# 第一章 GWS介绍

首先要申请一个14天的试用版来学习,有多个版本可以试用,如

- Individual
- Business
  - Business Starter
  - Business Standard
  - Business Plus
- Enterprise 参考链接:https://support.google.com/a/answer/6043576?sjid=17394347976087183016-AP

1.因为Enterprise版本要联系谷歌销售,所以我只申请了功能次高的Business Plus

# 

Google Workspace

用卡,验证手机输入验证码后即可开始使用。

2.输入基本信息,选择试用14天,然后输入信







⑤ 为确保电子邮件递送不会中断,请务必将所有<u>现有电子邮件地址和别名</u>添加到您的 Google Workspace 账号(如果您之前未添加)

#### 

大功告成,您可以开始使用 Google Workspace 应用了!

### 🕗 Gmail 现已可供使用

您的电子邮件现在将被定向到 Gmail。 您可以为团队中的所有人添加更多账号和电子邮件别名。

☑ 添加用户和别名

探索 Google Workspace

练习1创建OU□添加用户

# 为trident365.com上的所有人启用 Gmail

包含 trident365.com 的所有电子邮件地址和 <u>别名</u> (例如						
sales@tric	lent365.com),	以便所有人都可以继续	建接收电子邮件,	而不会遇到服		
务中断。您	风可以访问 <u>高级用</u>	<u>户管理</u> 页面来添加别名	0			

用户
zzt@trident365.com
<b>2+</b> 添加用户
继续激活
Q <sup>•</sup> 如果组织正在试用期间,并且当前拥有超过10个电子邮件地址,则必须升级到付费订 阅。如果使用的是包年套餐,您可能需要先向您的账号 <u>添加许可</u> ,然后才能添加用户。如 果您无需添加电子邮件地址,可以继续操作。

首先创建3个OU[]分别是

- Executive
- Employees
- Contractors

路径是Admin Console>Directory>Organizational units 然后点击Create organizational Unit 为方便起见, 将界面语言设置为英文。

Ma org	anage organizationa janizational units	units   Showing 1 Create organizational unit	
Q	Search for organization	nal units	
	Name	Description	
	trident365.com	Create new organizational unit	
		Create new organizational unit for users who need specific features and settings.	
		Name of organizational unit*	
		Executive	
		Description	
		Parent organizational unit*	
		trident365.com	
		CANCEL CREATE	₋然后

是批量添加用户,下载空白csv模板,输入必须信息,注意密码设置要求8位以上。

### Bulk update users

DOWNL	OAD USER INFO IN	N CSV FILE 👲 DO	WNLOAD BLANK	CSV TEMPLATE
Add or edit use	er info in CSV tem	plate. Learn about CSV ter	nplates	
Required fields	are first name, last r	name, email address, passw	ord, and organization	onal unit path. <mark>View for</mark>
A	В	С	D	E
First name	Last name	Email address	Password	Org Unit Path
John	Smith	johnsmith@acme.com	5bH731	/Sales
ipload CSV file	e			
Jpload CSV file ile attached Jsers.csv X ATTACH CS	e V FILE g more than 150,00	0 users in total, using APIs is	s the recommended	d option. Learn about u
Ipload CSV file ile attached Isers.csv X ATTACH CS f you're updatin PIs	e V FILE g more than 150,00	0 users in total, using APIs i	s the recommende	d option. Learn about u

In progress
Upc
Bulk upload user info completed
See details

很快就完成了

# 练习2 登录Admin Console

过于简单,略

# 练习3确认DNS记录

Admin>Domains>Manage Domains 如果是从Google Domains处购买的域名,则可以设置Advanced DNS Settings[]但我不是,所以不需要。添加SPF记录[]TXT[] 参考链接:https://support.google.com/a/answer/33786#spf-add-record

## GWS各功能介绍

- 1. Users: 添加和管理用户
- 2. Domains: 验证域名,添加域名别名等
- 3. Billing 添加支付方式 (如信用卡,查看订单,管理订阅,分发Licenses等)
- 4. Groups: 创建组和邮件列表
- 5. Apps: 管理GWS的应用,如Gmail和Calendar
- 6. Devices: 保护组织管理下的设备
- 7. Account: DIY组织的详情,设置沟通优先选,也可以查看合规性要求,如GDPR[]HIPAA等
- 8. Organizational Unit (OU):设置组织构架(如组和部门)
- 9. Security: 管理安全设定,如强制2步验证,监视,强制密码等
- 10. Reports: 查看报告和监查日志,监视用户和管理员活动
- 11. Building and Resources: 管理和监视建筑,房间和资源
- 12. Rules: 创建规则和报警
- 13. Admin roles:添加管理员并设置权限
- 14. Data migration: 数据迁移服务, 如导入邮件, 日程, 联系方式等
- 15. Support:支持与帮助

# 练习4:查看公司Profile

Admin>Account>Account Settings>Profile 再点击Profile Settings,可以设置一些初始设定,



如Support Message会显示在用户登录User Dashboard时,帮助用户获得IT支持。 还可以设置各用户的默 认语言和地区/时区。 再点击Preferences, 用于设置各新功能和产品的可用时间,

- 1. New features,可以选择Rapid release和Scheduled release(默认)
- 2. New products,默认是ON[]即发布时所有用户都可以使用,也可以设置为OFF[]发布时大家都不能用。
- 3. Communication preferences,用于设置是否接收Google发来的推送邮件,默认全OFF

