

Information about Google Associate-Google-Workspace-Administrator Exam



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

Topic	Details
Topic 1	<ul style="list-style-type: none">• Managing Endpoints: This section measures the proficiency of Endpoint Security Engineers and Mobility Managers in applying mobile device policies (BYOD company-owned), Chrome browser enrollment• extension management, and troubleshooting synchronization issues across Workspace services.
Topic 2	<ul style="list-style-type: none">• Managing Core Workspace Services: Targeting Workspace Configuration Specialists and Collaboration Platform Engineers, this domain focuses on configuring Gmail (mail routing, DLP, SPF DKIM), Drive• Shared Drives (sharing policies, quotas), Calendar (resource delegation), Meet (security recording settings), Chat moderation, and Gemini licensing. It also covers AppSheet• Apps Script deployment for workflow automation.
Topic 3	<ul style="list-style-type: none">• Managing User Accounts, Domains, and Directory: This section measures the skills of Identity Administrators and Directory Managers, covering user lifecycle processes like automated provisioning• de-provisioning, SAML SSO configuration, and GCDS integration. It includes designing OU hierarchies aligned with organizational structures, managing dynamic• security groups, domain verification (MX records), and resource booking permissions for rooms• equipment.

Topic 4	<ul style="list-style-type: none"> • Troubleshooting Common Issues: Targeting Technical Support Engineers and Systems Administrators, this domain tests diagnostic skills for mail delivery failures (SPF • DMARC analysis), Calendar • Drive permission conflicts, Meet performance issues, and accidental file deletion recovery. It emphasizes log interpretation, HAR file generation, and leveraging the Workspace Status Dashboard for outage identification.
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Google Associate Google Workspace Administrator Sample Questions (Q91-Q96):

NEW QUESTION # 91

Your organization allows employees to use their personal devices for work purposes. You want to ensure these devices follow the company's security policies. You need to choose a mobile management solution that provides minimal passcode enforcement and allows for an admin to remotely wipe a user's account from the device. You also want to avoid having to install agents on employees' personal devices. What should you do?

- A. Enforce a strong password policy, and enforce the password policy at the next sign-in.
- B. Deploy a third-party mobile device management (MDM) solution.
- C. Implement Google's advanced management on mobile devices.
- **D. Implement Google's basic management on mobile devices.**

Answer: D

Explanation:

Google's basic management for mobile devices allows administrators to enforce minimal security policies, such as passcode enforcement, without requiring the installation of any agents on employees' personal devices. This solution also allows for remotely wiping a user's account from the device if needed, ensuring data security while maintaining a less intrusive management approach for personal devices.

NEW QUESTION # 92

Your company recently installed a free email marketing platform from the Google Workspace Marketplace. The marketing team is unable to access customer contact information or send emails through the platform. You need to identify the cause of the problem. What should you do first?

- A. Confirm that the "Manage Third-Party App Access" setting in the Admin console is enabled.
- **B. Check the OAuth scopes that are granted to the email marketing platform and ensure the platform has access to Contacts and Gmail.**
- C. Verify that the email marketing platform's subscription is active and up-to-date.
- D. Use the security investigation tool to review Gmail logs.

Answer: B

Explanation:

When a third-party application from the Google Workspace Marketplace is installed, it requests specific permissions (OAuth

scopes) to access Google Workspace data and services. If the marketing team is unable to access customer contact information or send emails, the most likely cause is that the installed email marketing platform was not granted the necessary OAuth scopes for Contacts and Gmail during the installation or approval process.

Here's why other options are less likely to be the first step:

A . Verify that the email marketing platform's subscription is active and up-to-date. While important for continued use, a "free" platform from the Marketplace generally doesn't have a subscription that would prevent initial access to basic functions like contacts and sending emails unless it's a trial that expired, which isn't indicated as the primary problem. This would be a later troubleshooting step if scope issues are ruled out.

C . Confirm that the "Manage Third-Party App Access" setting in the Admin console is enabled. This setting controls whether users can install any third-party apps from the Marketplace. If it were disabled, the app likely wouldn't have been installed in the first place. If it was enabled and then disabled, the app would stop working, but the specific problem points to data access, not app disablement.

D . Use the security investigation tool to review Gmail logs. The security investigation tool is excellent for reviewing security events, but it's more for post-incident analysis or suspicious activity. In this scenario, the problem is a lack of functionality for a newly installed app, not a security breach or misconfiguration that would necessarily show up in Gmail logs immediately as an access issue for the app itself. The OAuth scopes are the more direct and initial point of failure.

Reference from Google Workspace Administrator:

Manage third-party app access to data: Google Workspace administrators can control which third-party apps can access their organization's data. This includes reviewing and managing OAuth API access for configured apps.

Reference:

Understanding OAuth scopes: When an application requests access to Google data, it does so by requesting specific "scopes." These scopes define the particular resources and operations that the application is allowed to perform. For an email marketing platform, scopes for <https://www.googleapis.com/auth/contacts> (or a more specific contact scope) and <https://www.googleapis.com/auth/gmail.send> (or a broader Gmail scope) would be crucial.

