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> Exam Name: Professional Google Workspace Administrator

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QUESTION 96

As the Workspace Administrator, you have been asked to configure Google Cloud Directory Sync (GCDS) in order to manage Google Group memberships from an internal LDAP server. However, multiple Google Groups must have their memberships managed manually. When you run the GCDS sync, you notice that these manually managed groups are being deleted. What should you do to prevent these groups from being deleted?

- A. In the GCDS configuration manager, update the group deletion policy setting to "don't delete Google groups not found in LDAP."
- B. Use the Directory API to check and update the group's membership after the GCDS sync is completed.
- C. Confirm that the base DN for the group email address attribute matches the base DN for the user email address attribute.
- D. In the user attribute settings of the GCDS configuration manager options, set the Google domain users deletion/suspension policy to "delete only active Google domain users not found in LDAP."

Answer: A

Explanation:

Don't delete Google Groups not found in LDAP If checked, Google Group deletions in your Google domain are disabled, even when the Groups aren't in your LDAP server.

<https://support.google.com/a/answer/6258071?hl=en&zippy=%2Cgoogle-group-deletion-policy>

QUESTION 97

Your marketing department needs an easy way for users to share items more appropriately. They want to easily link-share Drive files within the marketing department, without sharing them with your entire company. What should you do to fulfill this request? (Choose two.)

- A. Create a shared drive that's shared internally organization-wide.
- B. Update Drive sharing for the marketing department to restrict to internal.
- C. Create a shared drive for internal marketing use.
- D. Update the link sharing default to the marketing team when creating a document.
- E. In the admin panel Drive settings, create a target audience that has all of marketing as members.

Answer: CE

Explanation:

<https://support.google.com/a/answer/9934697?hl=en>

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

Topic	Details
Topic 1	<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.
Topic 2	<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 3	<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 4	<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 5	<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.
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Google Associate Google Workspace Administrator Sample Questions (Q69-Q74):

NEW QUESTION # 69

Several employees from your finance department are collaborating on a long-term, multi-phase project. You need to create a confidential group for this project as quickly as possible. You also want to minimize management overhead. What should you do?

- **A. Create a dynamic group and define the Department user attribute as a condition for membership with the value as the finance department.**
- B. Create a Google Group and appoint a group admin to manage the membership of this group.
- C. Create a Google Group by using Google Cloud Directory Sync (GCDS) to automatically sync the members.
- D. Create a Google Group and update the settings to allow anyone in the organization to join the group.

Answer: A

Explanation:

A dynamic group automatically updates membership based on user attributes, such as department, ensuring that only relevant employees (e.g., those in the finance department) are added to the group. This minimizes management overhead because the membership is updated automatically, without the need for manual intervention. It also ensures that the group remains up to date as employees join or leave the department.

NEW QUESTION # 70

Per regulatory requirements, your company is required to keep the data of employees located in Germany within Europe and the data of employees located in the US within the US. The employees in Germany are in a separate organizational unit (OU) than employees in the US. You need to ensure that where employee data is stored is in compliance with the location regulations. What should you do?

- A. Navigate to the Data Regions function in the Admin console. Select 'No preference.'
- **B. Navigate to the Data Regions function in the Admin console. Select the Europe region for employees in Germany, and select the US region for US employees.**
- C. Instruct employees to use Drive for desktop to keep documents on their corporate computers.
- D. Create two Groups. Assign employees into the Germany or US Group based on their location. Use Google Drive trust rules to prevent sharing between the Groups.

Answer: B

Explanation:

Using the Data Regions function in the Google Admin console, you can specify where data is stored for different organizational units (OUs) based on their geographical location. This ensures that employee data for those in Germany is stored within Europe, while data for US employees is stored within the US, meeting the regulatory requirements for data locality. This approach automates compliance and eliminates the need for manual tracking or additional configurations.

Okay, I will carefully review the question and provide a 100% verified answer based on the official Associate Google Workspace Administrator documentation, correct any typing errors, and present it in the requested format.

NEW QUESTION # 71

Your organization has hired temporary employees to work on a sensitive internal project. You need to ensure that the sensitive project data in Google Drive is limited to only internal domain sharing. You do not want to be overly restrictive. What should you do?

- A. Create a Drive DLP rule, and use the sensitive internal Project name as the detector.
- B. Restrict the Drive sharing options for the domain to allowlisted domains.
- C. Turn off the Drive sharing setting from the Team dashboard.
- **D. Configure the Drive sharing options for the domain to internal only.**

Answer: D

Explanation:

By configuring the Drive sharing options for your domain to "internal only," you ensure that sensitive project data is restricted to your organization's internal users. This prevents any external sharing while allowing your team members to collaborate freely within the organization. It strikes the right balance between maintaining security and avoiding unnecessary restrictions on collaboration.

NEW QUESTION # 72

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

Answer: D

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 # 73

Users at your company are reporting that they are not receiving some emails in their corporate Gmail account. You have checked the Google Workspace Status Dashboard and you found no service disruptions. You need to identify the root cause of the problem and resolve the mail delivery issues. What should you do? (Choose two.)

- **A. Use Email Log Search (ELS) to identify specific delivery failures.**
- B. Check the senders' IP addresses in the inbound mail gateway.
- C. Investigate the Gmail log events for error messages or unusual patterns.
- **D. Verify whether the organization's Mail Exchange (MX) records are correctly configured.**
- E. Check the users' spam folders to determine whether emails are being misdirected.

Answer: A,D

Explanation:

Use Email Log Search (ELS): ELS allows you to trace email delivery and identify issues, such as undelivered or bounced messages. This is an essential tool for identifying the root cause of mail delivery issues.

Verify whether the organization's Mail Exchange (MX) records are correctly configured: Incorrect MX records could prevent emails from being delivered to the organization's Gmail accounts. It's important to verify that these records are set up properly to ensure smooth email delivery.

NEW QUESTION # 74

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