

# Exam Associate-Google-Workspace-Administrator

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Google Workspace

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

| Topic   | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Topic 1 | <ul style="list-style-type: none"><li>Managing Data Governance and Compliance: Designed for Data Governance Analysts and Compliance Officers, this section addresses Vault eDiscovery, DLP rule creation for sensitive data protection (credit cards, PII), Drive trust rules for external sharing restrictions, data location controls, and classification via Drive</li><li>Gmail labels. It evaluates strategies for Takeout management and regulatory alignment.</li></ul>                           |
| Topic 2 | <ul style="list-style-type: none"><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 recording settings), Chat moderation, and Gemini licensing. It also covers AppSheet</li><li>Apps Script deployment for workflow automation.</li></ul> |
| Topic 3 | <ul style="list-style-type: none"><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>                                                                                                                                            |
| Topic 4 | <ul style="list-style-type: none"><li>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).</li></ul>                                          |
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| Topic 5 | <ul style="list-style-type: none"> <li>• Managing User Accounts, Domains, and Directory: This section measures the skills of Identity Administrators and Directory Managers, covering user lifecycle processes like automated provisioning</li> <li>• de-provisioning, SAML SSO configuration, and GCDS integration. It includes designing OU hierarchies aligned with organizational structures, managing dynamic</li> <li>• security groups, domain verification (MX records), and resource booking permissions for rooms</li> <li>• equipment.</li> </ul> |
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### Google Associate Google Workspace Administrator Sample Questions (Q20-Q25):

#### NEW QUESTION # 20

Your organization handles a significant amount of sensitive customer data and must follow strict industry regulations. To meet an upcoming compliance deadline, you need to quickly implement a solution that automatically classifies files stored in Google Drive based on the content of files.

What should you do?

- A. Apply Drive labels based on content. Use Google Vault to create retention rules based on Drive labels, ensuring that data is kept for the required duration.
- B. Add users into organizational units (OUs). Configure default file classification in Drive for the desired OUs.
- C. Implement a third-party data governance tool that integrates with Drive and provides advanced classification capabilities.
- D. Create data loss prevention (DLP) rules for Drive. Configure the rules to apply Drive labels based on content.

**Answer: D**

Explanation:

Data loss prevention (DLP) rules in Google Workspace allow you to automatically classify and label files in Google Drive based on their content, such as identifying sensitive customer data. This ensures compliance by applying the appropriate classification to files as they are stored, allowing you to quickly meet the compliance deadline while automating the classification process based on predefined criteria.

#### NEW QUESTION # 21

Your company has recently migrated from an on-premises email solution to Google Workspace. You have successfully added and verified the new primary domain. However, you also want to continue receiving emails sent to your former on-premises email server for a transitional period. You need to ensure that emails sent to your former domain are still delivered to your on-premises server, even though your primary email system is now Google Workspace. What should you do?

- A. Configure MX records for the former domain to point to your on-premises email servers.
- B. Adjust the TTL (Time-to-Live) for the former domain to ensure a smooth transition.
- C. Add the former domain as a domain alias for the primary domain.
- D. Add the former domain as a secondary domain in your Google Workspace settings and verify the domain.

**Answer: A**

Explanation:

To ensure that emails sent to your former domain are still delivered to your on-premises server during a transitional period after migrating your primary email to Google Workspace, you need to configure the MX (Mail Exchanger) records for the former domain to point to your on-premises email servers.

Here's why the other options are incorrect and why configuring MX records is the correct approach, based on the principles of email routing and domain management within Google Workspace:

A . Configure MX records for the former domain to point to your on-premises email servers.

MX records are DNS records that specify the mail servers responsible for accepting email messages on behalf of a domain. 1 By configuring the MX records for your former domain to point to the IP addresses or hostnames of your on-premises email servers, you are instructing the internet's DNS system that any email addressed to users on your former domain should be routed to those specific servers. This ensures that mail for the former domain bypasses Google Workspace and continues to be delivered to your existing infrastructure.

Associate Google Workspace Administrator topics guides or documents reference: While the exact phrasing might vary across different Google Workspace support articles and documentation, the core concept of MX records and their role in email routing is fundamental to domain setup and management. The official Google Workspace Admin Help documentation on "Set up MX records for Google Workspace" (or similar titles) explicitly explains how MX records control where email for a domain is delivered. In this scenario, you are essentially managing the MX records for a domain that is not the primary Google Workspace domain to direct its mail flow.

