

# Google-Workspace-Administrator Clearer Explanation, Google-Workspace-Administrator Reliable Study Guide



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Google Workspace Administrator certification exam is a challenging exam that requires a deep understanding of Google Workspace services and their administration. To prepare for the exam, candidates can take advantage of various study materials such as online courses, practice exams, and study guides. Successful completion of the Google Workspace Administrator certification exam will demonstrate the candidate's expertise in administering and managing Google Workspace and will enhance their career prospects in the field of cloud computing.

Google Cloud Certified - Professional Google Workspace Administrator certification exam is an important credential for professionals who manage and administer Google Workspace. It validates your skills and knowledge in a wide range of areas, from basic setup and configuration to advanced automation and scripting. With the right training and experience, earning this certification can help you stand out in a competitive job market and demonstrate your value as a skilled and knowledgeable Google Workspace administrator.

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## Google Cloud Certified - Professional Google Workspace Administrator Sample Questions (Q24-Q29):

### NEW QUESTION # 24

Your company is undergoing a regulatory compliance audit. As part of the audit, you are required to demonstrate that you can preserve all electronic communications related to a specific project for a potential legal discovery process. You need to configure Google Vault to accomplish this goal. What

should you do?

- A. Use the security investigation report to show Vault log events.
- B. Use the search and export functionality to identify all relevant communications within the project timeframe.
- **C. Create a matter and a hold on all project-related data sources such as Email, Chat, and Drive within Google Workspace.**
- D. Create a custom retention policy for the project data. Ensure that the policy covers the required retention period.

**Answer: C**

Explanation:

Creating a matter and placing a hold on the relevant data sources ensures that all communications related to the specific project are preserved, even if users try to delete them. This will help in maintaining compliance with legal or regulatory requirements for e-discovery, and it ensures that data cannot be modified or deleted during the audit process.

#### NEW QUESTION # 25

Several employees at your company received messages with links to malicious websites. The messages appear to have been sent by your company's human resources department. You need to identify which users received the emails and prevent a recurrence of similar incidents in the future. What should you do?

- A. Search the sender's email address by using Email Log Search. Identify the users that received the messages. Instruct them to mark them as spam in Gmail, delete the messages, and empty the trash.
- B. Search for the sender's email address by using the security investigation tool. Delete the messages. Turn on the safety options for spoofing and authentication protection in Gmail settings.
- C. Collect a list of users who received the messages. Search the recipients' email addresses in Google Vault. Export and download the malicious emails in PST file format. Add the sender's email address to a quarantine list setting in Gmail to quarantine any future emails from the sender.
- **D. Search for the sender's email address by using the security investigation tool. Mark the messages as phishing. Add the sender's email address to the Blocked senders list in the Spam, Phishing and Malware setting in Gmail to automatically reject future messages.**

**Answer: D**

Explanation:

The security investigation tool in Google Workspace allows you to identify the impacted users and messages. By marking the messages as phishing, you acknowledge their malicious nature, helping to protect the users. Adding the sender's email address to the Blocked senders list ensures that future messages from this sender will be automatically blocked, preventing recurrence of similar incidents.

#### NEW QUESTION # 26

Your organization has enabled spoofing protection against unauthenticated domains. You are receiving complaints that email from multiple partners is not being received. While investigating this issue, you find that emails are all being sent to quarantine due to the configured safety setting. What should be the next step to allow users to review these emails and reduce the internal complaints while keeping your environment secure?

- A. Add your partner sending IP addresses to an allowlist.
- B. Change the spoofing protection to deliver the emails to spam instead of quarantining them.
- **C. Change the spoofing protection to deliver the emails to inboxes with a custom warning instead of quarantining them.**
- D. Add your partner domains IPs to the Inbound Gateway setting.

**Answer: C**

Explanation:

Access Admin Console: Log into your Google Workspace Admin Console.

Navigate to Security Settings: Go to Security > Gmail > Safety.

Modify Spoofing Protection: Locate the spoofing protection settings.

Change Delivery Method: Change the setting from quarantining emails to delivering them to inboxes with a custom warning. This way, users can review the emails and determine if they are legitimate while still being alerted to potential issues.

Save Settings: Save the changes to apply the new delivery method.

Reference

Google Support: Protect against spoofing & identity deception

#### NEW QUESTION # 27

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 fulfil this request? (Choose two.)

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

**Answer: B,E**

Explanation:

<https://support.google.com/a/users/answer/9310249#1.2>

<https://support.google.com/a/answer/9935192?hl=en#:~:text=a%20target%20audience->

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

#### NEW QUESTION # 28

Employees at your organization frequently and mistakenly delete important emails that they receive from your payroll department. The employees have to file support tickets for the IT team to find and restore these emails. You must provide an automated solution that minimizes IT overhead and prevents these emails from being permanently deleted from their inboxes. What should you do?

- A. Create an Apps Script project that uses the Gmail API to find any recently deleted emails and automatically restore them to the inboxes. Set the script trigger to be time-driven and run every hour.
- B. Create an activity rule by using Gmail log events with two conditions: one for the event of an email deletion and another that matches the header address to the payroll department's email. Create an action that restores messages. Set the rule to run every hour.
- C. Create a content compliance rule that targets all internal messages that are sent from the payroll department. Modify the message by prepending a custom subject line to all payroll emails so that employees know not to delete them.
- D. Create a content compliance rule that targets internal messages. Use an advanced content match for the sender header to match the payroll department's email. Quarantine the message so that administrators can review the email before they release it to the user.

**Answer: B**

#### NEW QUESTION # 29

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