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To save resources of our customers, we offer real Associate Google Workspace Administrator (Associate-Google-Workspace-Administrator) exam questions that are enough to master for Associate-Google-Workspace-Administrator certification exam. Our Google Associate-Google-Workspace-Administrator Exam Dumps are designed by experienced industry professionals and are regularly updated to reflect the latest changes in the Building Associate Google Workspace Administrator (Associate-Google-Workspace-Administrator) exam content.

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

Section	Objectives
Topic 1: Core Google Workspace Services	- Configure collaboration services • 1. Configure Google Drive and file sharing • 2. Manage Gmail settings • 3. Configure Google Meet and Chat • 4. Manage Calendar resources and policies
Topic 2: Troubleshooting and Support	- Resolve Workspace issues • 1. Use Admin console troubleshooting tools • 2. Diagnose user access problems • 3. Resolve mail delivery and synchronization issues • 4. Review service health and status dashboards
Topic 3: Endpoint Management	- Manage devices and endpoints • 1. Troubleshoot endpoint issues • 2. Manage Chrome browser and OS policies • 3. Configure mobile device management • 4. Apply endpoint compliance policies

Topic 4: Security and Access Management	- Secure the Workspace environment • 1. Manage endpoint and device security • 2. Implement access and sharing restrictions • 3. Monitor security alerts and incidents • 4. Configure multi-factor authentication
Topic 5: Data Governance and Compliance	- Manage compliance and retention • 1. Implement data loss prevention policies • 2. Manage auditing and reporting • 3. Manage sharing and access controls • 4. Configure retention and Vault policies
Topic 6: User and Account Management	- Manage users and groups • 1. Manage groups and shared resources • 2. Create and manage user accounts • 3. Assign admin roles and privileges • 4. Configure organizational units

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Google Associate Google Workspace Administrator Sample Questions (Q70-Q75):

NEW QUESTION # 70

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. 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.
- B. 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.
- C. Use Google Vault to establish a retention policy for the organizational unit (OU) of the departing employee. Assign the Google Archived User license.
- 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 # 71

An employee with a Workspace Business Plus license at your company is going on a long leave soon. The employee will not need access to their Google Workspace data, but their teammates will need access to the employee's data. When the employee returns from leave, you will need to restore access to their account, data, emails, and shared documents. You need to preserve the employee's Workspace data while also minimizing cost while they are on leave. What should you do?

- A. Export the account data by using Takeout, and remove the user license in the Admin console.
- **B. Purchase an Archived User license and assign the license to the employee.**
- C. Copy the employee's emails, and transfer their file ownership to a teammate. Delete the user account.
- D. Suspend their account in the Admin console.

Answer: B

Explanation:

To preserve an employee's Google Workspace data while they are on long leave, allow teammates access to that data, and minimize costs with the intention of fully restoring the account upon their return, the best course of action is to purchase an Archived User license and assign it to the employee.

Here's why option B is the most suitable and cost-effective solution that meets all the requirements:

B . Purchase an Archived User license and assign the license to the employee.

Google Workspace offers Archived User licenses at a significantly lower cost than a full user license. When you assign an Archived User license to an account, the data (including Gmail, Drive, and other Workspace services) is retained and can be accessed by other authorized users (e.g., administrators or delegated teammates). The user themselves cannot log in or use the services, thus minimizing cost. Upon the employee's return, you can easily reassign a full Business Plus license to their account, restoring their full access without any data loss or complex restoration processes.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "About Archived User licenses" (or similar titles) explicitly describes this scenario as the intended use case for Archived User licenses. It outlines the reduced cost, the preservation of data, the ability for administrators to access the data (and delegate access), and the seamless transition back to a full license when the user returns.

A . Suspend their account in the Admin console.

Suspending an account prevents the user from accessing it, but it typically retains the full license cost. While an administrator might be able to access some data in a suspended account, it doesn't offer the cost savings of an Archived User license. Additionally, depending on the suspension duration and Google's policies, there might be implications for long-term data retention without an active or archived license.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Suspend or restore users" explains the functionality of account suspension. It primarily focuses on temporarily revoking access, not on long-term, cost-effective data preservation with potential for delegated access.

C . Export the account data by using Takeout, and remove the user license in the Admin console.

While Google Takeout allows you to export user data, this creates a separate archive that is not directly integrated with Google Workspace. Providing teammates access to this exported data would be cumbersome and not as seamless as accessing it within the original Workspace environment. Removing the user license would stop data retention in Google Workspace, and restoring the account fully upon the employee's return would involve re-importing the data, which can be complex, time-consuming, and potentially lead to data loss or inconsistencies. This option does minimize cost by removing the license but at the expense of easy access and seamless restoration.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on Google Takeout describes its purpose for exporting data out of Google services, primarily for personal use or data migration, not for temporary data preservation and collaborative access within the Workspace environment. Removing a license typically leads to data deletion after a certain period unless an alternative (like an Archived User license) is in place.

D . Copy the employee's emails, and transfer their file ownership to a teammate. Delete the user account.

This approach involves significant data manipulation and potential loss of context. Copying emails might not preserve the entire mailbox structure and could miss important information. Transferring file ownership can be complex and might not cover all types of data or shared items. Deleting the user account would permanently remove the data, making full restoration upon the employee's return impossible. This option is not suitable for preserving the employee's Workspace data and restoring their account later.

Associate Google Workspace Administrator topics guides or documents reference: Google Workspace's account management best practices emphasize preserving user accounts and data for returning employees. Deleting accounts with the intention of temporary leave is strongly discouraged due to the difficulty and risks associated with data recovery and account recreation.

