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Google Associate-Google-Workspace-Administrator Exam Syllabus Topics:

Topic	Details
Topic 1	• Troubleshooting: This section of the exam measures the skills of Technical Support Specialists and focuses on identifying, diagnosing, and resolving issues within Google Workspace services. It tests the ability to troubleshoot mail delivery problems, interpret message headers, analyze audit logs, and determine root causes of communication failures. Candidates are expected to collect relevant logs and documentation for support escalation and identify known issues. The section also evaluates knowledge in detecting and mitigating basic email attacks such as phishing, spam, or spoofing, using Gmail security settings and compliance tools. Additionally, it assesses troubleshooting skills for Google Workspace access, performance, and authentication issues across different devices and applications, including Google Meet and Jamboard, while maintaining service continuity and network reliability.
Topic 2	• Data Access and Authentication: This section of the exam evaluates the capabilities of Security Administrators and focuses on configuring policies that secure organizational data across devices and applications. It includes setting up Chrome and Windows device management, implementing context-aware access, and enabling endpoint verification. The section assesses the ability to configure Gmail Data Loss Prevention (DLP) and Access Control Lists (ACLs) to prevent data leaks and enforce governance policies. Candidates must demonstrate an understanding of configuring secure collaboration settings on Drive, managing client-side encryption, and restricting external sharing. It also covers managing third-party applications by controlling permissions, approving Marketplace add-ons, and deploying apps securely within organizational units. Lastly, this section measures the ability to configure user authentication methods, such as two-step verification, SSO integration, and session controls, ensuring alignment with corporate security standards and compliance requirements.

Topic 3	• Configuring Services: This section of the exam evaluates the expertise of IT Systems Engineers and emphasizes configuring Google Workspace services according to corporate policies. It involves assigning permissions, setting up organizational units (OUs), managing application and security settings, and delegating Identity and Access Management (IAM) roles. The section also covers creating data compliance rules, applying Drive labels for data organization, and setting up feature releases such as Rapid or Scheduled Release. Candidates must demonstrate knowledge of security configurations for Google Cloud Marketplace applications and implement content compliance and security integration protocols. Furthermore, it includes configuring Gmail settings such as routing, spam control, email delegation, and archiving to ensure communication security and policy alignment across the organization.
Topic 4	• Supporting Business Initiatives: This section of the exam measures the skills of Enterprise Data Managers and covers the use of Google Workspace tools to support legal, reporting, and data management initiatives. It assesses the ability to configure Google Vault for retention rules, legal holds, and audits, ensuring compliance with legal and organizational data policies. The section also involves generating and interpreting user adoption and usage reports, analyzing alerts, monitoring service outages, and using BigQuery to derive actionable insights from activity logs. Furthermore, candidates are evaluated on their proficiency in supporting data import and export tasks, including onboarding and offboarding processes, migrating Gmail data, and exporting Google Workspace content to other platforms.
Topic 5	• Managing Objects: This section of the exam measures the skills of Google Workspace Administrators and covers the management of user accounts, shared drives, calendars, and groups within an organization. It assesses the ability to handle account lifecycles through provisioning and deprovisioning processes, transferring ownership, managing roles, and applying security measures when access needs to be revoked. Candidates must understand how to configure Google Cloud Directory Sync (GCDS) for synchronizing user data, perform audits, and interpret logs. Additionally, it tests knowledge of managing Google Drive permissions, lifecycle management of shared drives, and implementing security best practices. The section also focuses on configuring and troubleshooting Google Calendar and Groups for Business, ensuring proper access control, resource management, and the automation of group-related tasks using APIs and Apps Script.

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Google Associate Google Workspace Administrator Sample Questions (Q102-Q107):

NEW QUESTION # 102
Your organization's employees frequently collaborate with external clients and vendors by using Google Meet. There are active instances of unsupervised meetings within your organization that do not have a host, and unsupervised meetings that continue after an event has completed. You want to end all meetings that are being used inappropriately as quickly as possible. What should you do?

- A. Identify and end all unsupervised meetings by using the security investigation tool.
- B. End all unsupervised meetings by using the Google Meet APIs.
- C. Turn off Google Meet in the Admin console for your organization. Turn Google Meet back on after two minutes.
- D. Enable Host Management for Google Meet, and train internal host employees how to end meetings for everyone.

Answer: B

Explanation:
Using the Google Meet APIs allows you to programmatically end all unsupervised meetings quickly. This approach is the most effective for managing unsupervised meetings in real-time, especially if there are multiple such meetings happening across the organization. It provides a centralized method to monitor and take action on these meetings, ensuring security and preventing misuse.

NEW QUESTION # 103

Your company wants to start using Google Workspace for email. Your domain is verified through a third-party provider. You need to route the email to Google Workspace. What should you do?

- A. Configure a forwarding rule in your current email system to redirect all messages to Gmail.
- B. Create a CNAME record that maps your domain to "gmail.com."
- C. Update your domain's MX records to the Google Workspace MX records provided in the setup instructions.
- D. Change your domain's A record to point to Google's mail servers.

Answer: C

Explanation:
To route your email to Google Workspace, you need to update your domain's MX (Mail Exchange) records to point to Google's mail servers. This step ensures that emails sent to your domain are delivered to your Google Workspace Gmail accounts. The MX records are provided in the setup instructions during the Google Workspace configuration process.

