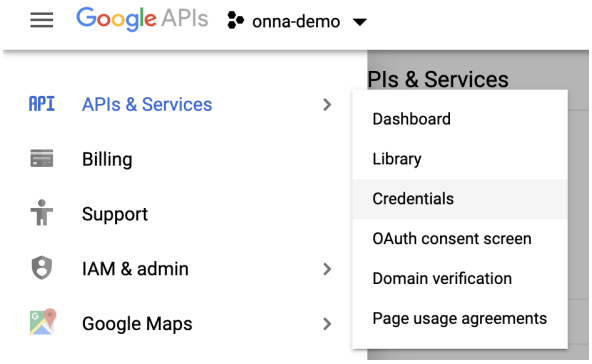
- Gmail API
- Google Drive API
- Admin SDK
- Google Vault API*

It is important to enable the correct APIs for the sync to work properly.

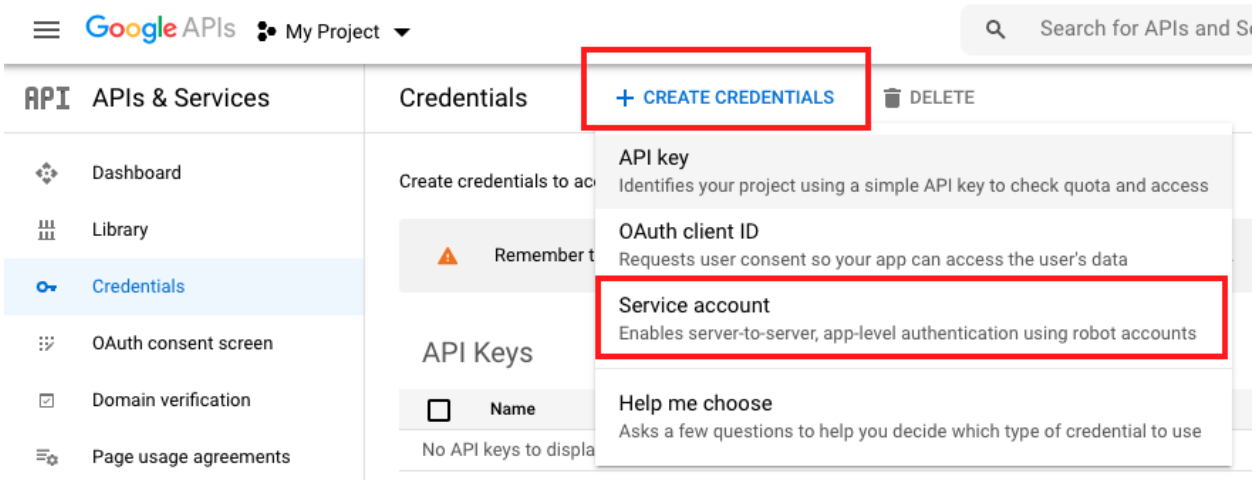
* Vault API not necessary for Gmail and Drive collections. Only needed if planning to collect from Vault OR use Onna’s Integrated Legal Holds source hold feature with Google Vault.