Therefore, the most appropriate action that meets all the requirements of preserving data, providing access to teammates, minimizing cost during the leave, and allowing for full restoration upon return is to purchase an Archived User license and assign it to the employee.

NEW QUESTION # 72

Your company has just started using Search Ads 360. You need to limit access to Additional Google services for your entire organization by using the Admin console. Only the marketing team and a specific group of users from the web design team should have access. What should you do?

- A. Enable Search Ads 360 for both the marketing and web design team organizational units (OUs). Create a group to explicitly deny access to Search Ads 360. Assign the group to the web design users who should not have access.
- B. Enable Search Ads 360 at the top level of your organizational structure.
- **C. Enable Search Ads 360 for the marketing organizational unit (OU). Create a new group in the Admin console that includes the web design team users who need access. Enable Search Ads 360 for that group.**
- D. Enable Search Ads 360 for the marketing organizational unit (OU). Create a sub-OU under the marketing OU. and move the web design team users who need access into this sub-OU.

Answer: C

Explanation:

To limit access to Search Ads 360 to only the marketing team and a specific group of users from the web design team, the most effective and Google-recommended approach is to enable the service for the marketing organizational unit (OU) and then create a separate group containing the specific web design users who need access, enabling the service for that group as well. This allows for granular control and avoids granting access to the entire web design OU.

Here's why option D is the correct solution and why the others are less ideal:

D . Enable Search Ads 360 for the marketing organizational unit (OU). Create a new group in the Admin console that includes the web design team users who need access. Enable Search Ads 360 for that group.

This approach leverages both organizational units and groups for access control. By enabling Search Ads 360 for the marketing OU, you grant access to all users within that department. Then, by creating a separate group containing the specific web design users who require access and enabling Search Ads 360 for that group, you provide them with the necessary permissions without granting access to the entire web design OU. This method allows for targeted access based on both departmental affiliation and specific user needs, aligning with the principle of least privilege.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Turn services on or off for users" explains how to control access to Google services at both the organizational unit and group levels. It highlights the flexibility of using a combination of OUs and groups to achieve granular access control. Enabling a service for an OU applies it to all members of that OU, while enabling it for a group applies it only to the members of that specific group, regardless of their OU.

A . Enable Search Ads 360 for both the marketing and web design team organizational units (OUs). Create a group to explicitly deny access to Search Ads 360. Assign the group to the web design users who should not have access.

While you can deny service access using groups, it's generally more straightforward and less prone to errors to explicitly grant access only to those who need it. Enabling the service for the entire web design OU and then trying to revoke access for some users within it adds unnecessary complexity and potential for misconfiguration. Deny rules can also sometimes interact in unexpected ways with allow rules.

Associate Google Workspace Administrator topics guides or documents reference: While the Admin console allows for denying service access through groups, the documentation often emphasizes granting access to specific OUs or groups that require it as a more manageable and transparent approach.

B . Enable Search Ads 360 at the top level of your organizational structure.

Enabling Search Ads 360 at the top level would grant access to the service to every user in your organization. This directly contradicts the requirement to limit access to only the marketing team and a specific group within the web design team. This option provides the least control and violates the principle of least privilege.

Associate Google Workspace Administrator topics guides or documents reference: Google's best practices for service control emphasize granting access only to those who need it, typically by applying settings at the OU or group level, not organization-wide unless the service is intended for everyone.

C . Enable Search Ads 360 for the marketing organizational unit (OU). Create a sub-OU under the marketing OU. and move the web design team users who need access into this sub-OU.

Creating a sub-OU under the marketing OU for users from the web design team who need access is a less logical organizational structure. It mixes users from different departments within the same branch of the OU hierarchy, which can complicate future policy management and reporting. It's generally better to keep users within their respective departmental OUs and use groups for cross-departmental service access.

Associate Google Workspace Administrator topics guides or documents reference: Google's guidance on OU structure recommends organizing users based on their functional role or department within the organization for logical policy management and reporting. Creating sub-OUs based on service access needs rather than organizational structure is not a typical recommendation. Therefore, the most appropriate and manageable solution is to enable Search Ads 360 for the marketing OU and create a separate group containing the specific web design users who need access, then enable the service for that group as well.

NEW QUESTION # 73

An executive at your organization asked you to give their executive administrator access to their Workspace account. You need to ensure that this executive administrator can manage emails in the executive's account. You need to maintain security and privacy of the executive's account. What should you do?

- A. Instruct the executive to share their password with their executive administrator.
- B. Assist the executive in setting up email forwarding to their executive administrator.
- C. Create a Google Group, and add all executive administrators. Enable delegated access to the Group.
- **D. Grant delegated access to the executive's Gmail account, and assign access to their executive administrator in Gmail settings.**

Answer: D

Explanation:

Granting delegated access allows the executive administrator to manage the executive's emails without requiring access to the executive's password. This solution ensures security and privacy by limiting the permissions to email management only, while keeping the executive's account secure. The executive administrator will be able to send, read, and delete emails on behalf of the executive, but they won't have access to other aspects of the account.

NEW QUESTION # 74

Several users reported not receiving emails from a specific external sender. You want to determine whether Google received these messages. What should you do?

- **A. Search for missing messages using Email Log Search (ELS).**
- B. Check if the domain registration expired.
- C. Update MX records.
- D. Open a support ticket.

Answer: A

Explanation:

Email Log Search allows administrators to investigate message delivery issues and confirm whether Google received, rejected, or processed the message.

NEW QUESTION # 75

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