NEW QUESTION # 104

You are managing the buildings and resources for your organization. You need to create several conference rooms with a capacity of 10 people each, equipped with a whiteboard and projector, and wheelchair accessible. You want to ensure the process is efficient. What should you do?

- A. Create each conference room individually in the Google Admin console. Add the features for each room.
- B. Use the Google Admin console to bulk upload the rooms. Create a resource with the specified features and apply the features to that resource.
- C. Automate room creation by using a third-party app from the Google Workspace Marketplace.
- D. Create a CSV file and add all resources. Write a script using the Workspace API to reference the CSV file and create all the resources.

Answer: D

Explanation:
Using a CSV file to list all the conference rooms and a script to automate their creation via the Workspace API is the most efficient solution. This approach allows you to batch-create the rooms with the specified attributes (capacity, whiteboard, projector, wheelchair accessible) without manually inputting each room individually. It minimizes manual effort and ensures consistency across all room configurations.

NEW QUESTION # 105

You notice an increase in support tickets related to Gmail. Multiple users are reporting that their emails are not loading, and they are receiving error messages. You need to troubleshoot the issue and identify potential causes. What should you do?

- A. Collect the users' browser versions and extensions to identify potential compatibility issues.
- B. Review the users' email forwarding settings to ensure that emails are not being redirected to incorrect addresses.
- C. Analyze the users' Gmail labels and filters to determine whether incoming emails are being inadvertently blocked.
- D. Gather HAR files from affected users to capture network traffic and analyze request/response details.

Answer: D

Explanation:
When users report issues like "emails not loading" and "receiving error messages" in Gmail, especially if it's a new or widespread problem, it often points to network-related issues, client-side problems, or interactions between the browser and Google's servers.
A HAR (HTTP Archive) file captures all the network requests and responses that occur in a web browser. This detailed log is invaluable for diagnosing web application issues, including:
Identifying specific error codes from the server.

Analyzing request and response headers.

Checking the timing of requests to see if there are performance bottlenecks.

Pinpointing blocked requests or failed resources.

Here's why the other options are less effective as the first troubleshooting step for this type of widespread issue:

A . Analyze the users' Gmail labels and filters to determine whether incoming emails are being inadvertently blocked. While labels and filters can affect email visibility, they typically wouldn't cause "emails not loading" or generic "error messages" for the Gmail interface itself. This would be more relevant if emails were simply missing, but the interface was functional.

B . Collect the users' browser versions and extensions to identify potential compatibility issues. This is a good secondary troubleshooting step. Browser versions, extensions, or even cached data can certainly cause issues. However, a HAR file can often reveal if the problem is at the browser level (e.g., an extension blocking a script) or deeper within the network interaction. If the HAR shows clean network traffic, then looking at browser specifics becomes more critical.

C . Review the users' email forwarding settings to ensure that emails are not being redirected to incorrect addresses. Email forwarding affects where emails go after they arrive in Gmail, not whether the Gmail interface itself loads or displays errors. This is irrelevant to the reported symptoms.

Reference from Google Workspace Administrator:

While there isn't a direct "Gmail troubleshooting with HAR files" page in the Google Workspace Admin Help, the concept of using HAR files for web application troubleshooting is a fundamental best practice, widely used by Google support themselves when diagnosing complex browser-related issues with Google Workspace services.

General Troubleshooting Steps for Google Workspace (Implicit HAR File Use): Google's support often requests HAR files when diagnosing browser or network-related issues with any of their web-based services. This is a common diagnostic tool.

How to Generate a HAR file: Instructions on how to generate a HAR file are commonly available from browser developers (Chrome, Firefox, Edge, etc.) and are often shared by support teams when troubleshooting web application problems.

Example (General Web Development/Troubleshooting Resource): Various online tutorials and browser developer documentation provide instructions on how to generate HAR files (e.g., Chrome DevTools, Firefox Network Monitor). These are standard tools for web troubleshooting.

By capturing a HAR file, you get a comprehensive picture of the communication between the user's browser and Google's servers, which is critical for identifying the root cause of loading errors and general functionality issues in a web application like Gmail.

NEW QUESTION # 106

You've noticed an increase in phishing emails that contain links to malicious files hosted on external Google Drives. These files often mimic legitimate documents and trick users into granting access to their accounts. You need to prevent users from accessing these malicious external Drive files, but allow them to access legitimate external files. What should you do? (Choose two.)

- A. Create a Drive trust rule that blocks all external domains except for a pre-approved list of trusted partners.
- B. Deploy advanced malware detection software on all user devices to scan and block malicious files.
- C. Enforce stricter password policies.
- D. Conduct regular security awareness training to educate users.

Answer: A,D

Explanation:

E Implement two-factor authentication for all users

Explanation:

Conduct regular security awareness training to educate users: Educating users about phishing threats and safe online practices can help them recognize and avoid phishing attempts, reducing the chances of them falling for such scams.

Create a Drive trust rule that blocks all external domains except for a pre-approved list of trusted partners: By setting up a Drive trust rule to limit access to files from external domains, you can block links to malicious files hosted on untrusted external Google Drives while still allowing access to legitimate external files from trusted sources.

NEW QUESTION # 107

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