

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

适合您的方案



立即注册，享受一次性折扣优惠

推荐

商务 Plus 版

畅享 25% 优惠 3 个月 ⓘ

¥2,250 ~~¥3,000~~
JPY

/用户/月 ▼

免费试用 14 天

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

请验证您自己的 trident365.com

在您验证自己对 **trident365.com** 的所有权后，您的组织将可以使用Gmail、日历、云端硬盘、Meet、Chat 等应用中的高级功能。

选择您的域名托管服务商

域名托管服务商

Xserver

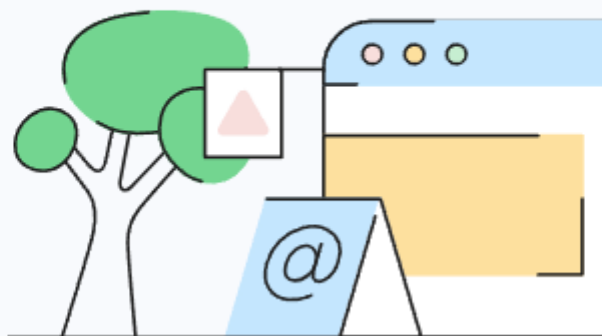


☐ 我的域名托管服务商不在此列

继续

3. 然后是域所有权验证，在Xserver管理面板，添加DNS记录（一条TXT□一条CNAME）不到1分钟，就显示通过验证

您的域名已通过验证！



✓ 您已验证 trident365.com

大功告成，您可以开始使用 Google Workspace 应用了！

• 开始通过您的网域使用 Gmail 10 分钟

我们将帮助您设置 Gmail，以便 **@trident365.com** 的所有电子邮件地址都将开始在 Gmail 中接收电子邮件。完成此步骤对于在 Gmail 中接收电子邮件至关重要。系统会要求您添加使用您网域设置的所有电子邮件地址。

启用 Gmail

证
为了从Xserver的Webmail切换到Gmail□需要替换MX记录 原MX记录的值就是trident365.com,而不是SMTP.GOOGLE.COM

4.

大功告成！



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

✓ **您已验证 trident365.com**

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员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并添加用户

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别名（例如 sales@trident365.com），以便所有人都可以继续接收电子邮件，而不会遇到服务中断。您可以访问[高级用户管理](#)页面来添加别名。


用户

 你

zzt@trident365.com

[+ 添加用户](#)

继续激活

 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[添加许可](#)，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。

Manage organizational units | Showing 1 organizational units

Create organizational unit

Q Search for organizational 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

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。然后

Bulk update users

1 Download CSV file

DOWNLOAD USER INFO IN CSV FILE

DOWNLOAD BLANK CSV TEMPLATE

2 Add or edit user info in CSV template. [Learn about CSV templates](#)

Required fields are first name, last name, email address, password, and organizational unit path. [View formats](#)

A	B	C	D	E
First name	Last name	Email address	Password	Org Unit Path
John	Smith	johnsmith@acme.com	5bH731	/Sales

3 Upload CSV file

File attached

users.csv X

ATTACH CSV FILE

If you're updating more than 150,000 users in total, using APIs is the recommended option. [Learn about using APIs](#)

CANCEL

UPLOAD

YOUR TASKS

OTHERS' TASKS

In progress

✓

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

https://trident365.com/

Printed on 2026/02/04 12:08





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):设置组织架构（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，

Contact info	Choose who to send service emails, payment notifications, and other emails to	
	Primary admin zzt@trident365.com	
	Secondary email <i>Add secondary email</i>	
Support message	Information about contacting your support team. Learn more about age-based access settings.	
Language and timezone		
Language	Language for trident365.com English (US) (EN)	
Timezone	Timezone for trident365.com	
	Select country	
	(GMT+09:00) Asia/Tokyo	

比如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 managementChoose how to manage conflicting accounts. [Learn about management options](#)

- ☒ Automatically invite users to transfer conflicting unmanaged accounts to managed ones

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



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](#)

- ☐ Don't replace their conflicting account



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](#)

- ☐ 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 information

2 Group settings

Group details

Group name *

All employees

Enter a name that identifies the group in lists and messages.

