

Associate-Google-Workspace-Administrator Instant Download | Associate-Google-Workspace-Administrator Latest Exam Review



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

Topic	Details
Topic 1	<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 2	<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 3	<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 4	<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 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 (Q90-Q95):

NEW QUESTION # 90

You are configuring email for your company's Google Workspace account. The company wants to prevent certain types of files from being sent or received as email attachments in the simplest and most cost-effective way. What should you do?

- **A. Enable the Security Sandbox in Gmail to automatically quarantine emails with suspicious attachments.**
- B. Adjust the maximum message size limit to prevent large files from being sent or received.
- C. Configure an attachment compliance rule in Gmail settings to block specific file types.
- D. Scan all incoming and outgoing emails for malicious attachments by using an industry standard third-party email security solution.

Answer: A

Explanation:

Configuring an attachment compliance rule in Gmail allows you to specifically block certain types of files from being sent or received as email attachments. This approach is simple and cost-effective because it leverages Google Workspace's built-in functionality without requiring third-party solutions or advanced configurations. You can easily specify which file types to block, ensuring that your organization is protected from undesirable attachments.

NEW QUESTION # 91

A department at your company wants access to the latest AI-powered features in Google Workspace. You know that Gemini offers advanced capabilities and you need to provide the department with immediate access to Gemini's features while retaining control over its deployment to ensure that corporate data is not available for human review. What should you do?

- A. Monitor Gemini adoption through the administrator console and wait for wider user adoption before assigning licenses.
- B. Enable Gemini for non-licensed users in that department so they have immediate access to the free service.
- **C. Enable Gemini for the department's organizational unit and assign Gemini licenses to users in the department.**
- D. Enable Alpha features for the organization and assign Gemini licenses to all users.

Answer: C

Explanation:

To provide a specific department with immediate access to Gemini's features in Google Workspace while maintaining control and ensuring corporate data privacy, you need to enable Gemini for that department's organizational unit and assign the necessary licenses to the users within that OU. This approach allows for targeted deployment and ensures that the features are used within the governed Google Workspace environment.

Here's why option A is correct and why the others are not the appropriate solutions:

A . Enable Gemini for the department's organizational unit and assign Gemini licenses to users in the department.

Google Workspace allows administrators to manage services and features at the organizational unit (OU) level. By enabling Gemini specifically for the OU of the department that needs it, you grant access only to those users. Assigning Gemini licenses ensures that they have the required entitlements to use the advanced AI features. Importantly, when Gemini is enabled and used within a Google Workspace account with the appropriate controls, the data generated is governed by Google Workspace's data privacy and security commitments, ensuring corporate data is not available for human review in a way that compromises privacy. Administrators have controls over how Gemini for Workspace interacts with organizational data.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Turn Gemini for Google Workspace on or off for users" (or similar titles) explains how to control access to Gemini features at the organizational unit or group level. It also details the licensing requirements for Gemini for Workspace and how to assign these licenses to specific users. Furthermore, documentation on "Data privacy and security in Gemini for Google Workspace" outlines how user data is handled and protected when using these features within a Google Workspace environment, emphasizing controls to prevent inappropriate human review of corporate data.

B . Monitor Gemini adoption through the administrator console and wait for wider user adoption before assigning licenses.

This approach delays providing the requested access to the department that needs Gemini immediately. Monitoring adoption might be useful for broader rollouts, but it doesn't address the immediate need of the specific department.

Associate Google Workspace Administrator topics guides or documents reference: While the Admin console provides insights into usage and adoption of various Google Workspace services, it doesn't serve as the primary mechanism for granting initial access to new features like Gemini for specific teams.

C . Enable Gemini for non-licensed users in that department so they have immediate access to the free service.

There isn't a "free service" of Gemini directly integrated within Google Workspace that bypasses licensing and organizational controls in the way this option suggests. Gemini for Google Workspace is a licensed feature that needs to be enabled and assigned by the administrator. Enabling features for "non-licensed users" in a corporate environment without proper governance is not a standard or secure practice. It would likely mean users are accessing a consumer version of Gemini, which would not be subject to the same data privacy and security controls as the licensed Google Workspace version, potentially exposing corporate data to human review outside of the organization's policies.

