

Quiz 2026 Associate-Google-Workspace-Administrator Boot Camp - Realistic Associate Google Workspace Administrator Exam Dumps Collection



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

Topic	Details
Topic 1	<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 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"> • 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 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 (Q22-Q27):

NEW QUESTION # 22

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

Answer: C

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 # 23

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

Answer: B

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 # 24

A user has left your company, but the company policy is to retain their Drive data for three years.

Their data needs to be available to the Vault Administrator, and the retention rule is set for three years. You need to ensure this user's data remains visible in Vault in the most cost-effective way.

What should you do?

- A. Export the user's Drive data from Vault, then delete the user.
- **B. Assign an Archive User (AU) license to the user.**
- C. Suspend the user until the end of the three-year period.
- D. Change ownership of the Drive data to the user's manager, then delete the user.

Answer: B

Explanation:

An Archive User license allows the organization to retain the user's data for Vault search and legal compliance at a lower cost than a

full user license. Deleting the user without an AU license would remove their data from Vault visibility.

NEW QUESTION # 25

You notice an increase in support tickets related to Gmail. Multiple users are reporting that their emails are not loading, and they are receiving error messages. You need to troubleshoot the issue and identify potential causes. What should you do?

- A. Analyze the users' Gmail labels and filters to determine whether incoming emails are being inadvertently blocked.
- B. Review the users' email forwarding settings to ensure that emails are not being redirected to incorrect addresses.
- C. Collect the users' browser versions and extensions to identify potential compatibility issues.
- **D. Gather HAR files from affected users to capture network traffic and analyze request/response details.**

Answer: D

Explanation:

When users report issues like "emails not loading" and "receiving error messages" in Gmail, especially if it's a new or widespread problem, it often points to network-related issues, client-side problems, or interactions between the browser and Google's servers. A HAR (HTTP Archive) file captures all the network requests and responses that occur in a web browser. This detailed log is invaluable for diagnosing web application issues, including:

Identifying specific error codes from the server.

Analyzing request and response headers.

Checking the timing of requests to see if there are performance bottlenecks.

Pinpointing blocked requests or failed resources.

NEW QUESTION # 26

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

Answer: C

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 # 27

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