Group email *

everyone

@ trident365.com

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 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

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

Access type

Control what kind of access group members have. [Learn more](#)

Note: External members can't view group members or search group content


☐ Public

☐ Team

☒ Announcement Only






☐ Restricted

☐ Custom

 Announcement Only

Only group owners and managers can post to the group, and anyone in your organization can join

Access settings

	 Group Owners	 Group Managers	 Group Members	 Entire Organization	 External
Who can contact group owners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Who can view conversations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who can post	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who can view members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Who can manage members Add, invite, approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Who can join the group

Choose how to add people to the group

☐ Anyone in the organization can ask

People in the organization must ask and then be approved before they can join the group

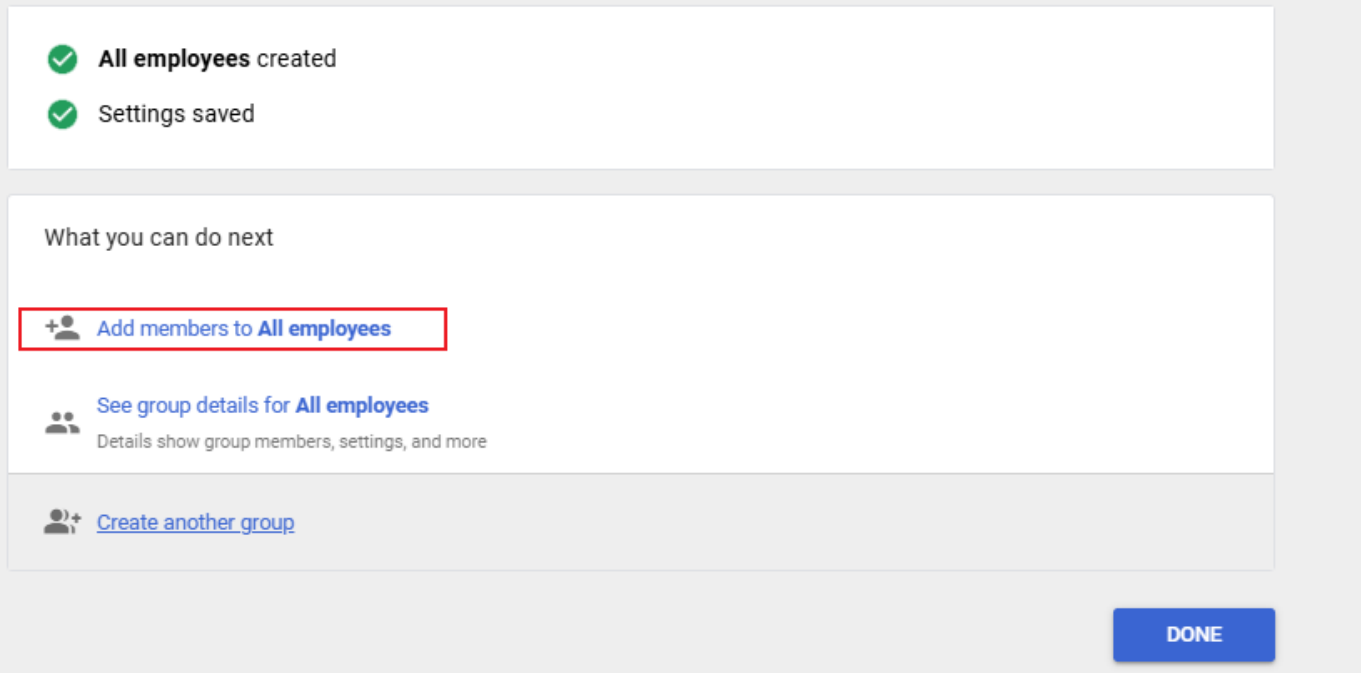
☒ Anyone in the organization can join

People in the organization can add themselves to the group directly