Controlling which third-party & internal apps can access Google Workspace data: This section in the Admin console specifically allows administrators to review "Configured apps" and check their "OAuth API access." This is where you would see the scopes granted to the email marketing platform.

NEW QUESTION # 93

Your company is streamlining workflows by creating custom applications for tasks like filing expense reports or requesting time off. You need to identify a Google Workspace solution to develop these applications. Your development team has only basic coding knowledge. What should you do?

- **A. Enable AppSheet for your organization.**
- B. Direct employees to use Google Forms to collect data and create basic workflows.
- C. Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions.
- D. Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports.

Answer: A

Explanation:

The core requirement is to create custom applications for workflows like expense reports and time off, with a development team that has "only basic coding knowledge." This strongly points to a "no-code" or "low-code" platform.

AppSheet is Google's no-code development platform, designed specifically for users (often referred to as "citizen developers") with basic or no coding knowledge to build custom mobile and web applications directly from data sources like Google Sheets, Forms, or other databases. It's ideal for automating business processes and creating custom workflows without traditional programming.

Here's why the other options are less suitable:

A . Enable Gemini for Workspace. Direct users to use generative AI across Gmail and Drive to simplify the submission of expense reports. Gemini for Workspace (Google's AI assistant) can help with tasks like drafting emails, summarizing documents, and generating content within existing Workspace apps. While it can "simplify" aspects, it is not a platform for developing custom applications with structured workflows and data capture for tasks like full expense report submission or time-off requests. It enhances existing tools, it doesn't build new ones.

B . Direct employees to use Google Forms to collect data and create basic workflows. Google Forms is excellent for data collection and can be used for very simple workflows (e.g., collecting time-off requests). However, it lacks the robust functionality needed for complex custom applications, such as managing approvals, displaying data in different views, offline access, or integrating with other systems, without significant manual effort or custom scripting. The term "custom applications" suggests something more sophisticated than just a form.

D . Enable AppScript for your organization and allow employees to build add-ons to existing Workspace solutions. Google Apps Script allows for powerful automation and the creation of custom add-ons for Google Workspace applications (Gmail, Sheets,

Docs). However, Apps Script requires knowledge of JavaScript. While it's relatively "basic coding" compared to full-stack development, it's still coding. The question emphasizes "only basic coding knowledge" and the need for a solution to develop applications, implying a more visual or declarative approach than coding from scratch. AppSheet is generally considered easier for those with "basic coding knowledge" or even no coding knowledge, making it a better fit for rapid application development by non-developers.

Reference from Google Workspace Administrator:

AppSheet: No-code App Development | Google Cloud: This is the primary resource for AppSheet, explicitly stating its purpose for "no-code app development" and enabling "everyone in your organization to build and extend applications without coding." It highlights use cases for automating business processes like order approvals (similar to expense reports/time off).

Reference:

Google AppSheet | Build apps with no code: Further reiterates that AppSheet helps "build powerful applications and automations that boost productivity. No coding required." It also mentions integration with Google Workspace, including Google Sheets and Forms as data sources.

Quick start: Build your first app and automation using Google Forms - AppSheet Help: This resource demonstrates how AppSheet can take data from Google Forms and build an app with automation (e.g., email notifications for approvals), showcasing its capability for workflows like expense reports.

NEW QUESTION # 94

Your organization recently deployed Google Workspace. Over 3,000 external contacts were shared in public folders in Microsoft Exchange before the implementation. You need to ensure that these external contacts appear to domain users in Gmail. What should you do?

- **A. Use the Domain Shared Contacts API to add the external contacts to the Directory.**
- B. Export the external contacts to a CSV file, upload the file to Google Drive, and instruct users to import to their My Contacts.
- C. Use Google Cloud Directory Sync to sync the external contacts from the public folders in Microsoft Exchange to the Directory.
- D. Create a user account, add the external contacts, and delegate them to all users in the domain.

Answer: A

Explanation:

The Domain Shared Contacts API allows you to add external contacts to the Google Workspace directory, making them available to all users in the domain. This is the most effective and scalable solution for adding a large number of external contacts (like the 3,000 from Microsoft Exchange) to your Google Workspace environment. Once the contacts are added to the directory, they will be accessible to all users in Gmail and other Google Workspace apps.

NEW QUESTION # 95

Your organization is migrating their current on-premises email solution to Google Workspace. You need to ensure that emails sent to your domain are correctly routed to Gmail. What should you do?

- A. Set up email forwarding from your on-premises email provider to Gmail.
- B. Configure SPF, DKIM, and DMARC records in your current email domain's DNS settings.
- C. Create a content compliance rule to filter and route incoming emails.
- **D. Change the Mail Exchange (MX) records in your current email domain's DNS settings to point to Google's mail servers.**

Answer: D

Explanation:

To ensure that emails sent to your domain are correctly routed to Gmail, you need to update the Mail Exchange (MX) records in your domain's DNS settings to point to Google's mail servers. This is a critical step in the migration process, as it ensures that all incoming email traffic is directed to Google Workspace after the switch.

NEW QUESTION # 96

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