






Google Workspace Administration

This training serves as the starting place for any new Google Workspace administrator as they begin their journey of managing and establishing Google Workspace best practices for their organization.

The courses will help you feel confident about using the features of the Google Workspace Admin console to manage users, control access to services, configure security settings, monitor Google Workspace operations, and much more.

 **DURATION**
4-6 weeks

 **LEVEL**
Beginner

 **FORMAT**
On-demand

What you'll learn

- You'll learn how to create and configure a new Google Workspace account with a primary domain and explore options for provisioning.
- You'll learn how to manage your users and become familiar with Google Workspace's organizational structures and core services, such as Gmail and Calendar. You'll learn how to configure these services to meet the needs of your organization.
- You'll learn Google's best practices to protect your users and data. This includes examining user and application security and becoming familiar with the single sign-on (SSO) options available for your organization. You'll learn how to identify security events and risks and mitigate problems that may arise.
- You'll learn to configure email compliance and implement measures to protect your organization from spam, spoofing, phishing, and malware attacks. You'll become familiar with the various mail routing options available.
- You'll learn Google's best practices for deploying Google Workspace into your organization.



Overview	5 courses · 11 modules in the series · 70 videos in the series
Who this course is for	New and existing Google Workspace administrators
Products	Google Workspace
Prerequisite	None

Module 01 Introduction to Google Workspace Administration

Objectives	<ul style="list-style-type: none">• Set up a Google Workspace account.• Access and navigate the Google Workspace Admin console.• Describe the key properties of the Google Workspace Directory.• Explain how an organizational structure can be used to simplify user and service management.• Provision users, groups, and calendar resources in Google Workspace, and undertake common user management tasks.• Describe the types of admin roles available in Google Workspace.
Activities	<ul style="list-style-type: none">• Create a Google Workspace account, and associate it with a primary domain.• Add user accounts, admin-managed groups, and calendar resources.• Manage user accounts: add an email alias; reset a password; and rename, suspend, delete, and restore a user account.• Verify directory settings, and create an organizational structure.• Create and assign a custom admin role.

Module 02 Managing Google Workspace

Objectives	<ul style="list-style-type: none">• Describe how to manage and configure Google Workspace services for an organization.• Explore the mobile device management options available in Google Workspace.• Describe Google Vault and learn how to use it to retain, search, and export your organization's data.• Navigate Google Workspace admin reports and set up administrator alerts.
Activities	<ul style="list-style-type: none">• Configure calendar resource access, and set sharing settings.• Configure drive sharing for the organization, and create and configure a shared drive.• Enable and configure mobile device policies.



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| Activities | <ul style="list-style-type: none">• Create retention rules and matters, and place users on hold in Google Vault.• Navigate Google Workspace reports, create email alerts, and conduct an email log search. |
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Module 03 Google Workspace Security

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| Objectives | <ul style="list-style-type: none">• Configure Google Workspace's user protection settings, such as password policies and recovery.• Implement 2-step verification in your organization.• Describe the SSO options available in Google Workspace.• Identify the differences between using Google as an identity provider versus using a third-party provider.• Use Secure LDAP to integrate LDAP compliant applications.• Configure trusted applications for your organization.• Configure access to trusted applications to prevent malicious attacks.• Use the security center to identify, triage, and act on security and privacy issues. |
| Activities | <ul style="list-style-type: none">• Configure recommended user security settings, enforce 2-step verification, and enroll a user.• Configure SSO with Google as the identity provider (IdP).• Add a Lightweight Directory Access Protocol (LDAP) client to Google Workspace with the Secure LDAP service.• Install a Google Workspace Marketplace app for the organization, and create an app allowlist.• Review security health recommendations, and explore the security investigation tool. |
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Module 04 Google Workspace Mail Management

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| Objectives | <ul style="list-style-type: none">• Explain the Domain Name System (DNS), and identify the common record types.• Implement Google Workspace's email security measures, and explain the purpose of each.• Configure Google Workspace to protect users from spam, phishing, and malware attacks.• Implement email compliance features provided by Google Workspace.• Describe common Google Workspace email routing options. |
| Activities | <ul style="list-style-type: none">• Implement Sender Policy Framework (SPF), DomainKeys Identified Mail (DKIM), and Domain-based Message Authentication, Reporting, and Conformance (DMARC) for a Google Workspace domain.• Configure email safety measures and end-user access.• Create an email allowlist and approved sender list. |



- Activities**
- Create content and objectionable content compliance rules.
 - Implement email split delivery in the Google Workspace Admin console.
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Module 05 **Planning for a Google Workspace Deployment**

- Objectives**
- Describe Google's three-phase deployment methodology.
 - Describe how to provision domains, users, groups, and other objects in Google Workspace.
 - Describe mail delivery types, and explain how routing should be configured during each deployment phase.
 - Explain migration options, and make recommendations based on organizational needs.
 - Describe how to migrate mail, calendar, and contacts data from a legacy platform to Google Workspace.
 - Explain coexistence challenges encountered during a Google Workspace deployment, and recommend best practices, in particular around calendar coexistence.
 - Describe the value of change management and the importance of the change manager.