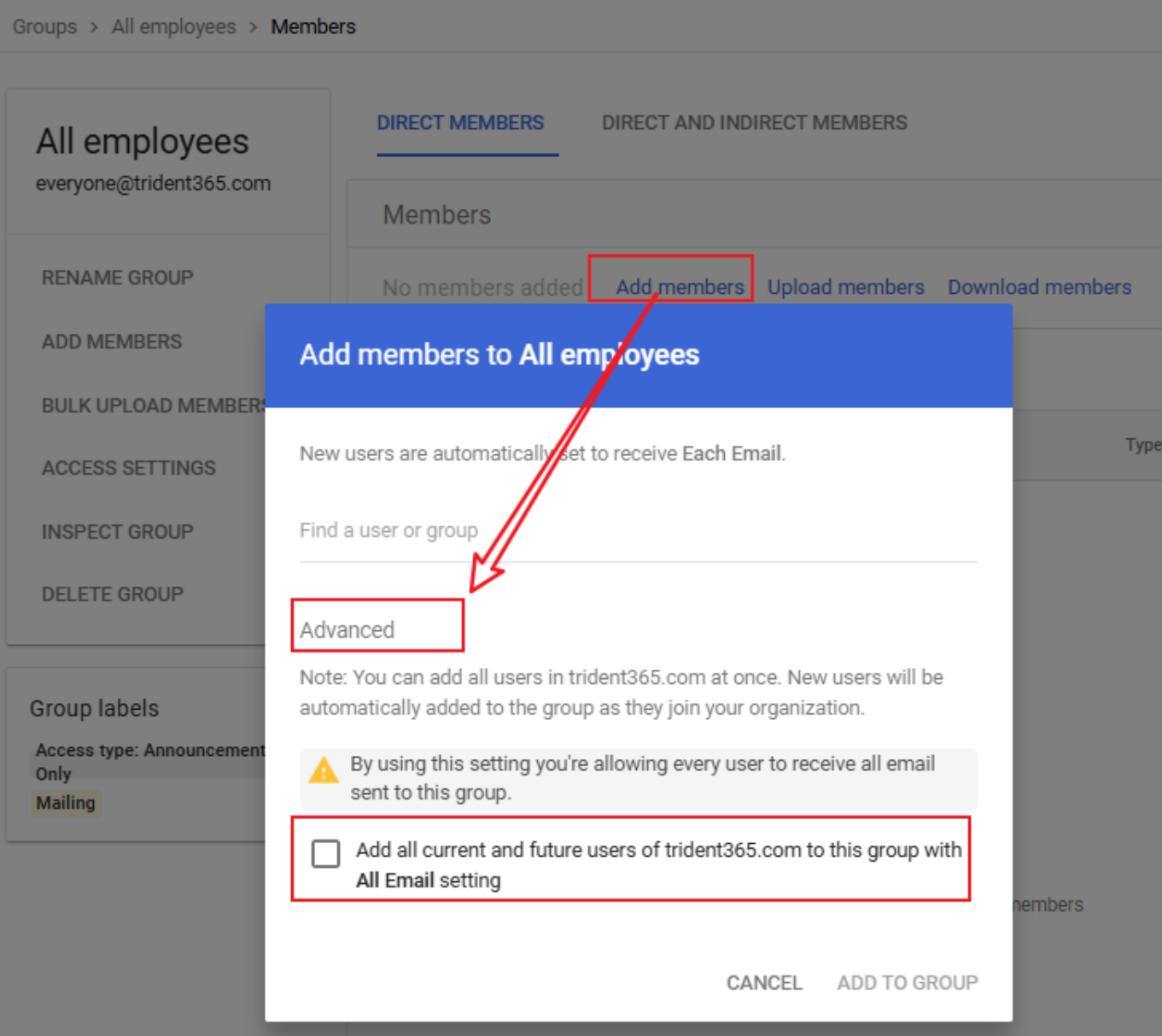
PREVIOUS

CREATE GROUP

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



添加所有用户到该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 organization

Member

▼

Samantha Morse

samantha.morse@trident365.com

Member

▼

Owner

Manager

Member

再手动

添加Sam并把他Role改为Manager点SAVE保存。

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

@

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

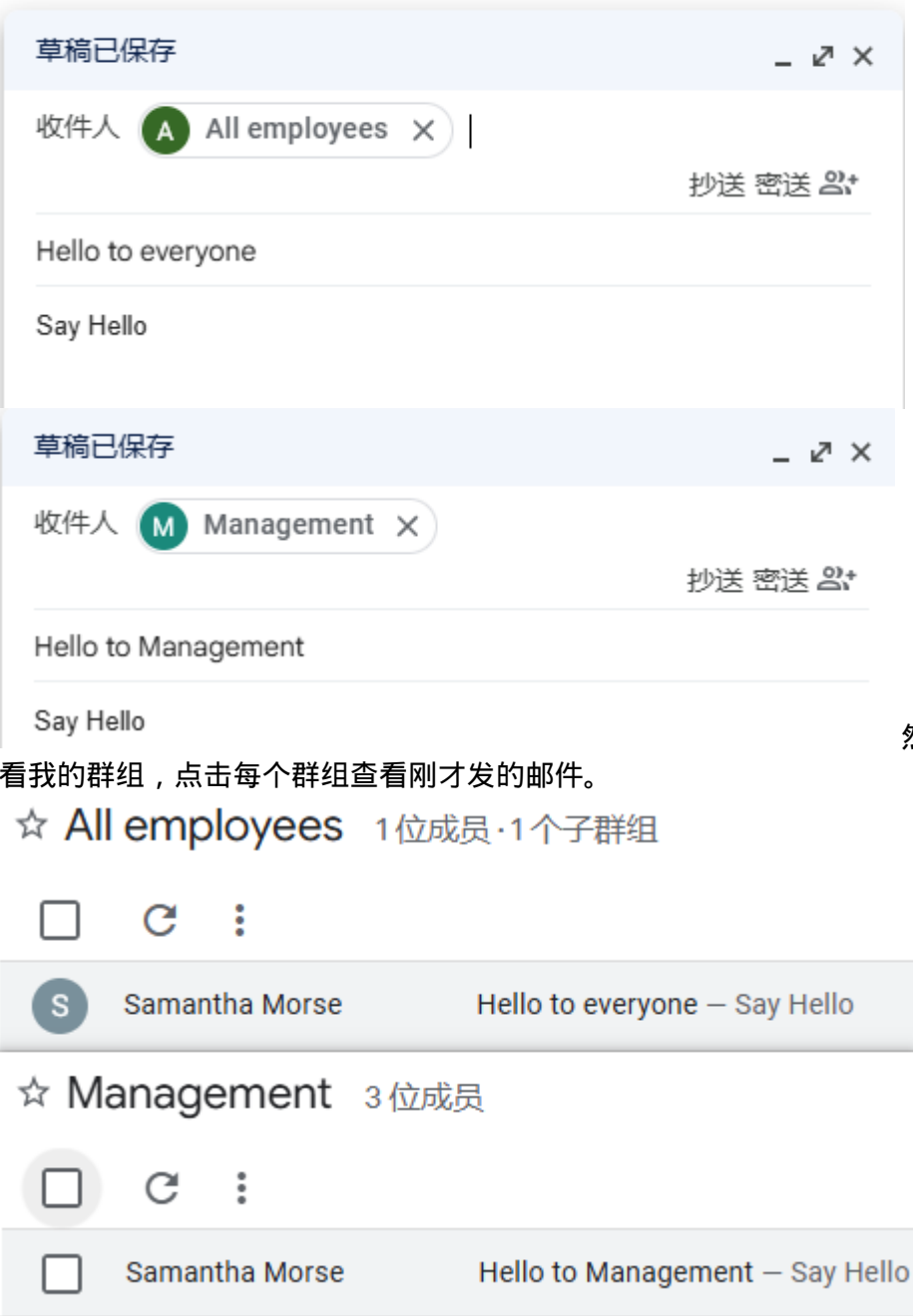
☒ Security

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.

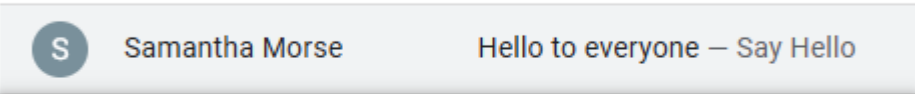
NEXT

这次有一个Owner是Sam并且组标签勾选SecurityAccess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

