



GOOGLE-WORKSPACE- ADMINISTRATOR^{Q&As}

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QUESTION 1

Your CISO is concerned about third party applications becoming compromised and exposing Google Workspace data you have made available to them. How could you provide granular insight into what data third party applications are accessing?

What should you do?

- A. Create a report using the OAuth Token Audit Activity logs.
- B. Create a report using the Calendar Audit Activity logs.
- C. Create a report using the Drive Audit Activity logs.
- D. Create a reporting using the API Permissions logs for Installed Apps.

Correct Answer: A

<https://support.google.com/a/answer/6124308?hl=en>

QUESTION 2

Your corporate LDAP contains the email addresses of several hundred non-employee business partners. You want to sync these contacts to Google Workspace so they appear in Gmail's address autocomplete for all users in the domain. What are two options to meet this requirement? (Choose two.)

- A. Use the Directory API to upload a .csv file containing the contacts.
- B. Configure GCDS to populate a Group with external members.
- C. Use the People API to upload a .csv file containing the contacts.
- D. Develop a custom application to call the Domain Shared Contacts API.
- E. Configure GCDS to synchronize shared contacts.

Correct Answer: DE

Explanation: https://support.google.com/a/answer/9281635?hl=en&andref_topic=20016

QUESTION 3

Your organization is part of a highly regulated industry with a very high turnover. In order to recycle licenses for new employees and comply with data retention regulations, it has been determined that certain Google Workspace data should be stored in a separate backup environment.

How should you store data for this situation?

- A. Use routing rules to dual-deliver mail to an on-premises SMTP server and Google Workspace.
- B. Write a script and use Google Workspace APIs to access and download user data.



- C. Use a third-party tool to configure secure backup of Google Workspace data.
- D. Train users to use Google Takeout and store their archives locally.

Correct Answer: C

Explanation: <https://cloud.google.com/solutions/partners/backing-up-g-suite-data-with-spinbackup>

QUESTION 4

Your organization is about to expand by acquiring two companies, both of which are using Google Workspace. The CISO has mandated that strict 'No external content sharing' policies must be in place and followed. How should you securely configure sharing policies to satisfy both the CISO's mandate while allowing external sharing with the newly acquired companies?

- A. Allow external sharing of Drive content for the IT group only.
- B. Create a Drive DLP policy that will allow sharing to only domains on an allowlist.
- C. Use shared drives to store the content, and share only individual files externally.
- D. Let users share files between the two companies by using the 'Trusted Domains' feature. Create an allowlist of the trusted domains, and choose sharing settings for the users.

Correct Answer: D

Explanation: <https://support.google.com/a/answer/6160020?hl=en#zippy=%2Cgive-sharing-access-to-trusted-domains:-:text=only%20trusted%20domains-,Allow%20external%20sharing%20with%20only%20trusted%20domains,-Help%20and%20tips>

QUESTION 5

Your organization has recently gone Google, but you are not syncing Groups yet. You plan to sync all of your Active Directory group objects to Google Groups with a single GCDS configuration.

Which scenario could require an alternative deployment strategy?

- A. Some of your Active Directory groups have sensitive group membership.
- B. Some of the Active Directory groups do not have owners.
- C. Some of the Active Directory groups have members external to organization.
- D. Some of the Active Directory groups do not have email addresses.

Correct Answer: D

<https://support.google.com/a/answer/7177266?hl=en> "All groups in a Google domain are referenced by an email address. You must ensure that all the security groups you want to synchronize have a valid mail attribute defined."

QUESTION 6



Several customers have reported receiving fake collection notices from your company. The emails were received from `accounts.receivable@yourcompany.com`, which is the valid address used by your accounting department for such matters, but the email audit log does not show the emails in question. You need to stop these emails from being sent.

What two actions should you take? (Choose two.)

