



GOOGLE-WORKSPACE- ADMINISTRATOR^{Q&As}

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QUESTION 1

A disgruntled employee has left your company and deleted all their email messages and files in Google Drive. The security team is aware that some intellectual property may have surfaced on a public social media site. What is the first step to start an investigation into this leak?

- A. Delete the user's account in the Admin Console.
- B. Transfer data between end user Workspace accounts.
- C. Instruct a Google Vault admin to create a matter, and place all the user data on 'hold.'
- D. Use Google Vault to export all the user data and share among the security team.

Correct Answer: C

QUESTION 2

The Director of your Finance department has asked to be alerted if two financial auditors share any files outside the domain. You need to set an Admin Alert on Drive Sharing. What should you do?

- A. Create a Google Group that has the two auditors as members, and then create a Drive DLP Rule that is assigned to that Group.
- B. Create a Content Compliance rule that looks for outbound share notifications from those two users, and Bcc the Director on those emails.
- C. Create two Drive Audit Alerts, one for each user, where the Visibility is "Shared Externally," and email them to the Director.
- D. Check the Admin Console Dashboard Insights page periodically for external shares, and notify the Director of any changes.

Correct Answer: C

<https://support.google.com/a/answer/4579696?hl=en> <https://support.google.com/a/answer/9725685>

QUESTION 3

You have configured your Google Workspace account on the scheduled release track to provide additional time to prepare for new product releases and determine how they will impact your users. There are some new

features on the latest roadmap that your director needs you to test as soon as they become generally available without changing the release track for the entire organization.

What should you do?

- A. Create a new OU and turn on the rapid release track just for this OU.
- B. Create a new Google Group with test users and enable the rapid release track.



- C. Establish a separate Dev environment, and set it to rapid release.
- D. Ask Google for a demo account with beta access to the new features.

Correct Answer: C

Tip for large organizations: Select the Scheduled Release track for your production account. Then set up Rapid Release on a test account to try new features before they're available to your users.

<https://support.google.com/a/answer/172177>

QUESTION 4

As a Workspace Administrator, you want to keep an inventory of the computers and mobile devices your company owns in order to track details such as device type and who the device is assigned to. How should you add the devices to the company-owned inventory?

- A. Download the company owned inventory template CSV file from the admin panel, enter the serial number of the devices, and upload it back to the company owned inventory in the admin panel.
- B. Download the company owned inventory template CSV file from the admin panel, enter the Device OS, serial number and upload it back to the company owned inventory in the admin panel.
- C. Download the company owned inventory template CSV file from the admin panel, enter the asset tag of the devices, and upload it back to the company owned inventory in the admin panel.
- D. Download the company owned inventory template CSV file from the admin panel, enter the Device OS, asset tag and upload it back to the company owned inventory in the admin panel.

Correct Answer: A

QUESTION 5

Your organization recently had a sophisticated malware attack that was propagated through embedded macros in email attachments. As a Workspace administrator, you want to provide an additional layer of anti-malware protection over the conventional malware protection that is built into Gmail. What should you do to protect your users from future unknown malware in email attachments?

- A. Run queries in Security Investigation Tool.
- B. Turn on advanced phishing and malware protection.
- C. Enable Security Sandbox.
- D. Enable Gmail confidential mode.

Correct Answer: C



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