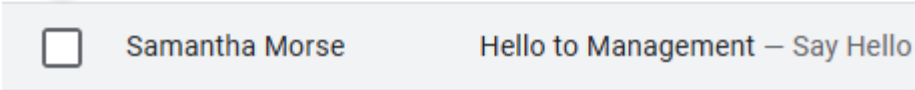


然后从9个点中打开Group服务，查看我的群组，点击每个群组查看刚才发的邮件。

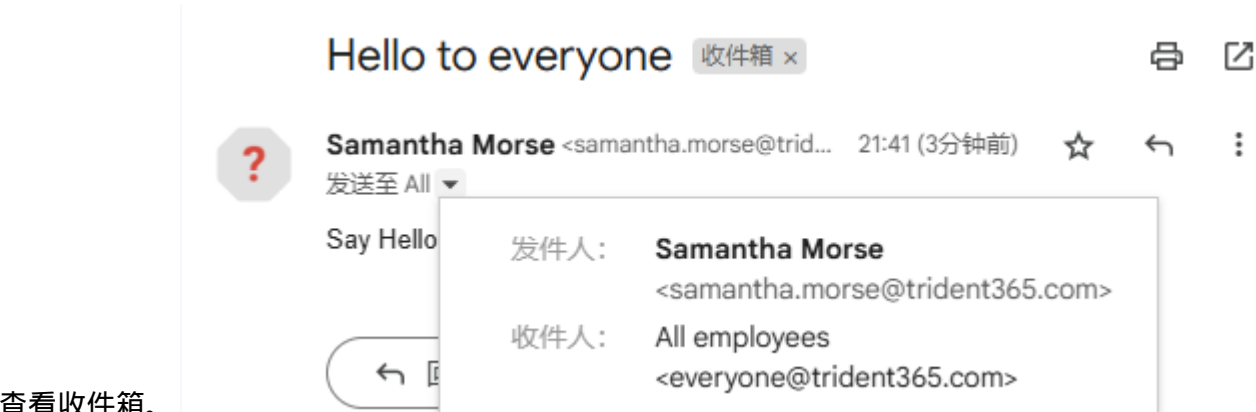
☆ All employees 1位成员·1个子群组




☆ Management 3位成员



然后再退出，并切换到Will的账户，



查看收件箱。同样，给2个组邮箱分别发邮件，因为Will没有权限（Sam是管理者权限），所以他只会收到错误通知。但只收到了发给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

Group Owners

Group Managers

Group Members

Entire Organization

Access settings

Who can contact group owners

Who can view conversations

Who can post

✓

✓

✓

✓

✓

✓


✓

✓

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，


<input type="checkbox"/>	☆	Will Marconi	Hello World - By Will	21:45
<input type="checkbox"/>	☆	Samantha Morse	Hello to Management - S...	21:41
<input type="checkbox"/>	☆	Samantha Morse	Hello to everyone - Say ...	21:41



Mail Delivery Subsystem <mailer-daem... 21:55 (0分钟前)

☆ ↩ ⋮

发送至 我 ▾

 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

The screenshot shows the Google Admin console interface. On the left, the 'Directory' sidebar has 'Users' highlighted with a red box. A red arrow points from this box to the 'ADD ALTERNATE EMAILS' button in the user profile card for Samantha Morse. The profile card shows her name, email (samantha.morse@trident365.com), status (Active), and organizational unit (trident365.com > Executive). Other buttons like 'RESET PASSWORD', 'UPDATE USER', and 'ADD TO GROUPS' are also visible. The right sidebar shows 'User details' and 'Storage use and settings for Samantha Morse'.

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。

Alternate email addresses (email alias)

[Help](#)

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

@

X


Alternate email

Alternate emails with user alias domains are also available for this user. [Learn more](#)

Show all alternate emails

CANCEL

SAVE



如果为公司域名添加别名的话，则所有用户都会自动新增一个新域名的别名邮箱。

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 Timothy Lee

☒ Automatically generate a password

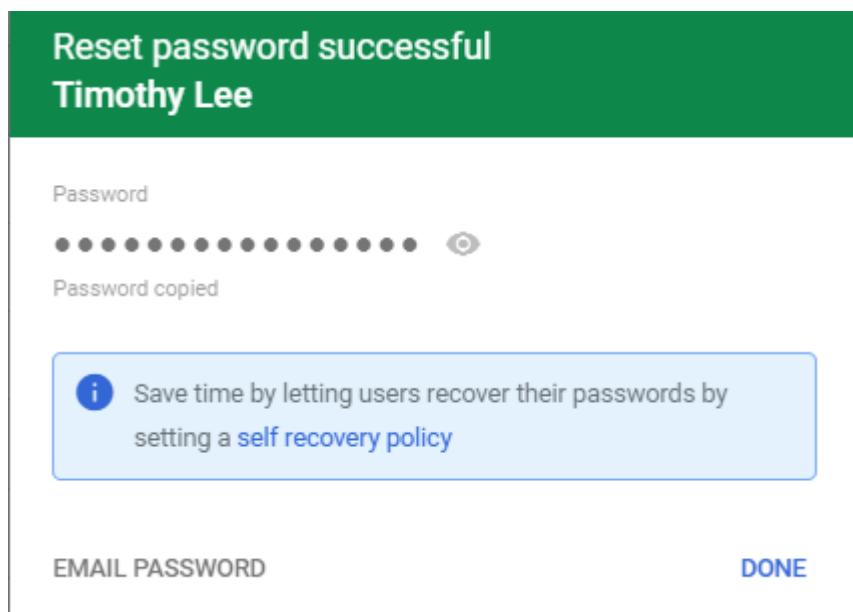
You'll be able to view and copy the password in the next step

