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Google Workspace is a cloud-based productivity suite that includes a variety of applications like Gmail, Google Drive, Google Meet, and more. With the increasing popularity of Google Workspace among businesses and organizations, the demand for certified professionals who can manage and administer these applications is also on the rise. The Google Cloud Certified - Professional Google Workspace Administrator exam is designed to test the knowledge and skills of those who want to become certified administrators of Google Workspace.

The Google Google-Workspace-Administrator Exam consists of multiple-choice questions and is administered online. Candidates have two hours to complete the exam, and they must achieve a passing score of 80% or higher to earn the certification. Google-Workspace-Administrator exam fee is \$75 USD, and it can be taken from anywhere in the world.

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Google Cloud Certified - Professional Google Workspace Administrator Sample Questions (Q15-Q20):

NEW QUESTION # 15

An employee at your organization is resigning. They are in charge of organizing and maintaining recurring team events. You want to preserve the existing meetings and transfer ownership to the resigning employee's manager. What should you do?

- A. Assign an Archived User (AU) license for the resigning employee.
- B. Instruct the resigning employee to share free/busy details for their calendar with their manager.
- **C. Transfer both the events and the resources owned by the resigning employee to their manager by using the Admin console.**
- D. Delete the existing calendar events and instruct the manager to create new events as the owner.

Answer: C

Explanation:

<https://support.google.com/a/answer/7400733?hl=en>

NEW QUESTION # 16

Your organization has a strict requirement that your temporary employees can only send emails to and receive emails from specific external domains. You must define a policy in Google Workspace that meets this requirement for users in the temporary employee organizational unit (OU). What should you do?

- A. Configure the restrict delivery setting to limit domains that the temporary employees can communicate with. Allow Google Docs sharing.
- **B. Add the allowed domains when configuring the restrict delivery setting in Gmail settings, and select the box to bypass for internal emails.**
- C. Restrict sending and receiving to Google Groups, and carefully curate the temporary employees' memberships.
- D. Create a policy in Gmail settings that rewrites the recipient for outbound messages and quarantines incoming messages to review before delivery.

Answer: B

Explanation:

Access the Admin Console: Sign in to your Google Admin console.

Navigate to Apps: Click on "Apps" and then "Google Workspace."

Select Gmail: In the Google Workspace section, click on "Gmail."

Gmail Settings: Click on "Compliance" under the "Advanced settings" section.

Restrict Delivery Setting: Scroll down to the "Restrict delivery" section and click "Configure." Define Policy: Enter the specific external domains you want to allow the temporary employees to communicate with.

Bypass for Internal Emails: Make sure to select the option to bypass the restriction for internal emails, ensuring internal communication is not affected.

Apply to OU: Apply this setting to the organizational unit (OU) containing the temporary employees.

Save the Configuration: Save the changes and ensure the policy is active.

Reference:

Google Workspace Admin Help: Set up compliance rules for Gmail

NEW QUESTION # 17

A large enterprise that had a security breach is working with an external legal team to determine best practices for an investigation. Using Google Vault, the security team is tasked with exporting data for review by the legal team. What steps should you take to securely share the data in question?

- A. Determine the scope of the investigation, create a Matter and Holds in Google Vault, and share with the legal team.
- B. Immediately suspend the user's account, search for all the email messages in question, and forward to the legal team.
- **C. Suspend the user's account, search all associated users data in Google Vault, and export the data.**
- D. Immediately suspend the user's account, assign an archived user license, and export data.

Answer: C

Explanation:

To securely share data using Google Vault for an investigation:

- * Suspend the user's account to prevent further changes to their data.
- * Use Google Vault to search for all associated user data relevant to the investigation.
- * Export the data securely from Google Vault. These steps ensure that the data remains intact and secure throughout the investigation process.

References:

- * Google Workspace Admin Help - Export data from Google Vault
- * Google Workspace Admin Help - Manage user accounts

NEW QUESTION # 18

By using Account Activity reports, you have flagged several users who are uploading large files.

You want to ensure you don't run out of pooled storage and you want to stop the abuse. What should you do first?

- A. Warn the flagged users, and purchase more pooled storage to avoid hitting storage quotas.
- B. Email flagged users with a warning of possible abuse.
- C. Use the Security Investigation Tool to set alerts on the flagged users.
- **D. Place the flagged users in a configuration group and set storage limits for the group.**

Answer: D

NEW QUESTION # 19

A user has traveled overseas for an extended trip to meet with several vendors. The user has reported that important draft emails have not been saved in Gmail, which is affecting their productivity. They have been constantly moving between hotels, vendor offices, and airport lounges.

You have been tasked with troubleshooting the issue remotely. Your first priority is diagnosing and preventing this from happening again, and your second priority is recovering the drafts if possible. Due to time zone differences, and the user's busy meeting schedule, you have only been able to arrange a brief Hangouts Meet with the user to gather any required troubleshooting inputs. What two actions should be taken on this call with the user? (Choose two.)

- A. Use the Email log search in the Admin panel.
- B. Ask the user to send an email to you so you can check the headers.
- **C. Record a HAR file of the user composing a new email.**
- **D. Take screenshots of the user's screen when composing an email.**
- E. Check the Users > App Users Activity report.

Answer: C,D

Explanation:

* Recording a HAR file (B):

* HAR (HTTP Archive) files contain a detailed log of web browser's interaction with a site.

Recording a HAR file while the user is composing a new email will provide detailed information about any network issues, errors, or delays in the communication between the user's browser and Gmail servers. This can help diagnose connectivity issues, session timeouts, or any other underlying problems that may prevent drafts from being saved.

* Taking Screenshots (C):

* Taking screenshots of the user's screen while composing an email can help visually capture any error messages, unusual behavior, or interface issues that the user might be experiencing.

Screenshots provide a clear view of the user's environment, including the browser settings, extensions, and any prompts or notifications that appear during the email composition process.

Detailed Steps:

* Recording a HAR File:

* Instruct the user on how to open the Developer Tools in their browser (usually by pressing F12 or right-clicking on the page and selecting "Inspect").

* Navigate to the Network tab within Developer Tools.

* Ensure the "Preserve log" option is checked to retain the recorded log across different pages.

* Start recording the HAR file before the user starts composing a new email.

* After reproducing the issue, stop the recording and save the HAR file.

* Have the user send the HAR file to you for analysis.

* Taking Screenshots:

* Guide the user on taking screenshots while they are composing a new email.

* Ensure they capture key steps, including opening the compose window, typing the email, and any errors or unusual behavior that occurs.

* The user can take multiple screenshots if necessary to provide a comprehensive view of the issue.

* Ask the user to share these screenshots with you for further investigation.

Why the Other Options Are Less Effective:

* A. Ask the user to send an email to you so you can check the headers:

* This does not directly help diagnose why drafts are not being saved, as email headers mainly provide information about the routing and delivery of sent emails, not drafts.

* D. Use the Email log search in the Admin panel:

* Email log search is useful for tracking sent and received emails but does not provide insights into drafts or unsaved work.

* E. Check the Users > App Users Activity report:

* This report shows user activity but may not give specific details about the draft-saving process or connectivity issues faced during email composition.

References

* Google Workspace Admin Help: Analyze connectivity issues using HAR files

* Google Chrome DevTools: Network Analysis

* Google Workspace Admin Help: User reports in the Admin console

NEW QUESTION # 20

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