~

### Preferences

### Release preferences

New features	Choose how to release new product features to your organization. Learn more about release tracks and upcoming features	
	Scheduled release	
New products	Choose how to roll out new products or services. Learn more	
	Turned on when released	

#### Communication preferences

Email	Choose which communication to receive	
	Turned off - `Tips and updates`	
	Turned off - 'Feature announcement'	
	Turned off - `Offers from Google`	
	Turned off - 'Surveys and testing invitations'	
	Turned off - 'Product education and updates for users'	

在Personalization里设置个性化,如公司Logo[]已经换上了网站Logo[]在Supplemental data storage里设置备用数据存储位置,只有一个可选项,俄罗斯。这个可以为各OU单位设置,也可以为全公司设置。这里有谷歌数据中心的清单 https://www.google.com/about/datacenters/locations/?hl=en 日本只有一个,在印西市(去往成田机场方向的路上,在千叶) Conflicting accounts management,用于管理冲突账户,这个类似于微软的组织账户和个人同名账户的冲突,可以选择transfer,replace或是合并。

Conflicting accounts management	Choose how to manage conflicting accounts. Learn about management options				
	<ul> <li>Automatically invite users to transfer conflicting unmanaged accounts to managed ones</li> </ul>				
	Users' data is transferred if they accept an invitation				
	Send daily follow-up emails for 2 days -				
	If a user declines or doesn't accept an invitation within the selected follow-up period:				
	Replace their conflicting account with a managed one				
	<ul> <li>Users' data won't be transferred. However, users can still access their data in a renamed personal account. Learn what happens to users' personal accounts</li> <li>Don't replace their conflicting account</li> </ul>				
	You'll need to manage conflicting accounts     manually on Unmanaged users				
	Replace conflicting unmanaged accounts with managed ones				
	Users' data won't be transferred. However, users can still access their data in a renamed personal account. Learn what happens to users' personal accounts				
	O Don't replace conflicting unmanaged accounts with managed ones				
	You'll need to manage conflicting accounts manually on     Unmanaged users				

Legal and

Compliance 可以查看关于GWS合规性的一些链接,类似于SaaS评估时查看的那些东西。还可以设置组织的Privacy代表[]Data Protection代表,合规专员,以及对于CDPA(Cloud data processing Addendum)和GDPR的遵守情况[] Custom URLs,用于把各GWS服务的地址,替换为公司域名下的短地址。

## 测试1:

What type of DNS record allows receiving mail servers to verify that the sending servers are authorized to send mail on your domain's behalf?

- 1. Mail Exchanger (MX) record.
- 2. CNAME (Alias) record.
- 3. Google Site Verification record.
- 4. Sender Policy Framework (SPF) record.

What must you do before you can start to use Google Workspace services?

- 1. Verify that you own the domain that you want to associate with Google Workspace.
- 2. Configure MX records to point to Google.
- 3. All these.
- 4. Provide Google with proof of identity.

Typically how long after new features are released to the Rapid release track will they be released on the Scheduled release track?

- 1. At least 2 weeks
- 2. At least 1 week
- 3. At least 1 month
- 4. At least 3 months

# Provisioning

有4种方式可以添加用户(每个用户都需要License[]

- 1. 手动添加
- 2. 批量添加[]csv文件)
- 3. 通过Admin SDK Directory API
- 4. 通过Provisioning工具,如Google Cloud Directory Sync

# **练习**1

单独添加用户,因为试用版只能放10个用户,前面已批量添加过了,这次只记录下要点。 密码要求是8 到100位之间,并且要求用户初次登录时要变更密码。

# **练习**2

批量添加用户,之前已经实践过了,略。使用csv文件新建用户,一次是200名。

## Admin SDK and LDAP API

可以将Google用户和权限与本地LDAP[]如微软的AD[]进行同步,而且这个同步是单向的。对于重复性工作,要中以使用Admin SDK和API进行自动化。

### 测试2

Which of the following are required when adding multiple users via a CSV file? (Choose 2)

- 1. Home Address
- 2. Job Title
- 3. Middle Name
- 4. Password

#### 5. Last Name

Your company just acquired a 100-employee startup and you quickly need to add the new employees to your domain. Using the Admin console, which is the most efficient way to add new users all at once?

#### 1. Add all the new users at once from a .csv file.

- 2. Use GCDS to provision your new users.
- 3. Add the new users manually
- 4. Have them create their own accounts with the "Invite users" option.

#### How does GCDS sync directory information?

- 1. It provides a two-way sync that relies on object modified dates to determine which directory wins.
- 2. GCDS is used for provisioning only.
- 3. It updates the local LDAP directory with Google Workspace information.
- 4. It updates Google Workspace with information from the local LDAP directory.

When adding users individually, how are passwords established?

- 1. None of these.
- 2. The admin can enter a password manually or allow the console to generate a temporary password for the new user.
- 3. Admins need to upload a default password to Google Workspace before adding any users.
- 4. Google Workspace requires the admin to manually add passwords for every single user that is added to the domain.

What is the minimal amount of characters required of Google Workspace passwords?

