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

Topic	Details
Topic 1	<ul style="list-style-type: none">• 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 2	<ul style="list-style-type: none"> • 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 3	<ul style="list-style-type: none"> • 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 4	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 (Q104-Q109):

NEW QUESTION # 104

Users at your company are reporting that they are not receiving some emails in their corporate Gmail account. You have checked the Google Workspace Status Dashboard and you found no service disruptions. You need to identify the root cause of the problem and resolve the mail delivery issues. What should you do? (Choose two.)

- A. Verify whether the organization's Mail Exchange (MX) records are correctly configured.
- B. Check the users' spam folders to determine whether emails are being misdirected.
- C. Investigate the Gmail log events for error messages or unusual patterns.
- D. Use Email Log Search (ELS) to identify specific delivery failures.
- E. Check the senders' IP addresses in the inbound mail gateway.

Answer: A,D

Explanation:

Use Email Log Search (ELS): ELS allows you to trace email delivery and identify issues, such as undelivered or bounced messages. This is an essential tool for identifying the root cause of mail delivery issues.

Verify whether the organization's Mail Exchange (MX) records are correctly configured: Incorrect MX records could prevent emails from being delivered to the organization's Gmail accounts. It's important to verify that these records are set up properly to ensure smooth email delivery.

NEW QUESTION # 105

A team of temporary employees left your organization after completing a shared project. Per company policy, you need to disable their Google Workspace accounts while preserving all project data and related communications in Google Vault for a minimum of two years. You want to comply with this policy while minimizing cost. What should you do?

- A. Move the former employees to their own organizational unit (OU) and disable access to Google services for that OU.
- B. Purchase and assign Archived User licenses to the former employees.
- C. Purchase additional user licenses and suspend the former employees' accounts.
- D. Transfer the former employees' files and data to active user accounts. Delete the former employees' Workspace accounts.

Answer: B

NEW QUESTION # 106

Your organization allows employees to use their personal mobile devices to check their work emails. You need to remove the employee's work email data from their phone when they leave the organization. What should you do?

- A. Set up 2SV authentication on the devices.
- B. Set up advanced mobile management on the devices.
- C. Set up data protection rules to prevent data sharing externally.
- D. Set up basic mobile management on the devices.

Answer: B

Explanation:

With advanced mobile management, you can remotely manage and wipe work-related data from personal devices when an employee leaves the organization. This includes the ability to enforce policies such as requiring a password to access the device, remotely wiping corporate data, and managing access to work resources without affecting the personal data on the device. This solution provides the necessary tools to ensure data security and compliance.

NEW QUESTION # 107

You are configuring Gmail for your company and want to implement a layered security approach. You decide to implement industry-standard email authentication protocols. What should you do?

Choose 2 answers

- A. Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.
- **B. Configure DKIM to digitally sign outbound emails and verify their origin.**
- C. Disable IMAP for your organization to prevent external clients from accessing Gmail.
- D. Configure a blocked senders rule to block all emails from unknown senders.
- **E. Set up SPF records to specify authorized mail servers for your domain.**

Answer: B,E

Explanation:

To implement industry-standard email authentication protocols as part of a layered security approach for Gmail, you should configure DKIM (DomainKeys Identified Mail) and SPF (Sender Policy Framework) records for your domain. These protocols are crucial for verifying the sender's identity and ensuring the integrity of email messages.

Here's a breakdown of why options C and E are correct and why the others are not primarily email authentication protocols or best practices in this context:

C . Configure DKIM to digitally sign outbound emails and verify their origin.

DKIM adds a digital signature to the headers of outbound emails. This signature is verified by receiving mail servers using a public key published in your domain's DNS records. DKIM helps to confirm that the email was indeed sent from your domain and that its content has not been altered in transit. It is a key email authentication protocol that enhances deliverability and protects against email spoofing.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Help prevent email spoofing with DKIM" (or similar titles) explains how to set up DKIM for your domain. It details the process of generating a DKIM key, adding the public key as a TXT record in your DNS, and enabling DKIM signing in the Google Admin console. The documentation emphasizes DKIM's role in authenticating outbound mail and improving email security.

E . Set up SPF records to specify authorized mail servers for your domain.

SPF is a DNS-based email authentication protocol that allows you to specify which mail servers are authorized to send emails on behalf of your domain. Receiving mail servers check the SPF record in the sender's domain's DNS to verify if the sending server's IP address is listed as authorized. This helps to prevent spammers from forging the "From" address of your domain.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Help prevent spoofing with SPF" (or similar titles) guides administrators on creating and publishing SPF records in their domain's DNS. It explains the syntax of SPF records and how they help receiving servers validate the sender's origin, thus reducing spoofing and improving deliverability.

Now, let's look at why the other options are not the primary choices for implementing industry-standard email authentication protocols:

A . Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.

Email quarantine is a security feature that holds potentially harmful or suspicious emails for review. While it can help manage unauthenticated emails, it is a response to potential authentication failures or suspicious content, not an authentication protocol itself. Quarantine helps in handling emails that fail authentication checks (like SPF or DKIM) or are flagged by other security measures.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on Gmail quarantine settings explains how to configure them to manage suspicious emails, including those that may not be properly authenticated. It's a post-authentication handling mechanism.

B . Configure a blocked senders rule to block all emails from unknown senders.

Blocking all emails from "unknown senders" is an overly aggressive and impractical approach for most organizations, as you will likely receive legitimate emails from new contacts or domains. While you can create blocklists, it's not a standard email authentication protocol and can lead to significant disruption of email flow.

Associate Google Workspace Administrator topics guides or documents reference: Gmail's blocking features allow users and administrators to block specific addresses or domains, but blocking all unknown senders is not a recommended security practice.

D . Disable IMAP for your organization to prevent external clients from accessing Gmail.

Disabling IMAP can enhance security by limiting how users access their email, potentially reducing the risk of compromised third-party applications. However, it is not an email authentication protocol that verifies the sender of an email. It controls access to the mailbox, not the authentication of emails received or sent.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on managing IMAP and POP access explains how to enable or disable these protocols for users, focusing on access methods rather than email sender authentication.

Therefore, the two correct answers for implementing industry-standard email authentication protocols are configuring DKIM to sign outbound emails and setting up SPF records to specify authorized sending servers.

NEW QUESTION # 108

Your organization recently deployed Google Workspace. Over 3,000 external contacts were shared in public folders in Microsoft Exchange before the implementation. You need to ensure that these external contacts appear to domain users in Gmail. What should you do?

- **A. Use the Domain Shared Contacts API to add the external contacts to the Directory.**
- B. Use Google Cloud Directory Sync to sync the external contacts from the public folders in Microsoft Exchange to the Directory.
- C. Export the external contacts to a CSV file, upload the file to Google Drive, and instruct users to import to their My Contacts.
- D. Create a user account, add the external contacts, and delegate them to all users in the domain.

Answer: A

Explanation:

The Domain Shared Contacts API allows you to add external contacts to the Google Workspace directory, making them available to all users in the domain. This is the most effective and scalable solution for adding a large number of external contacts (like the 3,000 from Microsoft Exchange) to your Google Workspace environment. Once the contacts are added to the directory, they will be accessible to all users in Gmail and other Google Workspace apps.

NEW QUESTION # 109

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