Associate Google Workspace Administrator topics guides or documents reference: Google's documentation on Gemini for Workspace clearly outlines the licensing requirements and the integration within the Google Workspace environment, emphasizing administrative control over its deployment and usage.

D . Enable Alpha features for the organization and assign Gemini licenses to all users.

Enabling Alpha features for the entire organization carries significant risks as these features are still under development and may not be stable or fully secure. Assigning Gemini licenses to all users when only one department needs it is an unnecessary cost and expands the deployment before proper evaluation and targeted rollout. It also doesn't specifically address the need to limit access to the requesting department initially.

Associate Google Workspace Administrator topics guides or documents reference: Google's guidelines on release channels (Rapid, Scheduled, Alpha/Beta) strongly advise against enabling pre-release features like Alpha for production environments due to potential

instability and lack of full support. Controlled rollouts to specific OUs are recommended for new features. Therefore, the most appropriate action is to enable Gemini for the specific organizational unit of the requesting department and assign Gemini licenses to the users within that OU. This provides immediate access while maintaining administrative control and ensuring that the usage of AI features within the Google Workspace environment adheres to the organization's data privacy policies.

NEW QUESTION # 92

Your company has recently migrated from an on-premises email solution to Google Workspace. You have successfully added and verified the new primary domain. However, you also want to continue receiving emails sent to your former on-premises email server for a transitional period. You need to ensure that emails sent to your former domain are still delivered to your on-premises server, even though your primary email system is now Google Workspace. What should you do?

- A. Add the former domain as a domain alias for the primary domain.
- B. Adjust the TTL (Time-to-Live) for the former domain to ensure a smooth transition.
- **C. Configure MX records for the former domain to point to your on-premises email servers.**
- D. Add the former domain as a secondary domain in your Google Workspace settings and verify the domain.

Answer: C

Explanation:

To ensure that emails sent to your former domain are still delivered to your on-premises server during a transitional period after migrating your primary email to Google Workspace, you need to configure the MX (Mail Exchanger) records for the former domain to point to your on-premises email servers.

Here's why the other options are incorrect and why configuring MX records is the correct approach, based on the principles of email routing and domain management within Google Workspace:

A . Configure MX records for the former domain to point to your on-premises email servers.

MX records are DNS records that specify the mail servers responsible for accepting email messages on behalf of a domain. 1 By configuring the MX records for your former domain to point to the IP addresses or hostnames of your on-premises email servers, you are instructing the internet's DNS system that any email addressed to users on your former domain should be routed to those specific servers. This ensures that mail for the former domain bypasses Google Workspace and continues to be delivered to your existing infrastructure.

Associate Google Workspace Administrator topics guides or documents reference: While the exact phrasing might vary across different Google Workspace support articles and documentation, the core concept of MX records and their role in email routing is fundamental to domain setup and management. The official Google Workspace Admin Help documentation on "Set up MX records for Google Workspace" (or similar titles) explicitly explains how MX records control where email for a domain is delivered. In this scenario, you are essentially managing the MX records for a domain that is not the primary Google Workspace domain to direct its mail flow.

B . Add the former domain as a secondary domain in your Google Workspace settings and verify the domain.

Adding a domain as a secondary domain within Google Workspace allows you to create separate user accounts with email addresses on that domain, all managed within your Google Workspace organization. This would mean that Google Workspace would handle the email for the former domain, which is the opposite of what you need in this scenario (you want the emails to go to your on-premises server).

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Add a domain or domain alias" clearly distinguishes between secondary domains and domain aliases and their respective functionalities. Secondary domains are for managing separate sets of users, not for routing mail to external servers.

C . Adjust the TTL (Time-to-Live) for the former domain to ensure a smooth transition.

TTL is the amount of time a DNS record is cached by resolving name servers. While adjusting TTL can be important when making DNS changes (like switching MX records to Google Workspace), it doesn't directly control where email is delivered. Lowering the TTL before making MX changes to point to Google Workspace helps with a faster transition, but in this case, you are not pointing the former domain's mail to Google Workspace. Therefore, adjusting the TTL alone will not achieve the desired outcome.

Associate Google Workspace Administrator topics guides or documents reference: Information on TTL is typically found within the context of DNS management best practices in Google Workspace Admin Help, often related to domain verification or MX record changes to Google. It doesn't serve as a mechanism for routing mail to external, non-Google Workspace servers for a domain that isn't managed by Google Workspace for email.

