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

| Topic   | Details  |
|---------|--|
| Торіс 1 | <ul> <li>Troubleshooting Common Issues: Targeting Technical Support Engineers and Systems Administrators, this domain tests diagnostic skills for mail delivery failures (SPF)</li> <li>DMARC analysis), Calendar</li> <li>Drive permission conflicts, Meet performance issues, and accidental file deletion recovery. It emphasizes log interpretation, HAR file generation, and leveraging the Workspace Status Dashboard for outage identification.</li> </ul>                        |
| Торіс 2 | <ul> <li>Managing Endpoints: This section measures the proficiency of Endpoint Security Engineers and Mobility Managers in applying mobile device policies (BYOD</li> <li>company-owned), Chrome browser enrollment</li> <li>extension management, and troubleshooting synchronization issues across Workspace services.</li> </ul>  |
| Торіс 3 | Managing Security Policies and Access Controls: Validating skills of Security Architects and IAM Specialists, this domain enforces password policies, 2SV methods (Authenticator, passkeys), and context-aware access rules. It covers security group management, admin role delegation (super admins), Security Center risk analysis, and third-party app controls (Marketplace allowlists, SAML integration).  |
| Topic 4 | <ul> <li>Managing Core Workspace Services: Targeting Workspace Configuration Specialists and Collaboration Platform Engineers, this domain focuses on configuring Gmail (mail routing, DLP, SPF</li> <li>DKIM), Drive</li> <li>Shared Drives (sharing policies, quotas), Calendar (resource delegation), Meet (security</li> <li>recording settings), Chat moderation, and Gemini licensing. It also covers AppSheet</li> <li>Apps Script deployment for workflow automation.</li> </ul> |

# Google Associate Google Workspace Administrator Sample Questions (Q88-Q93):

## **NEW QUESTION #88**

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

#### Answer: B

#### 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 #89**

Your company's help desk is receiving technical support tickets from employees who report that messages from known external contacts are being sent to the spam label in Gmail. You need to correct the issue and ensure delivery of legitimate emails without introducing additional risk as soon as possible. What should you do?

- A. Create an address list of approved senders so messages from these users bypass Gmail's spam filters and recipients can
  decide whether they are spam or not.
- B. Contact the external senders, and tell them to authenticate their sent mail by using domain-based message authentication, reporting, and conformance (DMARC).
- C. Ask employees to select the messages in Gmail that are being delivered to spam and mark them as Not spam.
- D. Turn off more aggressive spam filtering in spam policies that are applied to the users' organizational unit and add the senders' mail system IP addresses to the email allowlist.

#### Answer: C

### Explanation:

Asking employees to mark legitimate emails as "Not spam" helps train Gmail's spam filter to correctly identify these senders as trusted. This is a quick and effective way to correct the issue without introducing any additional risk or changes to the email filtering settings. Over time, Gmail will learn to recognize these senders as legitimate, reducing the likelihood of their messages being misclassified as spam in the future.

#### **NEW QUESTION #90**

You recently noticed a suspicious trend in your organization's Google Drive usage. Several users have shared sensitive documents outside the organization, potentially violating your company's data security policy. You need to identify the responsible users and the extent of the unauthorized sharing. What should you do?

- A. Use the security health page to identify misconfigured sharing settings in Drive.
- B. Review the organization's sharing policies in the Admin console, and update the policies to prevent external sharing.
- C. Use the security investigation tool to analyze Drive logs and identify the users.
- D. Create an activity rule in the Security Center to alert you of future external sharing events.

#### Answer: C

#### Explanation:

The core of the problem is to identify the responsible users and the extent of past unauthorized sharing. The Security Investigation Tool is designed precisely for this purpose. It allows administrators to search and analyze various audit logs, including Drive logs, to pinpoint specific events, users, and data.

Here's why the other options are less appropriate as the first or most direct action for this specific problem:

- A . Review the organization's sharing policies in the Admin console, and update the policies to prevent external sharing. This is a crucial preventative measure for the future, and a necessary step after identifying the scope of the problem. However, it won't help you identify who shared what in the past.
- B. Use the security health page to identify misconfigured sharing settings in Drive. The security health page provides an overview of your security posture and can highlight general misconfigurations. While useful for identifying potential vulnerabilities, it won't give you the granular details of specific users and shared documents that have already occurred, which is what the question asks for.
- D. Create an activity rule in the Security Center to alert you of future external sharing events. Similar to option A, this is a future-oriented preventative and monitoring measure. It will help catch future violations but won't provide information about the past unauthorized sharing that has already happened.

