

Google Workspace (Gsuite) Administrator

Course Content –

- Sign in to the G Suite admin console
- Set G Suite admin console language
- Change OU's name
- Upload a custom logo
- Set default time-zone for users
- Logo policies and destination page
- Custom G Suite admin console
- Domain configuration
 - Change language
 - Domain Alias
 - Subdomains
 - Appearance and Personalization
- User Management and Organizational Units
 - Users
 - Create users
 - Reset a user's password
 - Suspend a user
 - Restore a suspended account
 - Delete users
 - Recover a recently deleted user
 - Cancel a Gmail suspension
 - User's alias
 - Organizational Units
 - Creating an organizational structure
 - Role of an organizational structure
 - Add an Organizational Unit
 - Modify the organizational structure
 - Move a user to an organizational unit
 - Move a device to an OU
- User and Organizational Units Management
 - Users
 - Granting administrator privileges
 - Create custom administrator roles
 - User Provisioning
 - Via Form
 - Via CSV
 - Via API

- Organizational Units
 - Implement policies
 - Enable or disable user services
 - Configuring Applications for different users
- Domain Settings
 - Enable SSL
 - User provisioning API
 - SSO (Single Sign On)
- Advanced Email Settings
 - Mail routing
 - Content compliance & spam settings
 - Advanced settings for phishing and malware
- Calendar Settings
- Gmail Security
 - Enable GMail Offline
 - Content Compliance
 - Objectionable Content
 - Filters, Black & White Lists
 - Configuring Microsoft Outlook
- Configuring Google Docs
 - Sharing options
 - Visibility Levels
 - Google Drive
- Reports
 - Graphic and Odds
 - Additional Reports