☐ Create password

CANCEL

RESET

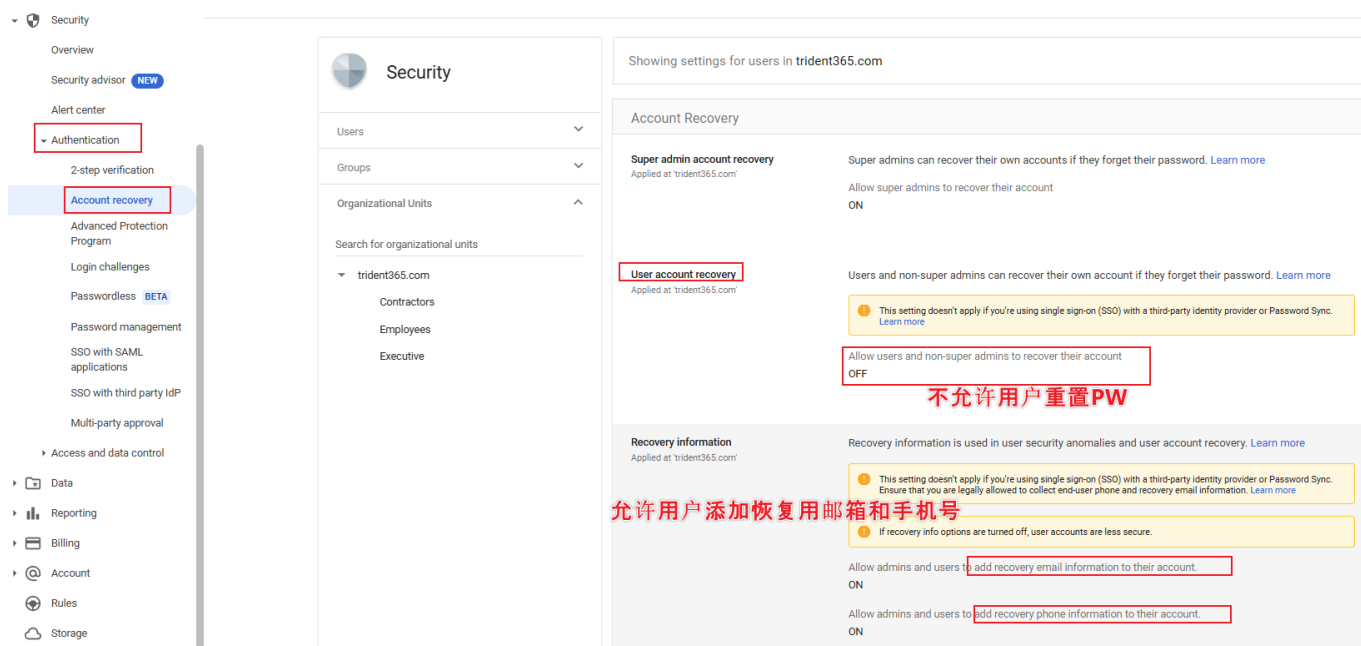
2选1，然后复制新密码，



UK52hnhDngYR6bU*



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



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

如果只想查看被封号的用户，可以使用Filter筛选。

+ Add filter

First name

Last name

Email

User status

User status

☐ Active

☒ Suspended

☐ Archived

APPLY

解封操作如下：

	Jon Baird	jon.baird@trident365.com	Suspended by admin (a min...	Hasn't signed in	Reset password	Rename user	More options ▾
							<div>Add to groups</div>
							<div>Email user</div>
							<div>Reactivate</div>



