

# Google-Workspace-Administrator Exam Fee & Google-Workspace-Administrator Certification Questions



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## Google Cloud Certified - Professional Google Workspace Administrator Sample Questions (Q18-Q23):

### NEW QUESTION # 18

Your company has been engaged in a lawsuit, and the legal department has been asked to discover and hold all email for two specific users. Additionally, they have been asked to discover and hold any email referencing

"Secret Project 123."

What steps should you take to satisfy this request?

- A. Create a Matter and a Hold. Set the Hold to Gmail, set it to the top level Organization, and set the search terms to "secret project 123." Create a second Hold. Set the second Hold to Gmail, set it to Accounts, and enter: user1 @your-company.com, user2@your-company.com. Save.
- B. Create a Matter and a Hold. Set the Hold to Gmail, set it to Accounts, and enter: user1@your-company.com AND user2@your-company.com. Set the search terms to: secret AND project AND 123. Save.
- C. Create a Matter and a Hold. Set the Hold to Gmail, set it to Accounts, and set the usernames to: user1@your-company.com, user2@your-company. Set the search terms to secret OR project OR 123. Save.
- **D. Create a Matter and a Hold. Set the Hold to Gmail, set it to Accounts, and set the usernames to: user1@your-company.com, user2@your-company. Set the search terms to: (secret project 123). Save.**

**Answer: D**

Explanation:

\* Create a Matter: Access Google Vault and create a new matter for the lawsuit. Matters are used to manage legal holds and searches.

\* Create a Hold: Within the matter, create a new hold.

\* Set the Hold Scope: Set the hold scope to Gmail, since the requirement is to discover and hold emails.

\* Specify Accounts: Set the usernames to user1@your-company.com and user2@your-company.com.

This ensures that all emails for these specific users are held.

\* Set Search Terms: Use the search terms "secret project 123" to hold any emails that reference this specific term. This is a broad search that captures any email mentioning "Secret Project 123."

\* Save the Hold: Save the hold to ensure that it captures all relevant emails for the specified users and the search term.

References

\* Google Support: Create or update a hold

#### NEW QUESTION # 19

Your organization has confidential internal content for which only authorized employees are allowed to access. Access to this content is managed by using Google Groups. Only administrators can create and manage membership. You need to provide only the necessary functionality and follow the principle of least privilege. What should you do?

- **A. Make a dynamic group so security team members are automatically added.**
- B. Make a moderated group so all incoming communications can be monitored.
- C. Use a group as a collaborative inbox that allows easier sharing.
- D. Make a security group to apply access policies.

**Answer: A**

#### NEW QUESTION # 20

Your organization is implementing a new customer support process that uses Gmail. You need to create a cost-effective solution that allows external customers to send support request emails to the customer support team.

The requests must be evenly distributed among the customer support agents. What should you do?

- A. Create a Google Group, add the support agents to the group, and set the posting permissions to "Public."
- B. Use delegated access for a specific email address that represents the customer support group, and add the customer support team as delegates for that email address.
- **C. Create a Google Group, enable collaborative inbox settings, set posting permissions to "Anyone on the web", and add the customer support agents as group members.**
- D. Set up an inbox for the customer support team. Provide the login credentials to the customer support team.

**Answer: C**

Explanation:

A Google Group with collaborative inbox settings allows you to evenly distribute support request emails among the team. By setting the posting permissions to "Anyone on the web," external customers can send emails directly to the group, and the emails will be

distributed to the support agents as tasks. This is a cost-effective solution that also provides an organized way to manage and track customer support requests.

#### NEW QUESTION # 21

Your organization is in the process of deploying Google Drive for desktop so that your users can access Drive files directly from their desktops. For security reasons, you want to restrict Drive for desktop to only company-owned devices. What two steps should you take from the admin panel to restrict Drive for desktop to only company-owned devices? (Choose two.)

- A. Devices > Endpoints > Add a filter > Management Type > Drive for desktop > Apply
- B. Create a company-owned device inventory using an asset tag.
- C. Apps > Google Workspace > Drive and Docs > Features and Applications > Google Drive for Desktop > Only Allow Google Drive for desktop on authorized devices
- D. Create a company-owned device inventory using serial numbers of devices.
- E. Install the Google Endpoint Verification extension on machines using Drive for Desktop.

**Answer: C,D**

Explanation:

<https://support.google.com/a/answer/9299541?hl=en>

#### NEW QUESTION # 22

Your company works regularly with a partner. Your employees regularly send emails to your partner's employees. You want to ensure that the Partner contact information available to your employees will allow them to easily select Partner names and reduce sending errors.

What should you do?

- A. Create shared contacts in the Directory using the Domain Shared Contacts API.
- B. Educate users on creating personal contacts for the Partner Employees.
- C. Create shared contacts in the Directory using the Directory API.
- D. Add a secondary domain for the Partner Company and create user entries for each Partner user.

**Answer: A**

Explanation:

Enable API Access:

In the Google Workspace Admin console, go to "Security" > "API controls".

Enable API access and ensure the Domain Shared Contacts API is enabled.

Use Domain Shared Contacts API:

Develop a script or application to use the Domain Shared Contacts API to create shared contacts.

Include the partner employees' contact information in the shared contacts list.

Upload Shared Contacts:

Use the script or application to upload the shared contacts to the Google Workspace Directory.

Ensure all partner contacts are correctly added and available to your employees.

Verify and Educate Users:

Verify that the shared contacts are visible to your employees in their Google Contacts.

Educate users on how to access and use the shared contacts to reduce sending errors.

Reference

Google Workspace Admin Help: Domain Shared Contacts API

Google Workspace Admin Help: Manage shared contacts

#### NEW QUESTION # 23

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As the labor market becomes more competitive, a lot of people, of course including students, company employees, etc., and all want to get Google-Workspace-Administrator authentication in a very short time, this has developed into an inevitable trend. Each of them is eager to have a strong proof to highlight their abilities, so they have the opportunity to change their current status, including getting a better job, have higher pay, and get a higher quality of Google-Workspace-Administrator material, etc.



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