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Contains actual Associate Google Workspace Administrator Associate-Google-Workspace-Administrator Associate Google Workspace Administrator questions to facilitate preparation

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Google Associate Google Workspace Administrator Sample Questions (Q50-Q55):

NEW QUESTION # 50

You are migrating your organization's email to Google Workspace. Your organization uses the terramearth.com email domain. You need to configure Google Workspace to receive emails sent to terramearth.com. What should you do?

- **A. Add terramearth.com as a primary, secondary, or alias domain in Google Workspace. Update the Mail Exchange (MX) records with your domain registrar to direct mail flow to Google's mail servers.**
- B. Configure an email address in Google Workspace to capture emails sent to unverified domains, including terramearth.com.
- C. Create a domain alias for terramearth.com in Google Workspace. Configure email forwarding to redirect emails to the new Google Workspace accounts.
- D. Establish a Transport Layer Security (TLS) connection between your company's existing mail servers and Google's mail servers

Answer: A

Explanation:

To receive emails for your domain (terramearth.com) in Google Workspace, you need to add the domain to Google Workspace as either a primary, secondary, or alias domain, depending on your organization's requirements. After adding the domain, you must update the Mail Exchange (MX) records at your domain registrar to point to Google's mail servers. This step is essential to ensure that emails are correctly routed to Google Workspace.

NEW QUESTION # 51

A user in your organization reported that their internal event recipient is not receiving the Calendar event invites. You need to identify the source of this problem. What should you do?

- A. Check if Calendar service is turned off for the event creator.
- B. Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.
- **C. Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.**
- D. Check whether the business hours are set up in the event recipient's Calendar settings.
- E. Check whether the Calendar event has more than 50 guests.

Answer: C

Explanation:

Google Calendar allows users to configure various notification settings, including whether they receive email notifications for new events, changes to events, reminders, etc. If the recipient has disabled email notifications for new events, they would not receive the invites in their inbox, even though the event might be correctly added to their Calendar.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Calendar Help documentation for users, such as "Change notification settings," explains how users can customize their event notifications. This includes options to turn off email notifications for new events. While administrators don't directly manage individual user's notification settings, understanding these user-level controls is crucial for troubleshooting. An administrator might guide the user to check these settings.

A . Check whether the business hours are set up in the event recipient's Calendar settings.

Business hours in Google Calendar primarily affect meeting scheduling suggestions and how a user's availability is displayed to others. They do not directly prevent a user from receiving event invitations. Whether or not a recipient has configured their business hours will not stop the email notification for a new event from being sent (unless perhaps in very specific and unusual edge cases related to resource scheduling, which isn't indicated here).

Associate Google Workspace Administrator topics guides or documents reference: The Google Calendar Help documentation on "Set your working hours and location" explains the purpose of business hours, which is related to availability and scheduling, not the receipt of invitations.

B . Check if Calendar service is turned off for the event creator.

If the Calendar service is turned off for the event creator, they would not be able to create or send any Calendar events in the first place. Since the user created and sent the invite (as mentioned by the recipient not receiving it), the Calendar service must be active for the creator.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Turn Google Calendar on or off for users" explains how administrators can control access to the Calendar service. If the service is off for a user, they would not have Calendar functionality.

C . Check whether the Calendar event has more than 50 guests.

While there might be limitations on the number of guests that can be added to a single Calendar event, exceeding this limit typically results in an error message for the event creator during the invitation process, not a failure of the recipient to receive the invite. Even if there were such a limit affecting receipt (which is not a common documented issue for internal users within reasonable limits), it wouldn't be the first thing to check.

Associate Google Workspace Administrator topics guides or documents reference: Google Calendar Help documentation might mention limits on the number of guests, but these limits usually pertain to the ability to add guests, send updates, or view responses, not a complete failure of delivery to some recipients within the organization.

Therefore, the most logical first step in troubleshooting why an internal recipient isn't receiving Calendar event invites is to have the recipient check their own Calendar notification settings to ensure that email notifications for new events are enabled.

Explanation:

When an internal user reports not receiving Google Calendar event invites, the most likely immediate cause to investigate on the recipient's end is their notification settings within Google Calendar. Users can customize their notification preferences, and it's possible they have turned off email notifications for new events.

Here's why option D is the most relevant first step and why the other options are less likely to be the primary cause of this specific issue:

NEW QUESTION # 52

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. Set up an inbox for the customer support team. Provide the login credentials to the customer support team.
- **D. 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.**

Answer: D

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 # 53

An employee is leaving your company and has numerous files stored in My Drive. Their manager wants to retain access to these files. You need to offboard the departing employee's Google Workspace account while ensuring that the manager can still access the files while following Google-recommended practices. What should you do?

- A. Use Google Vault to establish a retention policy for the organizational unit (OU) of the departing employee. Assign the Google Archived User license.
- B. Download the departing employee's Drive data by using Google Takeout. Upload the data to the manager's Drive before deleting the departing employee's Google Workspace account.
- C. Instruct the departing employee to share their My Drive folder with the manager before leaving. Delete the Google Workspace account on the departing employee's last day.
- **D. Transfer ownership of the departing employee's files to the manager during the user deletion process.**

Answer: D

Explanation:

Transferring ownership of the departing employee's files to the manager ensures that the manager retains access to all the files, including those stored in My Drive, without requiring additional steps like downloading or sharing files. This method follows Google-recommended practices and ensures that the files remain under proper management even after the employee's account is deleted. This process can be done efficiently during the offboarding process to ensure continuity of access.

NEW QUESTION # 54

Several employees at your company received messages with links to malicious websites. The messages appear to have been sent by your company's human resources department. You need to identify which users received the emails and prevent a recurrence of

similar incidents in the future.
What should you do?

- A. Collect a list of users who received the messages. Search the recipients' email addresses in Google Vault. Export and download the malicious emails in PST file format. Add the sender's email address to a quarantine list setting in Gmail to quarantine any future emails from the sender.
- B. Search for the sender's email address by using the security investigation tool. Delete the messages. Turn on the safety options for spoofing and authentication protection in Gmail settings.
- C. Search the sender's email address by using Email Log Search. Identify the users that received the messages. Instruct them to mark them as spam in Gmail, delete the messages, and empty the trash.
- **D. Search for the sender's email address by using the security investigation tool. Mark the messages as phishing. Add the sender's email address to the Blocked senders list in the Spam, Phishing and Malware setting in Gmail to automatically reject future messages.**

Answer: D

Explanation:

The security investigation tool in Google Workspace allows you to identify the impacted users and messages. By marking the messages as phishing, you acknowledge their malicious nature, helping to protect the users. Adding the sender's email address to the Blocked senders list ensures that future messages from this sender will be automatically blocked, preventing recurrence of similar incidents.

NEW QUESTION # 55

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