B . Add the former domain as a secondary domain in your Google Workspace settings and verify the domain.

Adding a domain as a secondary domain within Google Workspace allows you to create separate user accounts with email addresses on that domain, all managed within your Google Workspace organization. This would mean that Google Workspace would handle the email for the former domain, which is the opposite of what you need in this scenario (you want the emails to go to your on-premises server).

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Add a domain or domain alias" clearly distinguishes between secondary domains and domain aliases and their respective functionalities. Secondary domains are for managing separate sets of users, not for routing mail to external servers.

C . Adjust the TTL (Time-to-Live) for the former domain to ensure a smooth transition.

TTL is the amount of time a DNS record is cached by resolving name servers. While adjusting TTL can be important when making DNS changes (like switching MX records to Google Workspace), it doesn't directly control where email is delivered. Lowering the TTL before making MX changes to point to Google Workspace helps with a faster transition, but in this case, you are not pointing the former domain's mail to Google Workspace. Therefore, adjusting the TTL alone will not achieve the desired outcome.

Associate Google Workspace Administrator topics guides or documents reference: Information on TTL is typically found within the context of DNS management best practices in Google Workspace Admin Help, often related to domain verification or MX record changes to Google. It doesn't serve as a mechanism for routing mail to external, non-Google Workspace servers for a domain that isn't managed by Google Workspace for email.

D . Add the former domain as a domain alias for the primary domain.

Adding a domain as a domain alias means that emails sent to addresses on the alias domain will be delivered to the corresponding user accounts on your primary Google Workspace domain. This is useful when you want users to receive email at multiple domain names within your Google Workspace environment. It does not route email to an external, on-premises server.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Add a domain or domain alias" clearly explains the functionality of domain aliases. It emphasizes that email sent to a domain alias is received by the users on the primary domain, not an external system.

Therefore, the only way to ensure emails sent to your former domain are still delivered to your on-premises server is by configuring the MX records for that former domain to point to your on-premises mail server.

## NEW QUESTION # 22

Your company's legal department has issued a litigation hold that requires you to preserve all data related to a specific project. You need to ensure that all data for this project, including emails, documents, and chats, are preserved indefinitely and cannot be deleted by users. What should you do?

- A. Create a hold in Google Vault that includes all users and data sources associated with the project.
- B. Assign an Archived User license to all users involved in the project.
- C. Set up a retention rule in Google Vault that retains all data from Gmail and Drive indefinitely.
- D. Export all project related data from Google Workspace and store the data in a separate, secure location.

**Answer: A**

Explanation:

To preserve all data related to the project, including emails, documents, and chats, and to prevent it from being deleted by users, you should create a hold in Google Vault. A hold ensures that data is preserved indefinitely, regardless of user actions, and applies to the

users and data sources (such as Gmail, Drive, and Chats) associated with the project. This is the most efficient and compliant way to meet the litigation hold requirements.

#### NEW QUESTION # 23

You've received multiple reports about a suspicious email from someone who is pretending to be from your organization's human resources department. The email is prompting employees to click a link for a password update. You want to remediate this sender's emails. What should you do?

- A. Create an activity rule to alert administrators to similar emails from that sender.
- **B. Use the security investigation tool to search for users who received the suspicious email, and select Mark message as phishing.**
- C. Notify all employees and request that they report this email as spam.
- D. Use the security investigation tool to action the suspicious email and select Mark message as spam.

**Answer: B**

Explanation:

The security investigation tool allows you to search for and take action on suspicious emails within your organization. Marking the email as phishing helps to flag the email as malicious and prevents further emails from the same sender from being delivered to users' inboxes. This also ensures that the email is properly categorized for review and investigation by your security team.

#### NEW QUESTION # 24

A user in your organization received a spam email that they reported for further investigation. You need to find out more details and the scope of this incident as quickly as possible. What should you do?

- A. Conduct a Vault search to find this email and identify if additional users were affected.
- B. Conduct an Email reports search to find this email and all of the email's recipients.
- **C. Conduct a search in the security investigation tool to find this email, and identify whether additional users were affected.**
- D. Conduct a search to find all emails sent by the sender by using the Gmail API.

**Answer: C**

Explanation:

The security investigation tool is specifically designed for investigating security incidents like spam and phishing emails. It allows you to search for emails, review their details, and determine the scope of the incident, including identifying whether other users were affected. This tool is the most appropriate and efficient way to respond to the incident.

#### NEW QUESTION # 25

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