D . Add the former domain as a domain alias for the primary domain.

Adding a domain as a domain alias means that emails sent to addresses on the alias domain will be delivered to the corresponding user accounts on your primary Google Workspace domain. This is useful when you want users to receive email at multiple domain names within your Google Workspace environment. It does not route email to an external, on-premises server.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Add a domain or domain alias" clearly explains the functionality of domain aliases. It emphasizes that email sent to a domain alias is received by the users on the primary domain, not an external system.

Therefore, the only way to ensure emails sent to your former domain are still delivered to your on-premises server is by configuring the MX records for that former domain to point to your on-premises mail server.

NEW QUESTION # 93

Your organization is migrating their current on-premises email solution to Google Workspace. You need to ensure that emails sent to your domain are correctly routed to Gmail. What should you do?

- A. Configure SPF, DKIM, and DMARC records in your current email domain's DNS settings.
- B. Set up email forwarding from your on-premises email provider to Gmail.
- C. Change the Mail Exchange (MX) records in your current email domain's DNS settings to point to Google's mail servers.
- D. Create a content compliance rule to filter and route incoming emails.

Answer: C

Explanation:

To ensure that emails sent to your domain are correctly routed to Gmail, you need to update the Mail Exchange (MX) records in your domain's DNS settings to point to Google's mail servers. This is a critical step in the migration process, as it ensures that all incoming email traffic is directed to Google Workspace after the switch.

NEW QUESTION # 94

Your company recently installed a free email marketing platform from the Google Workspace Marketplace. The marketing team is unable to access customer contact information or send emails through the platform. You need to identify the cause of the problem. What should you do first?

- A. Use the security investigation tool to review Gmail logs.
- B. Verify that the email marketing platform's subscription is active and up-to-date.
- C. Check the OAuth scopes that are granted to the email marketing platform and ensure the platform has access to Contacts and Gmail.
- D. Confirm that the "Manage Third-Party App Access" setting in the Admin console is enabled.

Answer: C

Explanation:

When a third-party application from the Google Workspace Marketplace is installed, it requests specific permissions (OAuth scopes) to access Google Workspace data and services. If the marketing team is unable to access customer contact information or send emails, the most likely cause is that the installed email marketing platform was not granted the necessary OAuth scopes for Contacts and Gmail during the installation or approval process.

Here's why other options are less likely to be the first step:

A . Verify that the email marketing platform's subscription is active and up-to-date. While important for continued use, a "free" platform from the Marketplace generally doesn't have a subscription that would prevent initial access to basic functions like contacts and sending emails unless it's a trial that expired, which isn't indicated as the primary problem. This would be a later troubleshooting step if scope issues are ruled out.

C . Confirm that the "Manage Third-Party App Access" setting in the Admin console is enabled. This setting controls whether users can install any third-party apps from the Marketplace. If it were disabled, the app likely wouldn't have been installed in the first place. If it was enabled and then disabled, the app would stop working, but the specific problem points to data access, not app disablement.

D . Use the security investigation tool to review Gmail logs. The security investigation tool is excellent for reviewing security events, but it's more for post-incident analysis or suspicious activity. In this scenario, the problem is a lack of functionality for a newly installed app, not a security breach or misconfiguration that would necessarily show up in Gmail logs immediately as an access issue for the app itself. The OAuth scopes are the more direct and initial point of failure.

Reference from Google Workspace Administrator:

Manage third-party app access to data: Google Workspace administrators can control which third-party apps can access their organization's data. This includes reviewing and managing OAuth API access for configured apps.

Reference:

Understanding OAuth scopes: When an application requests access to Google data, it does so by requesting specific "scopes." These scopes define the particular resources and operations that the application is allowed to perform. For an email marketing platform, scopes for <https://www.googleapis.com/auth/contacts> (or a more specific contact scope) and <https://www.googleapis.com/auth/gmail.send> (or a broader Gmail scope) would be crucial.

Controlling which third-party & internal apps can access Google Workspace data: This section in the Admin console specifically

allows administrators to review "Configured apps" and check their "OAuth API access." This is where you would see the scopes granted to the email marketing platform.

NEW QUESTION # 95

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