- 1. 10 characters
- 2. 12 characters
- 3. 6 characters
- 4. 8 characters

# 练习1创建Groups

要求,仅CEO才可以向全公司发通知 Admin>Groups>Create Group>

×

Create group

1 Group i	1 Group information — 2 Group settings				
	Group details				
	All employees				
	Enter a name that identifies the group in lists and messa	ges.			
	Group email *				
	everyone				
	Enter an email address for the group.				
	Group description				
	Internal mailing list for everyone				
	Enter the purpose of the group or how it's used.				
	Group owners Who will have the owner role for this group.				
	Search for a user's name or email address				
	Group labels				
	Mailing				
	For email and distribution lists				
	Security				
	To easily identify and manage groups you Learn about security groups	u apply policies to, such as access control, add the Security label to them.			
	For controlling access to sensitive data a	and resources. You can't remove this label.			

设置Access Type为Announcement only□其他只发不可回复的Group也可以这么选)

NEXT

Access type						
Control what kind of access group members have. Learn more Note: External members can't view group members or search group content						
O Public O Team	Announcement	nt Only		ed 🔿	Custom	
Announcement Only Only group owners and managers can post to the group, and anyone in your organization can join						
		ළ	:	*		$\oplus$
Access settings		Group Owners	Group Managers	Group Members	Entire Organization	External
Who can contact group owners		~	<ul> <li></li> </ul>	~	<ul> <li></li> </ul>	$\checkmark$
Who can view conversations		~	<ul> <li>Image: A second s</li></ul>	~	<ul> <li></li> </ul>	
Who can post		~	~			
Who can view members		~	<ul> <li></li> </ul>			
Who can manage members Add, invite, approve		~	<ul> <li></li> </ul>			
Who can join the group Choose how to add people to the gro	up	Anyone in the People in the they can ioi	ne organizatior le organization n the group	n can ask must ask and	l then be approv	ed before
		Anyone in t	ne organizatior	n can join		
	0	People in th	e organization	can add them	nselves to the gr	oup directly

#### Access设定保持默认,只有Group Owners和Managers可以发布消息。

PREVIOUS

CREATE GROUP

All employees created	ed	
🧭 Settings saved		
What you can do next		
+ Add members to All em	iployees	
See group details for Al Details show group membe	I employees rs, settings, and more	
Create another group		
	DONE	
添加所有用户到该Group		
Groups > All employees >	Members	
All employees	DIRECT MEMBERS DIRECT AND INDIRECT MEMBERS	
everyone@trident365.com	Members	
RENAME GROUP	No members added Add members Upload members Download me	mbers
ADD MEMBERS	Add members to All employees	
BULK UPLOAD MEMBER		
ACCESS SETTINGS	New users are automatically set to receive Each Email.	Туре
INSPECT GROUP	Find a user or group	
DELETE GROUP	Advanced	
Group labels	Note: You can add all users in trident365.com at once. New users will be automatically added to the group as they join your organization.	
Access type: Announcement Only Mailing	By using this setting you're allowing every user to receive all email sent to this group.	
	Add all current and future users of trident365.com to this group with All Email setting	
	CANCEL ADD TO GROUP	

### 稍等片刻,显示所有用户(如果未来新增也会自动加入)

Member	Email/ID	Role	
All users in the organiza	tion	Member 👻	
			再手动

#### 添加Sam[]并把他的Role改为Manager[]点SAVE保存。

nber		Email/ID	Role	Туре	Ξ
	All users in the organization		Member 👻	Owner	1
	Samantha Morse	samantha.morse@trident365.com	Member	Manager Member	1

#### 继续创建另一个Group

Group details
Group name *
Management
Enter a name that identifies the group in lists and messages.
Group email *
management a trident365.com
Enter an email address for the group.
Group description
Executive group
Enter the purpose of the group or how it's used.
Group owners         Who will have the owner role for this group.         samantha.morse@trident365.com         Search for a user's name or email address
Group labels Mailing For email and distribution lists Security To easily identify and manage groups you apply policies to, such as access control, add the Security label to them. Learn about security groups
For controlling access to sensitive data and resources. You can't remove this label.
NEXT

这次有一个Owner是Sam[]并且组标签勾选Security[]Access设定保持默认,添加组成员 Sam,Alex,Lars 再把Sam的角色从Owner降级为Manager 退出当前账户,使用Sam的账户登录Gmail 分别给everyone的组邮件和management的组邮件发送一份邮件

草稿已保存	_ ⊮ <sup>,</sup> ×			
收件人 🗛 All employees 🗙	抄送 密送 🎗			
Hello to everyone				
Say Hello				
草稿已保存	_ 2 <sup>7</sup> ×	1		
收件人 Management ×	抄送 密送 <b>2:</b> +			
Hello to Management				
Say Hello 看我的群组,点击每个群组查看刚才发的邮件。 ☆ All employees 1位成员・1个子群组 □ C : S Samantha Morse Hello to everyo ☆ Management 3位成员	ne — Say Hello	然后从9个点	〔中打开Gro	up服务,查
L G :				
Samantha Morse Hello to Manag	gement – Say Hell	o 然后再退出	,并切换到	Will的账户,
Hello to everyone	收件箱 ×		8	ß
<b>?</b> Samantha Morse <samanth 发送至 All ▼</samanth 	a.morse@trid 21:4	1 (3分钟前)	☆ ←	:
Say Hello 发件人: Say Hello / (大子) / ((大子) / ((大子) / ((the state of the state o	amantha Morse samantha.morse@	trident365.c	:om>	
香着收件箱 ゆ件人: 4	ll employees everyone@trident	365.com>		同
样,给2个组邮箱分别发邮件,因为Will没有权限[Sa	m是管理者权限) ement的还没有回	,所以他只会 ]复。 再切换	会收到错误道 到Lars的账	通知。 但只 户登录,查