- A. Change the password for suspected compromised account `accounts.receivable@yourcompany.com`.
- B. Configure a Sender Policy Framework (SPF) record for your domain.
- C. Configure Domain Keys Identified Mail (DKIM) to authenticate email.
- D. Disable mail delegation for the `accounts.receivable@yourcompany.com` account.
- E. Disable "Allow users to automatically forward incoming email to another address."

Correct Answer: BC

Explanation: <https://support.google.com/a/answer/33786?hl=en> <https://support.google.com/a/answer/174124?hl=en>

QUESTION 7

Your company's Google Workspace primary domain is "mycompany.com," and it has acquired a startup that is using another cloud provider with a domain named "mystartup.com." You plan to add all employees from the startup to your Google Workspace domain while preserving their current mail addresses. The startup CEO's email address is `andrea@mystartup.com`, which also matches your company CEO's email address as `andrea@mycompany.com`, even though they are different people. Each must keep the usage of their email. In addition, your manager asked to have all existing security policies applied for the new employees without any duplication. What should you do to implement the migration?

- A. Create a secondary domain, `mystartup.com`, within your current Google Workspace domain, set up necessary DNS records, and create all startup employees with the secondary domain as their primary email addresses.
- B. Create an alias domain, `mystartup.com`, in your existing Google Workspace domain, set up necessary DNS records, and create all startup employees with the alias domain as their primary email addresses.
- C. Create a new Google Workspace domain with "mystartup.com," and create a trust between both domains for reusing the same security policies and sharing employee information within the companies.
- D. Create the startup employees in the "mycompany.com" domain, and add a number at the end of the user name whenever there is a conflict. In Gmail > Routing, define a specific route for the OU that targets the startup employees, which will modify the email address domain to "mystartup.com," and remove any numbers previously added. In addition, confirm that the SPF and DKIM records are properly set.

Correct Answer: A

QUESTION 8

The credentials of several individuals within your organization have recently been stolen. Using the Google Workspace login logs, you have determined that in several cases, the stolen credentials have been used in countries other than the ones your organization works in. What else can you do to increase your organization's defense-in-depth strategy?

- A. Implement an IP block on the malicious user's IPs under Security Settings in the Admin Console.



- B. Use Context-Aware Access to deny access to Google services from geo locations other than the ones your organization operates in.
- C. Enforce higher complexity passwords by rolling it out to the affected users.
- D. Use Mobile device management geo-fencing to prevent malicious actors from using these stolen credentials.

Correct Answer: B

Explanation: https://support.google.com/a/answer/9262032?hl=en#zippy=%2Cdefine-access-levelsbasic-mode:-:text=This%20example%20shows%20an%20access%20level%20called%20%E2%80%9Ccorp_access.%E2%80%9D%20If%20%E2%80%9Ccorp_access%E2%80%9D%20is%20applied%20to%20Gmail%2C%20users%20can%20access%20Gmail%20only%20from%20an%20encrypted%20and%20company%2Downed%20device%2C%20and%20only%20from%20the%20US%20or%20Canada.

QUESTION 9

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

Correct Answer: B

<https://support.google.com/a/answer/9157861?hl=en#:~:text=Move%20email%20to,with%20this%20action.>

QUESTION 10

In your organization, users have been provisioned with either Google Workspace Enterprise, Google Workspace Business, or no license, depending on their job duties, and the cost of user licenses is paid out of each division's budget. In

order to effectively manage the license disposition, team leaders require the ability to look up the type of license that is currently assigned, along with the last logon date, for their direct reports.

You have been tasked with recommending a solution to the Director of IT, and have gathered the following requirements:

Team leaders must be able to retrieve this data on their own (i.e., self-service).

Team leaders are not permitted to have any level of administrative access to the Google Workspace Admin panel.

Team leaders must only be able to look up data for their direct reports. The data must always be current to within 1 week.



Costs must be mitigated.

What approach should you recommend?