3) Create the Service Account

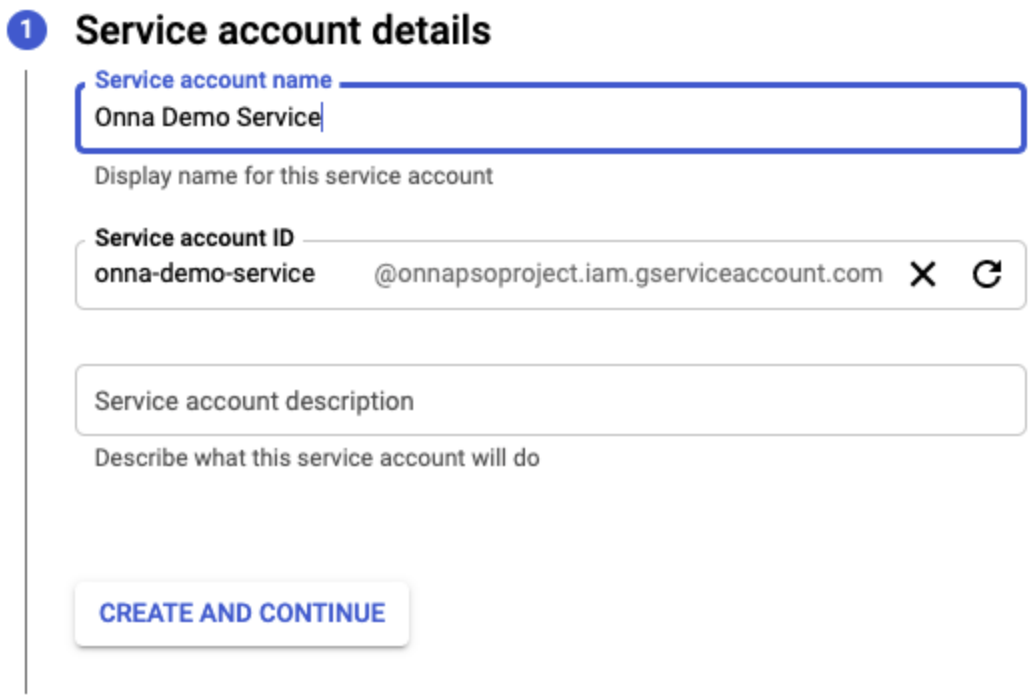
Go to the Menu → APIs & Services → Credentials:



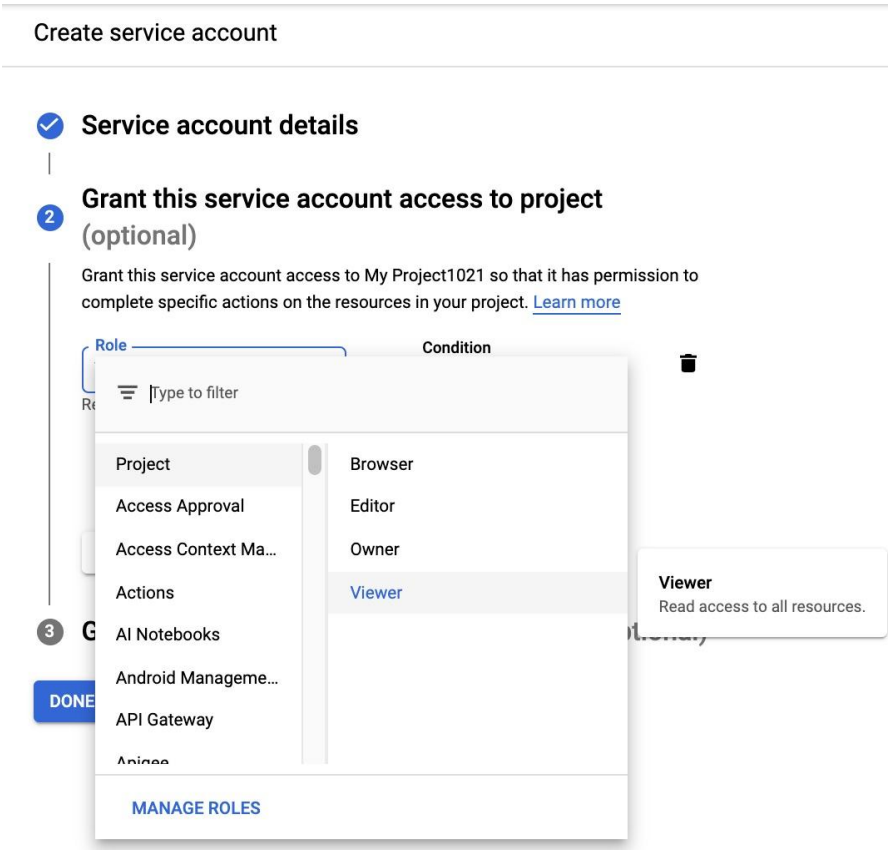
Select "Create credentials" and choose "Service account"