Reference from Google Workspace Administrator:

Security investigation tool: This tool is explicitly designed for identifying, triaging, and taking action on security issues. It allows administrators to search and analyze logs from various Google Workspace services, including Drive, to investigate specific events like external sharing.

# Reference:

Drive audit log events: The security investigation tool leverages audit logs. Drive audit logs capture events such as document sharing, changes in sharing permissions, and access.

#### **NEW QUESTION #91**

Your organization wants to ensure that all employees who use Chrome browsers for work adhere to specific security and configuration settings. You need to manage and control the Chrome browsers used within the company while using the least expensive solution. What should you do?

- A. Remotely wipe all employee devices to ensure that they are using the latest Chrome browser version.
- B. Enroll the Chrome browsers in your organization's domain and apply Chrome browser policies.
- C. Disable all extensions on employee Chrome browsers to prevent any potential security risks.
- D. Use a third-party software deployment solution to manage the Chrome browser.

#### Answer: B

# Explanation:

Google Workspace (specifically Chrome Enterprise Core, which is often included or available for free with Google Workspace editions) provides built-in capabilities to manage Chrome browsers across an organization. By enrolling Chrome browsers in your domain, you can apply policies centrally from the Google Admin console, controlling security settings, extensions, updates, and more. This is a first-party, cloud-based solution that doesn't require additional software or licensing costs beyond your existing

Google Workspace subscription, making it the "least expensive solution." Here's why the other options are less suitable for managing Chrome browsers with the least expense:

A . Use a third-party software deployment solution to manage the Chrome browser. While possible, this would incur additional costs for the third-party software, its licensing, and potentially its maintenance. Google Workspace offers native browser management, so a third-party solution is not the "least expensive." B . Remotely wipe all employee devices to ensure that they are using the latest Chrome browser version. Remotely wiping devices is a drastic and disruptive measure, typically used for lost/stolen devices or offboarding. It's not a standard or appropriate method for managing browser versions or applying configuration settings. It would also be highly expensive in terms of lost productivity and IT effort.

D. Disable all extensions on employee Chrome browsers to prevent any potential security risks. While disabling extensions can mitigate some risks, it's an overly broad and potentially disruptive action that could hinder employee productivity if legitimate and necessary extensions are disabled. More importantly, it's just one potential policy you might apply, not the method for managing the browsers centrally and cost-effectively. Chrome browser policies allow for granular control, including allowing/blocking specific extensions.

Reference from Google Workspace Administrator:

Set Chrome policies for users or browsers: This is the key administrative function that allows you to manage Chrome browsers. It describes how to apply policies to Chrome browsers enrolled in your organization's domain.

Reference:

Chrome Enterprise Core: This outlines the free cloud-based management features available for Chrome browsers, which are often integrated with Google Workspace. It explicitly states that "cloud-based management and reporting for \$0" are available with Chrome Enterprise Core.

Maximizing Google Chrome Management in Google Workspace: This article further emphasizes that "the basic policies for Google Chrome management are available for free with Google Workspace." By leveraging the built-in Chrome browser management capabilities within the Google Workspace Admin console, organizations can centrally control Chrome settings and security with no additional software cost, fitting the "least expensive solution" requirement.

#### **NEW QUESTION #92**

The current data storage limit for the sales organizational unit (OU) at your company is set at 10GB per user. A subset of sales representatives in that OU need 100GB of storage across shared services. You need to increase the storage for only the subset of sales representatives by using the least disruptive approach and the fewest configuration steps. What should you do?

- A. Move the subset of users to a sub-OU, and assign a 100GB storage limit to that sub-OU.
- B. Change the storage limit of the sales OU to 100GB.
- C. Instruct the subset of users to store their documents in a Shared Drive with a 100GB limit.
- D. Create a configuration group, and add the subset of users to that group. Set the group storage limit to 100GB.

#### Answer: A

#### Explanation:

By moving the subset of sales representatives to a sub-organizational unit (OU) and assigning a 100GB storage limit to that sub-OU, you can efficiently increase the storage for those users without affecting the rest of the sales team. This approach allows you to target the specific users that require more storage, maintaining minimal disruption and configuration steps.

## **NEW QUESTION #93**

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