Google Workspace Administration

Module 1: Introduction to Google Workspace

- Create a Google Workspace account and navigate the admin console.
- Describe the key properties of the Google Workspace directory.
- Explain provisioning options for users, groups, and calendar resources in Google Workspace.
- Undertake common user management tasks.
- Explain how an organizational structure is used in Google Workspace to simplify user and service management.
- Describe the types of admin roles available in Google Workspace.

Module 2: Managing Google Workspace

- Configure Google Workspace services for different parts of the organization.
- Configure settings for Google Workspace core services such as Gmail, Calendar, Drive, and Docs.
- Explain the mobile device management options available in Google Workspace.
- Describe Google Vault, and explain how to use it to retain, search, and export your organization's data.
- Run and interpret administrative reports.
- Explain the basics of multi-domain management within Google Workspace.

Module 3: Google Workspace Security

- 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.
- Integrate cloud-based applications with Google Workspace.
- Integrate LDAP-compliant applications using Secure LDAP.
- Configure trusted applications for your organization.
- Configure access to trusted applications to prevent malicious attacks.
- Use the security center to identify, triage, and take action on security and privacy issues.

Module 4: Google Workspace Mail Management

- Explain the Domain Name System (DNS), and be able to 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.

Module 5: Planning Your Google Workspace Deployment

- 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.