收到了发给everyone群组的错误通知,发给management的还没有回复。再切换到Lars的账户登录,查 看邮件,因为Lars是Managment群组的成员,所以他会收到Sam发的2封邮件,而Will发的他也收到了,因 为群组权限Who can post里有整个组织,所以Will虽然不是组成员,也能发邮件到该组。



#### Public

Anyone in your organization can post to and join the group

	Do	<b>.</b>	*		
Access settings	Group Owners	Group Managers	Group Members	Entire Organization	
Who can contact group owners	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Who can view conversations	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
Who can post	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	同时

#### 再发邮件给2个群组,会收到Everyone群组的未达通知,因为只有CEO才有权限,

🔆 Will Marconi	Hello World - By Will			21:45
📩 Samantha Morse	Hello to Management -	S		21:41
☆ Samantha Morse	Hello to everyone - Say	·		21:41
Mail Delivery Subsystem <ma 发送至我 ▼</ma 	iler-daem 21:55 (0分钟前)	☆	¢	:
公 翻译成中文	×			

Hello lars.ericsson@trident365.com,

We're writing to let you know that the group you tried to contact (everyone) may not exist, or you may not have permission to post messages to the group. A few more details on why you weren't able to post:

- \* You might have spelled or formatted the group name incorrectly.
- \* The owner of the group may have removed this group.
- \* You may need to join the group before receiving permission to post.
- \* This group may not be open to posting.

### 测试3

Which method can NOT be used to create a Google Group?

- 1. Using the Groups for Business service at groups.google.com.
- 2. From the admin console.
- 3. Using GCDS.
- 4. Using Gmail.

You have created an Announcement group and you want to ensure that all users in your organization receive emails sent to the group. How would you do this?

- 1. Once you have created the group, use GCDS to update membership.
- 2. Check the 'Add all current and future users of
- 3. Add all members to the group individually. As new people join the organization you must manually add these.
- 4. Once you have created the group, use the Admin SDK to update membership.

## 测试4

Which of the following statements are true? (Choose 2)

- 1. Features (such as video, audio equipment) are associated with a Building.
- 2. Features (such as video, audio equipment) are associated with a Resource.
- 3. Resources are normally associated with a building so it is recommended that buildings are defined first and you choose the building when adding the resource.
- 4. Resources belong to a building so you cannot add a resource without a building definition.

Once you have created your resources, how do you manage the resource calendar settings?

- 1. From the Calendar service settings in the admin console.
- 2. From the Buildings and Resources area in the admin console.
- 3. From the admin console or Google Calendar.
- 4. From Google Calendar.

What can be defined when creating a Resource? (Choose 2)

- 1. Capacity.
- 2. Email address.
- 3. Physical address.
- 4. Name.

练习1
-----

Directory Users Groups	Samantha Morse samantha.morse@trident365.com Active Last sign in: About 23 hours ago	User details Security Groups Investigate
larget audiences	Created: Jan 19, 2025	Storage use and settings for Samantha Morse
Organizational units	Organizational unit	Tatal Usad
<ul> <li>Buildings and resources</li> </ul>	trident365.com > Executive	
Directory settings	DESET DASSWORD	0 bytes 0 bytes
Directory sync BETA	RESET PASSWORD	Storage limit Sto
Devices	UPDATE USER	Inherited from "trident365.com" OF
Apps	ADD ALTERNATE EMAILS	
► Generative AI	ADD TO GROUPS	User information

为用户Samantha Morse添加别名邮箱,同事一般称呼他为Sam[]可以添加多个别名邮箱。

Last update: 2025/01/20 22:56	resourc	ces:courses:gws_c1 https://trident3	865.com/0	doku.php?id=	resources:courses	s:gws_c1
Alternate email addresses (email alias) <ol> <li>Help</li> </ol>	mail addresses (email alias)       You can give this user upto 30 alternate emails, at no extra cost. Note, they still sign in with their primary email. Learn more         Send users info on how they can receive and send emails from alternate emails. Learn more					
	Alternate email sam	Domain trident365.com @	Ŧ	×		
	Alternate email					
	Alternate emails with user ali	as domains are also available for this user. L	earn more			
	Show all alternate emails $\boldsymbol{\mathbf{v}}$					
					CANCEL	SAVE
如果为公司均	或名添加别名的话,	则所有用户都会自动新增	一个新	i域名的别 <sup>。</sup>	名邮箱。	

# **练习**2

### 重置用户密码。长期休假回来的用户,忘记了自己的密码,导致账户被锁,需要重置。

Reset password for <b>Timothy Lee</b>		A
<ul> <li>Automatically generate a password You'll be able to view and copy the password in the next step</li> </ul>		A
○ Create password		A
		A
CA	NCEL RESET	2选1,然后复制新密码,