- A. Export log data to BigQuery with custom scopes.
- B. Use a third-party tool.
- C. Use App Script and filter views within a Google Sheet.
- D. Create an app using AppMaker and App Script.

Correct Answer: D

Explanation: <https://support.google.com/a/answer/9682494?hl=en>

QUESTION 11

As the Workspace Administrator, you have been asked to delete a temporary Google Workspace user account in the marketing department. This user has created Drive documents in My Documents that the marketing manager wants to keep after the user is gone and removed from Workspace. The data should be visible only to the marketing manager. As the Workspace Administrator, what should you do to preserve this user's Drive data?

- A. In the user deletion process, select "Transfer" in the data in other apps section and add the manager's email address.
- B. Use Google Vault to set a retention period on the OU where the users reside.
- C. Before deleting the user, add the user to the marketing shared drive as a contributor and move the documents into the new location.
- D. Ask the user to create a folder under MyDrive, move the documents to be shared, and then share that folder with the marketing team manager.

Correct Answer: A

Explanation: <https://support.google.com/a/answer/6223444?hl=en#zippy=%2Ctransfer-user-drive-or-google-data~-:text=You%20can%20transfer,Tap%20Transfer>.

QUESTION 12

Your organization has a new security requirement around data exfiltration on iOS devices. You have a requirement to prevent users from copying content from a Google app (Gmail, Drive, Docs, Sheets, and Slides) in their work account to a Google app in their personal account or a third-party app. What steps should you take from the admin panel to prevent users from copying data from work to non-work apps on iOS devices?

- A. Navigate to "Data Protection" setting in Google Admin Console's Device management section and disable the "Allow users to copy data to personal apps" checkbox.
- B. Disable "Open Docs in Unmanaged Apps" setting in Google Admin Console's Device management section.
- C. Navigate to Devices > Mobile and endpoints > Universal Settings > General and turn on Basic Mobile Management.



D. Clear the "Allow items created with managed apps to open in unmanaged apps" checkbox.

Correct Answer: A

https://support.google.com/a/answer/6328700?hl=en&andref_topic=6079327#managed_apps&and_zippy=%2Cdata-actions Allow users to copy Google Workspace items to personal apps Allows users to copy content from a Google app (such as Gmail, Drive, Docs, Sheets, Slides, Chat, and Meet) to a Google app in their personal account or a third-party app. Also allows users to drag content between Google apps, for any account.

To prevent users from copying or dragging information from their work account, or using the All inboxes feature (which combines messages from multiple Gmail accounts into one inbox), uncheck the box.

QUESTION 13

Your company policy requires that managers be provided access to Drive data once an employee leaves the company. How should you grant this access?

- A. Make the manager a delegate to the former employee's account.
- B. Copy the data from the former employee's My Drive to the manager's My Drive.
- C. Transfer ownership of all Drive data using the file transfer ownership tool in the Google Workspace Admin console.
- D. Login as the user and add the manager to the file permissions using the "Is owner" privilege for all Drive files.

Correct Answer: C

Explanation: <https://support.google.com/a/answer/1247799?hl=en>

QUESTION 14

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

<https://support.google.com/a/answer/7129612?hl=en#zippy=%2Cassigning-devices%2Cadd-android-devices-for-the-most-management-features~:text=Add%20devices%20to,and%20upload%20status.>

**QUESTION 15**

Your company frequently hires from five to ten interns for short contract engagements and makes use of the same generically named Google Workspace accounts (e.g., user1@your-company.com, user2@your-company.com, user3@yourcompany.com). The manager of this program wants all email to these accounts routed to the manager's mailbox account also.

What should you do?

- A. Setup address forwarding in each account's GMail setting menu.
- B. Set up recipient address mapping in GMail Advanced Settings.
- C. Configure an Inbound Gateway route.
- D. Give the manager delegated access to the mailboxes.

Correct Answer: B

Explanation: <https://support.google.com/a/answer/6297084#address>

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