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

Topic	Details

Topic 1	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).
Topic 2	- 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.
Topic 3	- 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 - Gmail labels. It evaluates strategies for Takeout management and regulatory alignment.
Topic 4	- 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.

Google Associate Google Workspace Administrator Sample Questions (Q82-Q87):

NEW QUESTION # 82

External sharing at your company is only permitted for the sales and marketing department. Engineering is not allowed to share externally. You need to configure the sharing settings to comply with this policy. What should you do?

- A. Use a data loss prevention (DLP) solution to control external sharing based on user groups.
- B. Configure Drive trust rules to restrict the engineering department from sharing externally.
- C. Create organizational units (OUs) for each department. Configure different external sharing settings for each OU.
- D. Create separate shared drives for each department with different external sharing settings.

Answer: C

Explanation:

By creating separate organizational units (OUs) for each department, you can apply different external sharing settings based on the department's requirements. For example, you can configure the sales and marketing department's OU to allow external sharing, while configuring the engineering department's OU to restrict external sharing. This approach allows you to enforce departmental policies efficiently without impacting other departments.

NEW QUESTION # 83

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 Calendar event has more than 50 guests.
- E. Check whether the event recipient has turned off their email notifications for new events in their Calendar settings.

Answer: C

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 # 84

You need to grant a specific set of users in your company access to YouTube, and you want to restrict their access to Merchant Center. What should you do?

- A. Create YouTube and Merchant Center as custom web apps. Apply access policies at the Group or organizational unit (OU) level.
- **B. Enable access to YouTube at the Group or organizational unit (OU) level for the subset of users. Disable access to Merchant Center.**
- C. Enable YouTube for all users in the company. Individually restrict access to Merchant Center for specific Groups or organizational units (OUs).
- D. Contact Google Support and request that they enable YouTube access for the specific set of users and restrict their access to Merchant Center.

Answer: B

Explanation:

By enabling YouTube access at the Group or organizational unit (OU) level, you can target a specific set of users, allowing them to access YouTube. Simultaneously, you can disable access to Merchant Center for those same users, ensuring they can access YouTube but not Merchant Center. This approach uses Google Workspace's built-in capabilities to manage access based on user

groups or organizational units.

NEW QUESTION # 85

You are configuring Gmail for your company and want to implement a layered security approach. You decide to implement industry-standard email authentication protocols. What should you do?

Choose 2 answers

- **A. Set up SPF records to specify authorized mail servers for your domain.**
- B. Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.
- C. Configure a blocked senders rule to block all emails from unknown senders.
- **D. Configure DKIM to digitally sign outbound emails and verify their origin.**
- E. Disable IMAP for your organization to prevent external clients from accessing Gmail.

Answer: A,D

Explanation:

To implement industry-standard email authentication protocols as part of a layered security approach for Gmail, you should configure DKIM (DomainKeys Identified Mail) and SPF (Sender Policy Framework) records for your domain. These protocols are crucial for verifying the sender's identity and ensuring the integrity of email messages.

Here's a breakdown of why options C and E are correct and why the others are not primarily email authentication protocols or best practices in this context:

C . Configure DKIM to digitally sign outbound emails and verify their origin.

DKIM adds a digital signature to the headers of outbound emails. This signature is verified by receiving mail servers using a public key published in your domain's DNS records. DKIM helps to confirm that the email was indeed sent from your domain and that its content has not been altered in transit. It is a key email authentication protocol that enhances deliverability and protects against email spoofing.

Associate Google Workspace Administrator topics guides or documents reference: The official Google Workspace Admin Help documentation on "Help prevent email spoofing with DKIM" (or similar titles) explains how to set up DKIM for your domain. It details the process of generating a DKIM key, adding the public key as a TXT record in your DNS, and enabling DKIM signing in the Google Admin console. The documentation emphasizes DKIM's role in authenticating outbound mail and improving email security.

E . Set up SPF records to specify authorized mail servers for your domain.

SPF is a DNS-based email authentication protocol that allows you to specify which mail servers are authorized to send emails on behalf of your domain. Receiving mail servers check the SPF record in the sender's domain's DNS to verify if the sending server's IP address is listed as authorized. This helps to prevent spammers from forging the "From" address of your domain.

Associate Google Workspace Administrator topics guides or documents reference: The Google Workspace Admin Help documentation on "Help prevent spoofing with SPF" (or similar titles) guides administrators on creating and publishing SPF records in their domain's DNS. It explains the syntax of SPF records and how they help receiving servers validate the sender's origin, thus reducing spoofing and improving deliverability.

Now, let's look at why the other options are not the primary choices for implementing industry-standard email authentication protocols:

A . Enable a default email quarantine for all users to isolate suspicious emails and determine if the messages haven't been authenticated.

Email quarantine is a security feature that holds potentially harmful or suspicious emails for review. While it can help manage unauthenticated emails, it is a response to potential authentication failures or suspicious content, not an authentication protocol itself. Quarantine helps in handling emails that fail authentication checks (like SPF or DKIM) or are flagged by other security measures. Associate Google Workspace Administrator topics guides or documents reference: Documentation on Gmail quarantine settings explains how to configure them to manage suspicious emails, including those that may not be properly authenticated. It's a post-authentication handling mechanism.

B . Configure a blocked senders rule to block all emails from unknown senders.

Blocking all emails from "unknown senders" is an overly aggressive and impractical approach for most organizations, as you will likely receive legitimate emails from new contacts or domains. While you can create blocklists, it's not a standard email authentication protocol and can lead to significant disruption of email flow.

Associate Google Workspace Administrator topics guides or documents reference: Gmail's blocking features allow users and administrators to block specific addresses or domains, but blocking all unknown senders is not a recommended security practice.

D . Disable IMAP for your organization to prevent external clients from accessing Gmail.

Disabling IMAP can enhance security by limiting how users access their email, potentially reducing the risk of compromised third-party applications. However, it is not an email authentication protocol that verifies the sender of an email. It controls access to the mailbox, not the authentication of emails received or sent.

Associate Google Workspace Administrator topics guides or documents reference: Documentation on managing IMAP and POP access explains how to enable or disable these protocols for users, focusing on access methods rather than email sender authentication.

Therefore, the two correct answers for implementing industry-standard email authentication protocols are configuring DKIM to sign outbound emails and setting up SPF records to specify authorized sending servers.

NEW QUESTION # 86

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

Answer: A

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 # 87

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