UK52hnhDnqYR6bU\*



1.如果用户知道自己的密码,他们可以自行重置密码 2.如果管理员设置了Self-Service重置 密码,用户即使忘记密码也可以进行重置,但如果是SSO登录,比如使用Hennge One[]则 用户不能自己重置PW

Convertier			
• V Security			
Overview	Security	Showing settings for users in trident3	165.com
Alert center		Account Recovery	
- Authentication	Users		
2-step verification	Groups	Super admin account recovery Applied at 'trident365.com'	Super admins can recover their own accounts if they forget their password. Learn more
Account recovery	Organizational Units		Allow super admins to recover their account ON
Advanced Protection Program	Search for organizational units		
Login challenges	▼ trident365.com	User account recovery	Users and non-super admins can recover their own account if they forget their password. Learn more
Passwordless BETA	Contractors	Applied at indention.com	This setting doesn't apply if you're using single sign-on (SSO) with a third-party identity provider or Password Sync.
Password management	Employees		Learn more
SSO with SAML applications	Executive		Allow users and non-super admins to recover their account OFF
SSO with third party IdP			不允许用户重置PW
Multi-party approval			
<ul> <li>Access and data control</li> </ul>		Recovery information Applied at 'trident365.com'	Recovery information is used in user security anomalies and user account recovery. Learn more
🕨 💽 Data			This setting doesn't apply if you're using single sign-on (SSO) with a third-party identity provider or Password Sync. Ensure that you are legally allowed to collect end-user phone and recovery email information. Learn more
Reporting		允许用户添加恢复用曲	3箱和手机号
Billing			If recovery info options are turned off, user accounts are less secure.
Account			Allow admins and users to add recovery email information to their account.
Rules			Allow admins and users to add recovery phone information to their account.
△ Storage			ON

**练习**3

重命名用户 即变更PrimaryEmail的名字



变更主邮箱地址需要10分钟生效,而域名和联系人需要24小时生效,使用新邮箱进行Chat则需要等3天

### **练**习4

#### 封号操作,也不能给该用户发送会议邀请或是邮件。比如对于休假的人?

Jon Baird	jon.baird@trident365.com	Active (created 1 day ago)	Hasn't signed Reset password	Rename user More options 💌
Lars Ericsson	lars.ericsson@trident365.c	Active (created 1 day ago)	About 23 hours ago	Add to groups
Mark Jones	mark.jones@trident365.com	Active (created 1 day ago)	Hasn't signed in	Email user
Samantha Morse	samantha.morse@trident3	Active (created 1 day ago)	About 23 hours ago	Suspend user

#### 如果只想查看被封号的用户,可以使用Filter筛选。

	+ Add filter	User status	×			
I		Active				
	First name	Suspended	3			
	Last name					
1	Email		APPLY			
-	User status 2			解封操作如下	<del>.</del> :	
	Jon Baird jon.baird@tride	ent365.com Suspended by a	dmin (a min Hasn't sig	ned Reset password	Rename user	More options 💌
					Add to groups	
					Email user	
					Reactivate	



如果用户使用Gmail超过了发送限制,会自动被Google限制Gmail使用,但他仍然可以使用 其他服务。 如果用户违反了谷歌的服务条款,如滥用,则管理员也不能解封,需要联系技 术支持。

### **练习**5

删除一个用户。注意该用户的数据需要迁移。

2025/09/03 06:36		23/36				第一章 GWS介绍
Jon Baird	jon.baird@trident365.com	Suspended by admin (2 min	Hasn't signed	Reset password	Rename user	More options 💌
Lars Ericsson	lars.ericsson@trident365.c	Active (created 1 day ago)	About 23 hours	ago	Add to groups	
Mark Jones	mark.jones@trident365.com	Active (created 1 day ago)	Hasn't signed ir	1	Email user	
Samantha Morse	samantha.morse@trident3	Active (created 1 day ago)	About 23 hours	ago	Reactivate	
Timothy Lee	tim.lee@trident365.com	Active (created 1 day ago)	Hasn't signed ir	ı —	Deleteuser	]
	tom.edison@trident365.com	Active (created 1 day ago)	Hasn't signed ir	ı Ļ	Delete üser	]
Data in Gmail	<ol> <li>Migrate the</li> <li>If you want</li> <li>Reuse th You can hours af</li> <li>Set up er</li> </ol>	user's existing email to keep receiving future email iis users email address (Reco make this user's current emai ter this user is deleted. Learn mail forwarding for incoming	is sent to this ad mmended) il address an alte about reusing e messages	dress, here are yo ernate email (ema mails	our options ail alias) for anot	her user 24
Data in Classroom	Make sure to tr Doing so ensur ownership of a	ransfer ownership of Google C res that the class content rem class.	Classroom classe ains available to	es owned by this your organizatio	user using the C n. Learn more ab	lassroom API. oout transferring
Data in other apps	<ul> <li>Transfer</li> <li>Select the user</li> <li>Lars <lars.eri< li=""> <li>Select data to</li> <li>✓ Drive And</li> <li>✓ Inclue</li> <li>Calendar</li> <li>Also</li> <li>取消公选</li> </lars.eri<></li></ul>	<ul> <li>Don't transfer data</li> <li>r you want to transfer Jon Ba</li> <li>csson@trident365.com&gt; (2)</li> <li>transfer :</li> <li>Docs</li> <li>de files that are not shared wit</li> <li>release all calendar resources</li> <li>in about transferred calendar</li> </ul>	ird's data to (for 受让 勾选 th anyone. s booked in even least one guest/re events	r example, a mar 人 文选 ts organised by the source shall be train	hager) he user nsferred.	