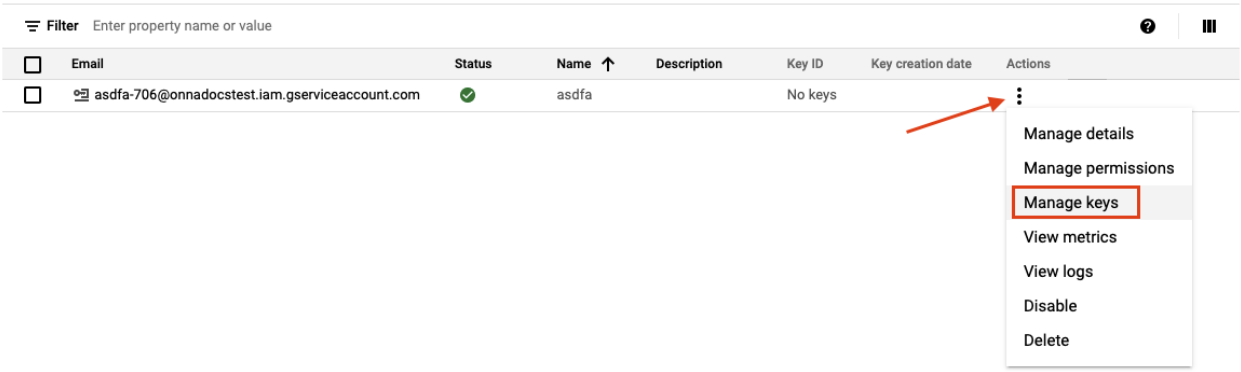
Enter the Service account name, Service account ID and click Create and Continue. *You can also choose to enter an optional description.*



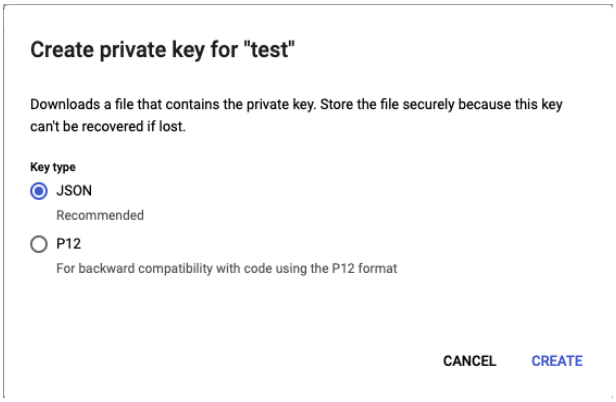
Step 2 → in the Role section select "Project" → "Viewer" → click Continue → then Done



Once the service account is created click "Manage service accounts" → then click on the ellipsis → from the menu select 'Manage Keys'



Next click Add Key → Select Create new key → JSON → Create. The JSON key will be automatically downloaded to your computer. Be sure to store it securely and take note of location, we will need this file at a later step.



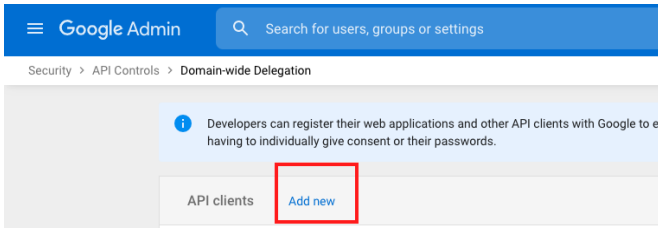
Once the JSON key is stored securely click Close.

4) Copy Client ID

After clicking Close click on the Details tab. Copy the "Unique ID" which will be used for the next step.