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。

Jon Baird	jon.baird@trident365.com	Suspended by admin (2 min...	Hasn't signed in	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	Reactivate		
Timothy Lee	tim.lee@trident365.com	Active (created 1 day ago)	Hasn't signed in	Delete user		
Tom Edison	tom.edison@trident365.com	Active (created 1 day ago)	Hasn't signed in			

具体选项如下：

Transfer user's data

Data in Gmail




1. [Migrate the user's existing email](#)

2. If you want to keep receiving future emails sent to this address, here are your options


- Reuse this users email address (**Recommended**)
You can make this user's current email address an alternate email (email alias) for another user 24 hours after this user is deleted. [Learn about reusing emails](#)
- [Set up email forwarding for incoming messages](#)

Data in Classroom



Make sure to transfer ownership of Google Classroom classes owned by this user using the [Classroom API](#). Doing so ensures that the class content remains available to your organization. [Learn more about transferring ownership of a class.](#)


Data in other apps



☒ Transfer

☐ Don't transfer data

Select the user you want to transfer Jon Baird's data to (for example, a manager)

Lars <lars.ericsson@trident365.com> 

Select data to transfer :

☒ Drive And Docs

勾选

☒ Include files that are not shared with anyone.

勾选

☐ Calendar

取消勾选

☐ Also release all calendar resources booked in events organised by the user

取消勾选

☐ Looker Studio

取消勾选

☐ Include assets that are not shared with anyone.

取消勾选

[Learn about transferred calendar events](#)

 删除用户有20天的恢复期。

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

Recover

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。



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，要求只对执行役員有效，则先对全员OFF再对役員ON即可。

The screenshot shows the Google Workspace Admin console. On the left, the 'Additional Google services' menu item is highlighted. In the center, the 'Organizational Units' list shows 'trident365.com' selected. On the right, the 'Services' table lists various Google services and their status. Google Translate is highlighted, and its status is 'ON'. A dropdown menu is open for Google Translate, showing options: 'OFF (Override)', 'ON (Override)', and 'Learn more'. The 'OFF (Override)' option is selected.

Service	Service Status	Action
Google Pay	ON	
Google Pay for Business	ON	
Google Photos	ON	
Google Play	ON	
Google Play Console	ON	
Google Public Data	ON	
Google Search Console	ON	
Google Translate	ON	OFF (Override), ON (Override), Learn more
Google Search Console	ON	Inherited
Google Translate	ON	Overridden
Google Trips	ON	Inherited
Looker 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 settings

Directory settings

Sharing 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 shared. 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 profile 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

Organizational unit

trident365.com

RESET PASSWORD

UPDATE USER

ADD ALTERNATE EMAILS

ADD TO GROUPS

EMAIL

REACTIVATE

DELETE USER

Contact information

Email (Home)
Add a secondary email

Phone (Home)
Add a phone number

Address (Home)
Add address

Alternate email addresses (email alias)
[Help](#)

Alternate email
Add alternate email

Employee information

Employee ID
Add an employee ID

Job title
HR Business Partner

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 organizational units

Add new user

Bulk update users

Download users

More options

+ Add a filter

<input type="checkbox"/>	Name ↑	Email	Status	Last sign in
<input type="checkbox"/>	<div><div></div><div>Alex Bell</div></div>	alex.bell@trident365.com	Active (created 1 day ago)	Hasn't signed in
<input type="checkbox"/>	<div><div></div><div>Ellie Gray</div></div>	ellie.gray@trident365.com	Active (created 1 day ago)	Hasn't signed in

Manage custom attributes

Transfer tool for unmanaged users

Allow users to edit profile

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](#)

☐ Name

Allow users to edit their name

☒ Name pronunciation

Allow users to edit their name pronunciation

☐ Profile picture

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. [?](#)

☒ Birthday

Allow users to edit their date of birth

☐ Introduction

Allow users to edit their introduction

☒ Work location

Allow users to edit their main work location (building / floor or working remotely) [?](#)

☐ Other personal info

Allow users to edit their contact information, work history, and more [?](#)

☐ 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

@

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

☒ 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

Access type

Control what kind of access group members have. [Learn more](#)