Recover



# **练**习6

撤销删除操作。 添加User Filter[]选择[Recently delete],然后选择Jon

jon.baird@trident365.com 20 days left to recover

### 选择Recover[]然后选择最高组织级别。



如果是用户被封号的情况下被删除,则撤销后用户仍然是被封号状态,需要Reactivatet才 能正常使用。

## 测试5

How are site-based licenses assigned to users?

- 1. Site-based licenses can be manually or automatically assigned by the administrator.
- 2. Site-based licenses are automatically assigned to all users in the organization.
- 3. They are manually assigned by the administrator.

When you delete a user, which of the following can be transferred to a new owner?

- 1. Calendar.
- 2. Contacts
- 3. Email Address
- 4. Items in Trash
- 5. Sites

To allow a single user to receive email in their Gmail inbox addressed to multiple addresses you would add?

- 1. A new account pointing to the existing user's inbox.
- 2. An email alias.
- 3. A domain alias.
- 4. Any of the other options.

What is the behavior for a suspended user? (Choose 2)

- 1. A suspended user cannot login to their account.
- 2. The user can log in and view their account but not add any new content (emails, docs, calendar events, etc..)
- 3. Email and new calendar invites are blocked on a suspended user's account.
- 4. A suspended user cannot log in to Google Workspace but they do continue to receive email and calendar invites.

Under what conditions can a forgotten password be recovered by a user?

- 1. Only if the organization is using SSO.
- 2. Only if the administrator has enabled non-admin password recovery.
- 3. By default every user can recover their password from the Google Workspace sign in page.
- 4. Never. Only administrators can recover a forgotten password.

# **练习**1

创建新OU[]然后选择对应的用户到OU中,这个在最开始批量导入用户的时候已经完成了,所以不需要再练 习了。 note

如果是转岗伴随的部门变更,需要24小时时间生效。

# **练习**2

限制访问GWS服务 对于谷歌翻译,要求只对执行役员有效,则先对全员OFF[]再对役员ON即可。

✓ ₩ Apps	All users in this accourt	nt			Services 1	Service Status			Action
Overview  Google Workspace	Groups		~		Google Pay	ON			
Additional Google services	Organizational Units		^		Gree Google Pay for Business	ON			
Web and mobile apps	Search for organization	onal units			Coogle Photos	ON			
Google Workspace Marketplace apps	▼ trident365.com	选中			Google Play	ON			
LDAP	Contractors				C and Discourse				
	Employees				Google Play Console	UN			
> 😯 Security	Executive				Google Public Data	ON		OFF (Override)	
> 💽 Data					Google Search Console	ON		ON (Override)	
Reporting					Google Translate	ON		Learn more	:
		_	$\sim$	_					
Search for organizational units			🔂 Goog	le Search Co	onsole	ON	Inherited		
✓ trident365.com Contractors Employees		Google Tr		Google Translate		ON	Overridden	]	
				le Trips		ON	Inherited		
Executive			b Look	er Studio		ON	Inherited		
		_	-						

## 测试6

Which of these statements are true about Google Workspace OUs? (Choose 2)

- 1. A user may belong to multiple OUs.
- 2. A Google Workspace account may contain multiple OUs.
- 3. A user may belong to one OU only.
- 4. OUs are comprised of groups.

You want to enable Blogger for your full-time employees but restrict access to your contractors. Which method could be used to do this?

- 1. Create a Google group, add the contractors to the group, and turn off Blogger for the group.
- 2. Disable the Blogger service in the user profile for each contractor.
- 3. Move the contractors into an OU and turn off Blogger for that OU.
- 4. Restrict access to Blogger in the Blogger profile for each contractor.

#### How do settings inherit across OUs?

- 1. All settings for all OUs, no matter the hierarchy, start out the same.
- 2. You must manually configure the settings for each new organizational unit you add to your account.
- 3. Each child OU inherits settings from its parent, which you can then customize.
- 4. All settings are the same for each level within the organizational hierarchy.

### 练习1

Directory settings > Sharing setting

	Sharing settings	
Directory settings	Contact sharing	Enable contact sharing ON
	External Directory sharing	Authenticated user basic profile fields Share only the authenticated user's name, photo, and email address to enable Google Sign-in if the appropriate scopes are granted. Other non-public profile fields for the authenticated user aren't share All profile information of other users in the organization isn't shared.
		Organization data and authenticated user basic profile fields Share all Directory information that is shared within your organization. This information includes prof information for users in your organization that has been created by admins or users and shared external contacts.

# 打开联系人分享,默认是开启的,另外谷歌账户基本信息分享,有2个选项,一个是包含,另一个是不包含组织基本信息。更详细的设定可以点开查看。

#### Enable contact sharing

Automatically share contacts within your organization. Contact information won't be shared outside your organization. Learn more

#### Choose which user email addresses should be visible to other users:

- Show all email addresses
- Show only secondary and alias email addresses. If user has a primary email address only, show it.
- Show only primary email address
- Show only email addresses in the user's primary domain

Choose what is shown in the browsable "Directory" in Contact Manager:

- Show only domain profiles
- Show only domain shared contacts
- Show both domain profiles and domain shared contacts

#### 如果关闭Directory[]则公司内找人不会显示详细Profile[]甚为不便。

### 练习2

#### 更新用户的Profile

Jon Baird jon.baird@trident365.com Suspended by admin Last sign in: Hasn't signed in Created: Jan 19, 2025	Contact information	Email (Home) <i>Add a secondary email</i> Phone (Home) <i>Add a phone number</i> Address (Home) <i>Add address</i>
Organizational unit trident365.com		
RESET PASSWORD	Alternate email addresses (email alias) ⑦ Help	Alternate email Add alternate email
ADD ALTERNATE EMAILS	Employee information	Employee ID Add an employee ID
ADD TO GROUPS		Job title HR Business Partner
REACTIVATE		Type of employee Add a type of employee
		Manager's email

### 想要让用户可以自行更新Profile[]点击Allow users to edit profile

Users   Showing users from all org	anizational units Add new use	r Bulk update users Downlo	ad users	More options 💌
+ Add a filter				Manage custom attributes
Name ↑	Email	Status	Last sig	Transfer tool for unmanaged users
Alex Bell	alex.bell@trident365.com	n Active (created 1 day ago)	Hasn't :	Allow users to edit profile
Ellie Gray	ellie.gray@trident365.cor	m Active (created 1 day ago)	Hasn't :	Recently deleted users (0)

#### 具体项目在这里

Profile information Applied at 'trident365.com'	Choose what profile information users can edit Changes users make to their profile information in About Me will show in their profiles across Google applications. Some changes that users make won't be reflected in the user's page in the Admin Console. Learn More	
	Regardless of the settings below, users who previously had a Currents profile may be able to edit their Introduction and Other personal info in About Me until January 18, 2025. After this date, these users' profile info will be permanently deleted, unless the boxes below for Introduction and Other personal info are checked. This preserves the users' info for those fields and allows them to edit going forward. Learn More	
	Allow users to edit their name	
	Name pronunciation Allow users to edit their name pronunciation	
	Allow users to change their profile pictures	
	Gender Allow users to edit their gender	
	Pronouns Allow users to set their pronouns and choose who can see them at aboutme.google.com. When enabling this setting, keep in mind that some people in your organization may travel or work in countries that have laws related to gender expression. ③	
	Birthday Allow users to edit their date of birth	
	Allow users to edit their introduction	
	Work location Allow users to edit their main work location (building / floor or working remotely) ③	
	Other personal info Allow users to edit their contact information, work history, and more ③	
	Profile discovery     Allow users to edit their profile discovery setting	
	Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log	
	CANCEL SAVE	-

### **练习**3

只有一个域名的环境下,组织只有一个Directory[]即Global Address List[]但对于多域名环境,可以限制用 户查看Directory的范围。创建Contractors的OU[]添加用户Mark[]创建Group[]名为HR Project

Group details	
Group name *	
HR Project	
Enter a name that identifies the group in lists and messages.	
Group email *	
hrproject	(i) trident365.com
Enter an email address for the group.	
Group description	
Custom directory group for HR	
Enter the purpose of the group or how it's used.	
Group owners Who will have the owner role for this group. Search for a user's name or email address	
Group labels	
For email and distribution lists	
Security      To easily identify and manage groups you apply policies to such a	s access control add the Security label to them Learn about security groups
For controlling access to sensitive data and resources. You can't re	emove this label.
	NEYT

Access type						
Control what kind of access group members have. Note: External members can't view group members	Learn more s or search group content				-	
O Public O Team O Ann	nouncement Only	◯ Restrict	ed 🥘	Custom		
Team Anyone in your organization can	post to the group, but th	ey must ask to	join		_	
	ŝ	<b>:</b>	*		$\oplus$	
Access settings	Group Owners	Group Managers	Group Members	Entire Organization	External	
Who can contact group owners	~	<ul> <li>Image: A second s</li></ul>	~	~	~	
Who can view conversations	~	<ul> <li></li> </ul>	~	~		
Who can post	<ul> <li>Image: A start of the start of</li></ul>	<ul> <li></li> </ul>	~	~		
Who can view members	~	~	~	~		
Who can manage members Add, invite, approve	~	<ul> <li></li> </ul>				
Who can join the group Choose how to add people to the group	O Anyone in t People in th	he organization ne organization	n can ask 1 must ask and	d then be appro	ved before th	ey can join th
	Anyone in t People in the property of the p	he organization ne organization	n <mark>can join</mark> 1 can add then	nselves to the o	roup directly	
	Only invited     People can	join the group	only if they're	invited		

#### 把Mark加入Group,把Lars加入Group[]并将他变更为Manager

Directory settings > Visibility settings

Directory settings	Showing settings for users in trident365.com					
Ormanizational Unite	Visibility settings					
organizational onits	Directory visibility	Decide who the users in the selected organizational unit can see Learn more				
Search for organizational units trident365.com Contractors	Applied at 'trident365.com'	No users     Users in this organizational unit can see no one in the domain     All users     Users in this organizational unit can see everyone with shared contact information				
Employees		<ul> <li>Users in a custom directory</li> </ul>				
Executive		Users in utils organizational unit can see members in a custom directory that you define Directory is not selected. Settings will not be saved. CREATE NEW Most changes take effect in a few minutes. Learn more				
		You can view prior changes in the Audit log				

#### Users in a custom directory

Users in this organizational unit can see members in a custom directory that you define

HR Project	:	CRE	ATE NEW	]		
Custom Di	rectory Groups					
HR Project	HR Project	Edit	Delete			
Most changes ta     You can view pr	ake effect in a few minutes. ior changes in the Audit log	Learn more				
				1 unsaved cl	hange CANC	EL SAVE

在可视化设定里,添加新的自定义Directory[]命名为HR Project[]选择HR Project[]保存 这样Mark只能看到 自己Directory的信息。

### 测试7

Where are custom directories defined for a user?

