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Google Workspace Administrator certification is a valuable credential for IT professionals who want to enhance their career prospects in the field of cloud computing. Google Cloud Certified - Professional Google Workspace Administrator certification exam is ideal for IT professionals who are responsible for managing and administering Google Workspace for their organizations. It is also suitable for IT professionals who want to learn how to manage and administer Google Workspace services and gain a deep understanding of the platform's features and capabilities.

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

Topic	Details

Topic 1	<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 2	<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 3	<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.
Topic 4	<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 5	<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.

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Google Associate Google Workspace Administrator Sample Questions (Q91-Q96):

NEW QUESTION # 91

You are configuring Gmail for your company and want to implement a layered security approach. You decide to implement industry-standard email authentication protocols. What should you do?

Choose 2 answers

- **A. Configure DKIM to digitally sign outbound emails and verify their origin.**
- B. Configure a blocked senders rule to block all emails from unknown senders.
- C. Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.
- D. Disable IMAP for your organization to prevent external clients from accessing Gmail.
- **E. Set up SPF records to specify authorized mail servers for your domain.**

Answer: A,E

Explanation:

To implement industry-standard email authentication protocols as part of a layered security approach for Gmail, you should configure DKIM (DomainKeys Identified Mail) and SPF (Sender Policy Framework) records for your domain. These protocols are crucial for verifying the sender's identity and ensuring the integrity of email messages.

Here's a breakdown of why options C and E are correct and why the others are not primarily email authentication protocols or best practices in this context:

C . Configure DKIM to digitally sign outbound emails and verify their origin.

DKIM adds a digital signature to the headers of outbound emails. This signature is verified by receiving mail servers using a public key published in your domain's DNS records. DKIM helps to confirm that the email was indeed sent from your domain and that its content has not been altered in transit. It is a key email authentication protocol that enhances deliverability and protects against email spoofing.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Help prevent email spoofing with DKIM" (or similar titles) explains how to set up DKIM for your domain. It details the process of generating a DKIM key, adding the public key as a TXT record in your DNS, and enabling DKIM signing in the Google Admin console. The documentation emphasizes DKIM's role in authenticating outbound mail and improving email security.

E . Set up SPF records to specify authorized mail servers for your domain.

SPF is a DNS-based email authentication protocol that allows you to specify which mail servers are authorized to send emails on behalf of your domain. Receiving mail servers check the SPF record in the sender's domain's DNS to verify if the sending server's IP address is listed as authorized. This helps to prevent spammers from forging the "From" address of your domain.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Help prevent spoofing with SPF" (or similar titles) guides administrators on creating and publishing SPF records in their domain's DNS. It explains the syntax of SPF records and how they help receiving servers validate the sender's origin, thus reducing spoofing and improving deliverability.

Now, let's look at why the other options are not the primary choices for implementing industry-standard email authentication protocols:

A . Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.

Email quarantine is a security feature that holds potentially harmful or suspicious emails for review. While it can help manage unauthenticated emails, it is a response to potential authentication failures or suspicious content, not an authentication protocol itself. Quarantine helps in handling emails that fail authentication checks (like SPF or DKIM) or are flagged by other security measures. Associate Google Workspace Administrator topics guides or documents reference: Documentation on Gmail quarantine settings explains how to configure them to manage suspicious emails, including those that may not be properly authenticated. It's a post-authentication handling mechanism.

B . Configure a blocked senders rule to block all emails from unknown senders.

Blocking all emails from "unknown senders" is an overly aggressive and impractical approach for most organizations, as you will

likely receive legitimate emails from new contacts or domains. While you can create blocklists, it's not a standard email authentication protocol and can lead to significant disruption of email flow.

Associate Google Workspace Administrator topics guides or documents reference: Gmail's blocking features allow users and administrators to block specific addresses or domains, but blocking all unknown senders is not a recommended security practice. D . Disable IMAP for your organization to prevent external clients from accessing Gmail.

Disabling IMAP can enhance security by limiting how users access their email, potentially reducing the risk of compromised third-party applications. However, it is not an email authentication protocol that verifies the sender of an email. It controls access to the mailbox, not the authentication of emails received or sent.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on managing IMAP and POP access explains how to enable or disable these protocols for users, focusing on access methods rather than email sender authentication.

Therefore, the two correct answers for implementing industry-standard email authentication protocols are configuring DKIM to sign outbound emails and setting up SPF records to specify authorized sending servers.

NEW QUESTION # 92

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

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.

NEW QUESTION # 93

You are designing a group structure for your company that will be used to grant access to a specific shared drive. You need this solution to automatically add and remove employees based on their job role. What should you do?

- A. Create a distribution list. Add all employees with the desired job role. Grant the distribution list access to the shared drive.
- B. Create a dynamic group. Set the membership criteria to the desired job role. Grant the dynamic group access to the shared drive.
- C. Create a security group. Add all employees with the desired job role. Grant the security group access to the shared drive.
- D. Create a configuration group. Add users on an exception basis. Grant the configuration group access to the shared drive.

Answer: B

Explanation:

A dynamic group automatically manages its membership based on user attributes, such as job role. This approach ensures that employees are automatically added or removed from the group based on their role, minimizing manual effort and ensuring that the group always reflects the current team composition. Granting this dynamic group access to the shared drive ensures that the right users have the appropriate permissions without requiring constant manual updates.

NEW QUESTION # 94

Your organization has enabled Google Groups for Business to let employees create and manage their own email distribution lists and web forums. You need to ensure that users cannot join external Google Groups with their Google Workspace accounts without interrupting internal group usage. What should you do?

- A. Use the Directory API to change the settings of user-created groups to disable features that allow external users to access,

view, or post on groups.

- B. In Additional Google Services, turn Google Groups OFF at the root organizational unit.
- C. Set the setting for Google Groups for Business called Default for permission to view conversations to All organization users.
- **D. Set the setting for Google Groups for Business called Accessing groups from outside this organization to Private.**

Answer: D

Explanation:

By setting the Accessing groups from outside this organization to Private, you prevent users from joining external Google Groups while still allowing internal users to use Google Groups within the organization. This setting ensures that only members of your organization can join and interact with internal groups, effectively stopping external access without affecting internal group usage.

NEW QUESTION # 95

Your organization uses live-streaming to host large Google Meet meetings. You need to limit the participation to affiliated Google Workspace domains by using the Admin console. What should you do?

- A. Turn off live streaming to Youtube.
- B. Turn on in-house live streaming. Invite users from affiliated domains.
- C. Add the Trusted Workspace domain names in the Stream dialog box.
- **D. Add participants to an organizational unit (OU). Turn on live streaming.**

Answer: D

Explanation:

By organizing participants into an organizational unit (OU) in the Admin console, you can control access to live streaming and ensure that only users from affiliated Google Workspace domains are allowed to participate in the live-streamed meetings. Turning on live streaming within this context will ensure that the meeting is restricted to the appropriate participants from the specified domains.

NEW QUESTION # 96

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