5) Delegate domain-wide authority to your service account from Google Admin console

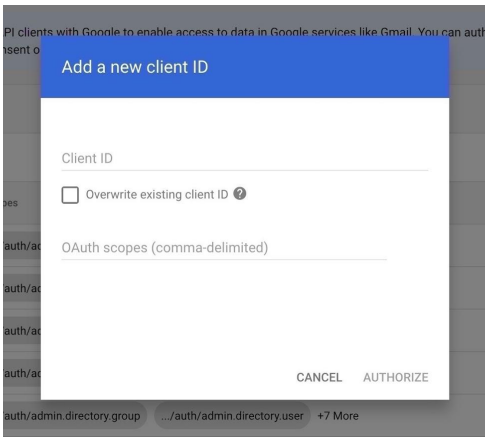
Navigate to the Google Admin console (http://admin.google.com/). From the left menu select → Security → Access and data control API Controls → then Manage Domain Wide Delegation at the bottom of the page→ then select Add New



Paste the Client ID (Unique ID) into the Client ID section. Then paste the URLs below into the OAuth Scopes (comma separated) field:

https://www.googleapis.com/auth/admin.directory.group,
https://www.googleapis.com/auth/admin.directory.user,
https://www.googleapis.com/auth/admin.reports.audit.readonly,
https://www.googleapis.com/auth/admin.reports.usage.readonly,
https://www.googleapis.com/auth/drive,
https://www.googleapis.com/auth/drive.readonly,
https://www.googleapis.com/auth/gmail.readonly,
https://www.googleapis.com/auth/userinfo.email,
https://www.googleapis.com/auth/userinfo.profile,
https://www.googleapis.com/auth/ediscovery,
https://www.googleapis.com/auth/devstorage.read_only

*Values not necessary for Gmail and Drive collections. Only needed if planning to use Onna's in-place-preservation feature with Google Vault.



Once the values have been entered click on Authorize.

Note: the new configuration you just created may take time for the changes to propagate. If the initial Google Workspace connection fails in Onna, give it a few minutes and try again.

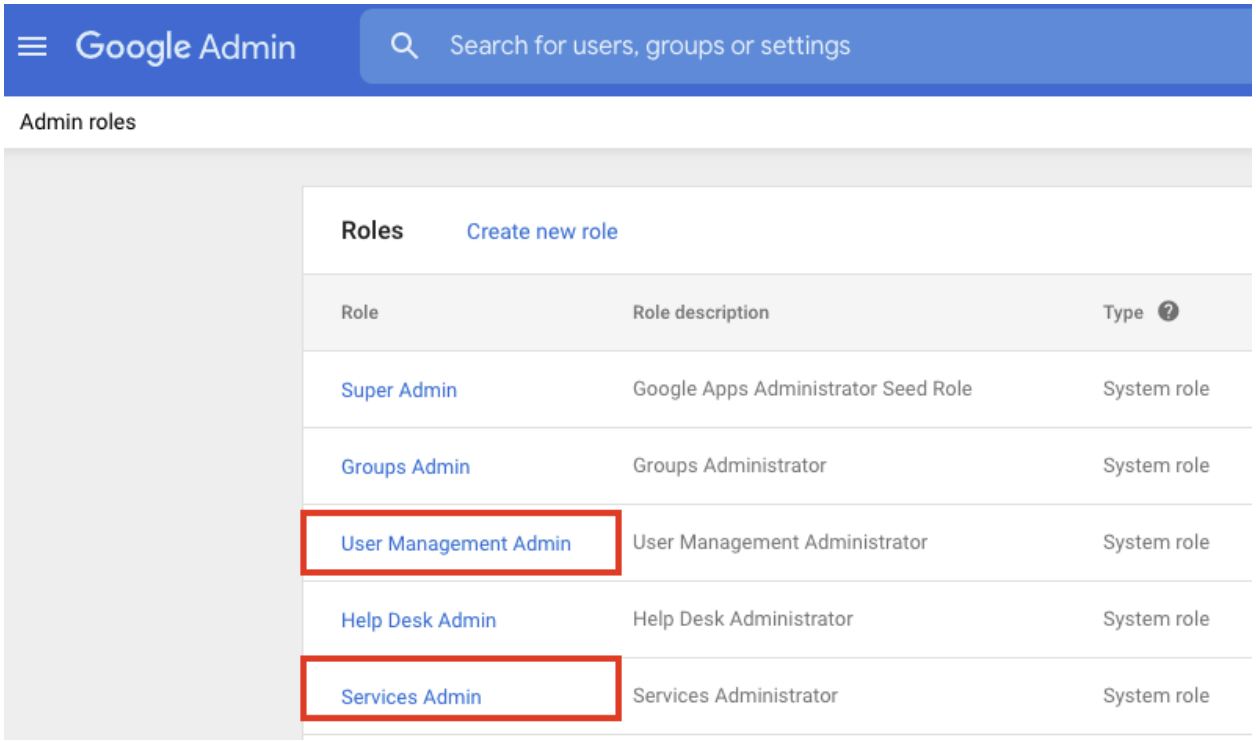
Granting Permissions to non Super Admin Account
(Must be performed by Google Workspace Super Admin)