#### 1. In the users OU.

- 2. In the user's domain settings.
- 3. In a custom directory group in which the user is a member.
- 4. On the user's profile page.

*Users across your organization regularly email your suppliers and would like to have Google Workspace automatically auto-complete their email addresses in Gmail. What should you do?* 

- 1. Create Google Workspace accounts in your organization for these contacts and configure a forwarding rule for each account.
- 2. Place these external email addresses into a Google Group and ask your users to email the group.
- 3. Ask your users to add this shared contact information to their personal contacts list.
- 4. Use the Domain Shared Contacts API to add these external users to your directory.

What can you add to a user's profile that can be used by Google as a login challenge when they suspect that an unauthorized person is trying to access a user's account.

- 1. Job title.
- 2. Work location.
- 3. Employee ID.
- 4. Birthday.

A user can change all the settings below from their About me page but which are editable by default? (Choose 2)

#### 1. Work Location

2. Name

- 3. Gender
- 4. Photo
- 5. Birthday

# **练习**1

#### 创建新的超级管理员,选择用户Alex[]

		-	-,,	
Alex Bell alex.bell@trident365.com Active	Storage limit Inherited from "trid	ent365.com"	Storage limit for user OFF	
Last sign in: Hasn't signed in Created: Jan 19, 2025	User informatio	n		
Organizational unit trident365.com > Executive			This user profile is incomplete. Add contact in Alex, like a secondary email address and a pho	formation for one number.
RESET PASSWORD	User details			
UPDATE USER	Admin roles and	d privileges		
ADD ALTERNATE EMAILS			Alex doesn't have any admin roles or privileges	5.
ADD TO GROUPS			ASSIGN ROLES	
选择Google预置的Supepr Ac	dmin			
<b>oles</b> Ianage admin roles for Alex. Assign <mark>pre-built roles</mark> or crea	ate custom roles with specific priv	ileges.		
0 roles assigned				CREATE CUSTOM ROLE
Role name		Scope of role	Assigned state 🔨	Condition
User Management Admin User Management Administrator		-	Not assigned	
Groups Admin Groups Administrator		-	Not assigned	
Super Admin Google Workspace Administrator Seed Role		All organizational units	Assigned	
Services Admin Services Administrator		-	Not assigned	
Help Desk Admin Help Desk Administrator		-	Not assigned	
电杳看				
Generative Al		User Management Admin	User Management Administrator	System role
Security		Groups Admin	Groups Administrator	System role
Reporting		Super Admin	Google Workspace Administrator Seed I	Role System role
Billing		Services Admin	Services Administrator	System role
Account settings		Help Desk Admin	Help Desk Administrator	System role
Admin roles				
> Domains				

Super Admin

SYSTEM ROLE

## Super Admin

Google Workspace Administrator Seed Role

COPY ROLE

Admins

Admins assigned

Privileges

All privileges available

接下来查

看Help Desk Admin

SYSTEM ROLE	6 Privileges
Help Desk Admin	Q Search for privileges by their name
Help Desk Administrator	Privilege Name
COPY ROLE	<ul> <li>Organizational Units</li> </ul>
	Read
	Create
	Update
	Delete
	▼ Users
	Read
	Create
	▼ □ Update
	Move Users
	Suspend Users
	Rename Users
hm口右Dood和DocotDW的变变和权阻	Reset Password

发现只有Read和ResetPW这两种权限。



如果为域设置了3个以上的超级管理员,若其中一位忘记了密码,他们无法使用自动恢复 来恢复其账户,因为自动恢复需要辅助电子邮件或电话号码[]Google无法确定哪个管理员 有该辅助电子邮件或电话号码,但每个管理员都有一个iPhone[]问题不大

<u>练习</u>2

创建自定义Role

Role info		
Name * Reporting Role		
Description Role for Reporting		
* required field		
		CANCEL CONTINUE
	<ul> <li>Services</li> </ul>	
	Domain Settings	
	Reports	
口勾选Convicer工的Donort和能	Support	에계수도
只勾远Services下的Report功能。 为Lars分配该Role[]		一一

## 测试8

What's the recommended way to create a custom administrator role for your domain?

#### 1. Create a new role and choose the required privileges.

- 2. Duplicate an existing role and edit the privileges.
- 3. Choose the custom administrator option when manually adding the user.
- 4. Create a new role based on a role template.

You can assign more than one administrator role to a user.

- 1. True
- 2. False

Privileges in a pre-built administrator role can be customized.

- 1. True
- 2. False

When assigning an administrative role to a single user, where in the user's account page do you assign the role?

- 1. Admin roles and privileges
- 2. License
- 3. Security

#### 4. Groups

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