Note: External members can't view group members or search group content

☐ Public

☐ Team

☐ Announcement Only

☐ Restricted

☒ Custom



Team
Anyone in your organization can post to the group, but they must ask to join

	Group Owners	Group Managers	Group Members	Entire Organization	External
Access settings					
Who can contact group owners	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Who can view conversations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who can post	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who can view members	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Who can manage members Add, invite, approve	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Who can join the group

Choose how to add people to the group

- ☐ Anyone in the organization can ask
People in the organization must ask and then be approved before they can join the
- ☐ Anyone in the organization can join
People in the organization can add themselves to the group directly
- ☒ Only invited users
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

Organizational Units

Search for organizational units

trident365.com

Contractors

Employees

Executive

Showing settings for users in trident365.com

Visibility settings

Directory visibility

Applied at 'trident365.com'

Decide who the users in the selected organizational unit can see. [Learn more](#)

☐ 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

☒ Users in a custom directory

Users in this 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 ▼ CREATE NEW

Custom Directory **Groups**

HR Project	HR Project	Edit	Delete
------------	------------	----------------------	------------------------

 Most changes take effect in a few minutes. [Learn more](#)
You can view prior changes in the [Audit log](#)

1 unsaved change

CANCEL

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

Last sign in: Hasn't signed in

Created: Jan 19, 2025

Organizational unit

trident365.com > Executive

RESET PASSWORD

UPDATE USER

ADD ALTERNATE EMAILS

ADD TO GROUPS

Storage limit

Inherited from "trident365.com"

Storage limit for user

OFF

User information

This user profile is incomplete. Add contact information for Alex, like a secondary email address and a phone number.

User details

Admin roles and privileges

Alex doesn't have any admin roles or privileges.

ASSIGN ROLES

选择Google预置的Supepr Admin

Roles

Manage admin roles for Alex. Assign [pre-built roles](#) or create [custom roles](#) with specific privileges.

0 roles assigned

CREATE CUSTOM ROLE

Role name	Scope of role	Assigned state	Condition
User Management Admin User Management Administrator	-	<input type="checkbox"/> Not assigned	
Groups Admin Groups Administrator	-	<input type="checkbox"/> Not assigned	
Super Admin Google Workspace Administrator Seed Role	All organizational units	<input checked="" type="checkbox"/> Assigned	
Services Admin Services Administrator	-	<input type="checkbox"/> Not assigned	
Help Desk Admin Help Desk Administrator	-	<input type="checkbox"/> Not assigned	

再查看

Generative AI

Security

Data

Reporting

Billing

Account

Account settings

Admin roles

Domains


User Management Admin	User Management Administrator	System role
Groups Admin	Groups Administrator	System role
Super Admin	Google Workspace Administrator Seed Role	System role
Services Admin	Services Administrator	System role
Help Desk Admin	Help Desk Administrator	System role

Super Admin

SYSTEM ROLE


Super Admin

Google Workspace Administrator Seed Role

 COPY ROLE

Admins

Admins assigned

 Alex Bell

Privileges

All privileges available


接下来查

看Help Desk Admin


SYSTEM ROLE

Help Desk Admin

Help Desk Administrator


 COPY ROLE

6 Privileges

 Search for privileges by their name

Privilege Name
<div><div>▼</div><div><input type="checkbox"/> Organizational Units</div></div>
<div><input checked="" type="checkbox"/> Read</div>
<div><input type="checkbox"/> Create</div>
<div><input type="checkbox"/> Update</div>
<div><input type="checkbox"/> Delete</div>
<div><div>▼</div><div><input type="checkbox"/> Users</div></div>
<div><input checked="" type="checkbox"/> Read</div>
<div><input type="checkbox"/> Create</div>
<div><div>▼</div><div><input type="checkbox"/> Update</div></div>
<div><input type="checkbox"/> Move Users</div>
<div><input type="checkbox"/> Suspend Users</div>
<div><input type="checkbox"/> Rename Users</div>
<div><input checked="" type="checkbox"/> Reset Password</div>

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

练习2

创建自定义Role

Role info

Name *

Reporting Role

Description

Role for Reporting

* required field

CANCEL

CONTINUE

Services

☐ Domain Settings

☒ Reports

☐ Support

只勾选Services下的Report功能

创建完后，

为Lars分配该Role

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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