Note: The below steps can be skipped if you are performing a collection as a Google Workspace Super Admin since all privileges are already available.

1. Navigate to the Google Admin console Roles section: https://admin.google.com/u/1/ac/roles
2. Select 'Create a new role'
3. Name the Role (*Example: Onna Reports, or a similar title*)
4. In the list of privileges, search and select 'Reports' → then save the changes
5. Once the new role has been created → select "Assign users" and assign the user account or service account that will be provided with the collection

Next assign the user account the following System Roles built into Google Workspace that can be found here: https://admin.google.com/u/1/ac/roles

- "User Management Admin"
- "Services Admin"
- "Groups Reader"

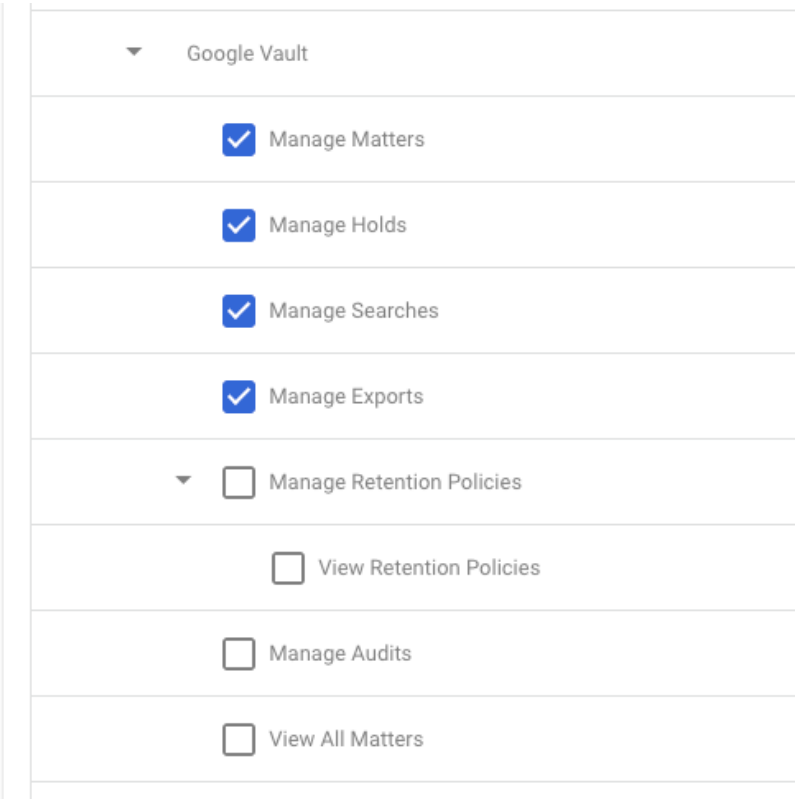


Google Vault connector - Requirements

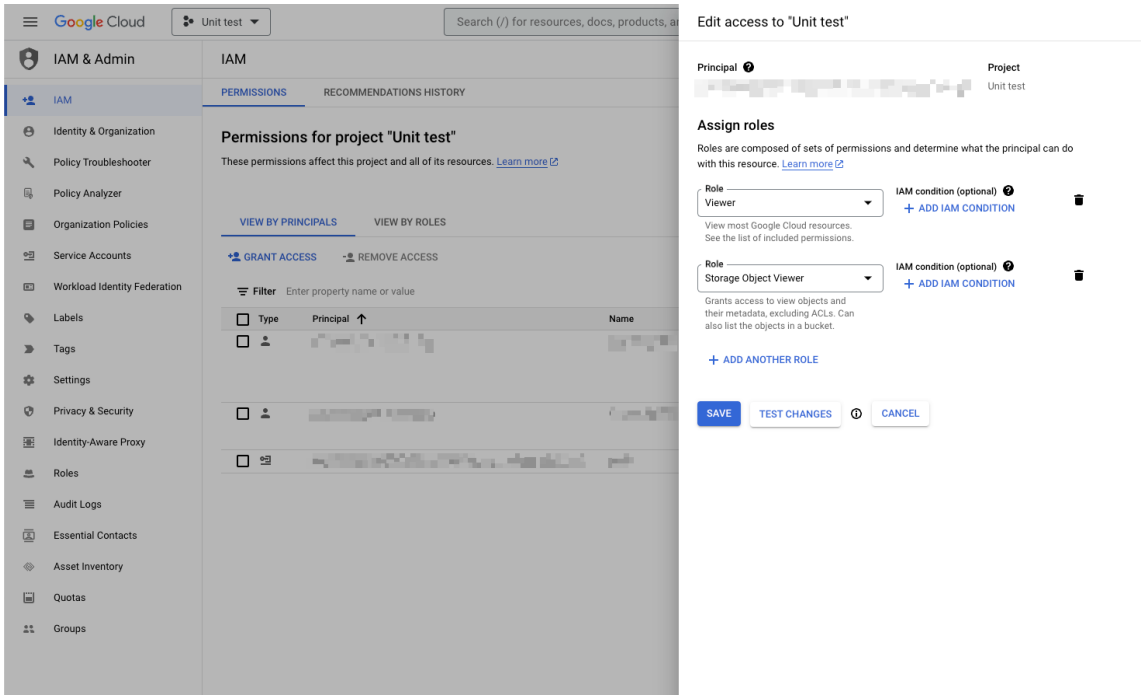
To collect from Google Vault, the following requirements are necessary:

1) When setting up the authorized connection credentials in Onna ensure the toggle for Vault is enabled
    a) *Authorized connections → Enterprise sources → Add admin credentials → Google Workspace → Turn on the toggle to grant access to Vault*

2) The Google user or service account (page 8) being used to connect in Onna with Google will need to have additional assigned privileges to "Manage Exports" and "Manage Searches" in the Google Admin Console.
    a) https://admin.google.com/u/1/ac/roles
    b) *Google Admin Console → Users → Manage* → Select the user → *Admin roles and privileges* → Assign roles
        i) *Manage Matters*
        ii) *Manage Holds*
        iii) *Manage Exports*
        iv) *Manage Searches*
    c) Reference to how to Set up Google Vault privileges



3) The Google user or service account (page 8) will need the "Storage object viewer" role assigned in Google Cloud IAM. To do this, navigate to the Google Console and select "IAM & Admin," then "IAM." Then you can assign the role to the user. Please ensure that this action is carried out for the correct project.



Once these requisites are set the Vault option will be displayed during collection: