

# 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



The screenshot shows the Google Workspace pricing page. At the top, it says '适合您的方案' (Suitable for you). Below that is a button with a person icon and the text '立即注册，享受一次性折扣优惠' (Register now, enjoy a one-time discount). The main section is titled '推荐' (Recommended) and features the '商务 Plus 版' (Business Plus Edition). It shows a price of '¥2,250 JPY' per user per month, with a note that it includes a 25% discount for 3 months. A blue button at the bottom says '免费试用 14 天' (Free trial 14 days).

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

▼

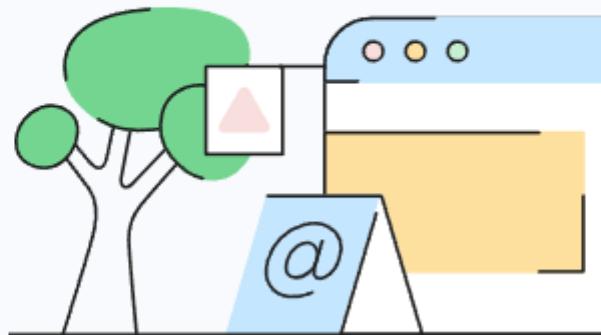
ⓘ

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或一条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！



ⓘ 为确保电子邮件递送不会中断，请务必添加所有[现有电子邮件地址和别名](#)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

Search for organizational units

Name	Description
trident365.com	<p><b>Create new organizational unit</b></p> <p>Create new organizational unit for users who need specific features and settings.</p> <p>Name of organizational unit*</p> <p>Executive</p> <p>Description</p> <p>Parent organizational unit*</p> <p>trident365.com</p> <p></p>

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 

[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 

#### 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

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，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，设置沟通优先级，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，

**Contact info**

Choose who to send service emails, payment notifications, and 

Primary admin  
ztt@trident365.com

Secondary email  
*Add secondary email*

**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 management

Choose 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

**i** 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

**i** 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>

## X 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	✓	✓	✓	✓	✓
Who can view conversations	✓	✓	✓	✓	
Who can post		✓	✓		
Who can view members	✓	✓			
Who can manage members	✓	✓			
Add, invite, approve					

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

✓ All employees created  
✓ Settings saved

What you can do next

- Add members to All employees**
- See group details for All employees
- Create another group

DONE

添加所有用户到该Group

Groups > All employees > Members

**All employees**  
everyone@trident365.com

**DIRECT MEMBERS**    **DIRECT AND INDIRECT MEMBERS**

Members

No members added **Add members**    Upload members    Download members

**Add members to All employees**

New users are automatically set to receive Each Email.

Find a user or group

**Advanced**

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.

**⚠** 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）

<input type="checkbox"/> Member	Email/ID	Role	
<input type="checkbox"/> All users in the organization		Member	

再手动  
添加Sam并把他的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

收件人 A All employees X | 抄送 密送

Hello to everyone

Say Hello

草稿已保存

收件人 M Management X | 抄送 密送

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 everyone – Say Hello

☆ Management 3位成员

□ C :

□ Samantha Morse Hello to Management – Say Hello

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。

然后再退出，并切换到Will的账户，

Hello to everyone 收件箱 X

S Samantha Morse <samantha.morse@trid...> 21:41 (3分钟前) ☆ ↵ :

发送至 All

Say Hello

发件人: Samantha Morse <samantha.morse@trident365.com>

收件人: All employees <everyone@trident365.com>

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Management群组的成员，所以他收到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

Access settings	Group Owners	Group Managers	Group Members	Entire Organization
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，

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** <mailer-daem... 21:55 (0分钟前)      发送至我

翻译成中文

Hello [lars.ericsson@trident365.com](mailto: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](https://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?

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

- Features (such as video, audio equipment) are associated with a Building.
- Features (such as video, audio equipment) are associated with a Resource.**
- 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.
- Resources belong to a building so you cannot add a resource without a building definition.**

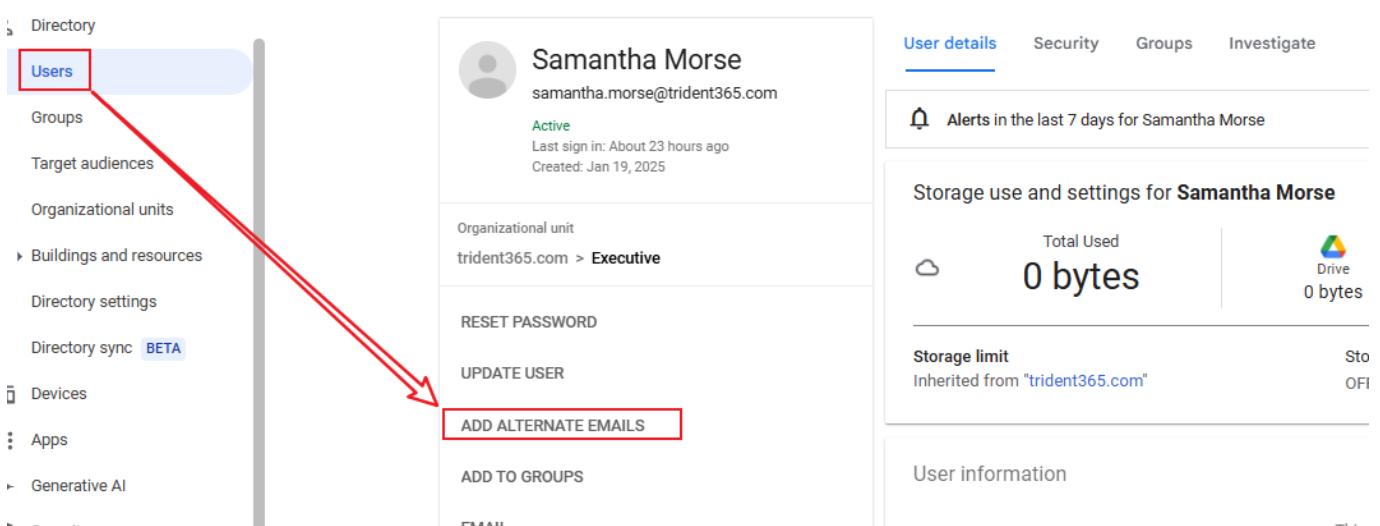
Once you have created your resources, how do you manage the resource calendar settings?

- From the Calendar service settings in the admin console.
- From the Buildings and Resources area in the admin console.
- From the admin console or Google Calendar.
- From Google Calendar.**

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

- Capacity.**
- Email address.
- Physical address.
- Name.**

## 练习1



The screenshot shows the Google Admin console interface. On the left, a sidebar menu is open with 'Users' selected, indicated by a red box and arrow. The main content area displays the 'User details' page for 'Samantha Morse'. The page includes her profile picture, name, email address, and status (Active). It also shows her organizational unit as 'trident365.com > Executive'. Below this, there are buttons for 'RESET PASSWORD', 'UPDATE USER', and 'ADD ALTERNATE EMAILS', with the latter being highlighted by a red box and arrow. To the right, there are sections for 'User details', 'Security', 'Groups', and 'Investigate', as well as a summary of storage use and settings.

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)

[② 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

Domain trident365.com

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

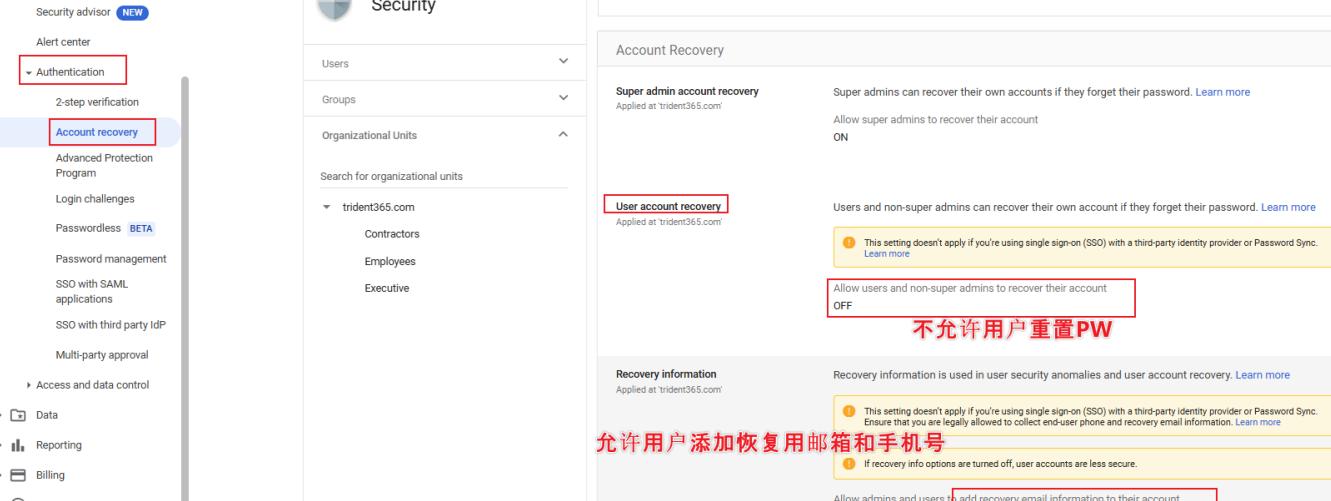
Automatically generate a password  
You'll be able to view and copy the password in the next step

Create password

[CANCEL](#) [RESET](#)

2选1，然后复制新密码，

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Henne One，则用户不能自己重置PW



Showing settings for users in **trident365.com**

### Account Recovery

**Super admin account recovery**  
Applied at 'trident365.com'

Super admins can recover their own accounts if they forget their password. [Learn more](#)

Allow super admins to recover their account  
**ON**

**User account recovery**  
Applied at 'trident365.com'

Users and non-super admins can recover their own account if they forget their password. [Learn more](#)

! This setting doesn't apply if you're using single sign-on (SSO) with a third-party identity provider or Password Sync. [Learn more](#)

Allow users and non-super admins to recover their account  
**OFF**

**不允许用户重置PW**

### Recovery information

Applied at 'trident365.com'

Recovery information is used in user security anomalies and user account recovery. [Learn more](#)

! 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](#)

**允许用户添加恢复用邮箱和手机号**

If recovery info options are turned off, user accounts are less secure.

Allow admins and users to add recovery email information to their account.  
**ON**

Allow admins and users to add recovery phone information to their account.  
**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？

The screenshot shows a list of users with their names, emails, and status. The fourth user, Samantha Morse, has a red box around the 'Suspend user' button in the 'More options' dropdown.

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。

The screenshot shows a filter dialog with 'User status' selected. The 'Suspended' checkbox is checked and highlighted with a red box. The 'APPLY' button is visible at the bottom right.

解封操作如下：

The screenshot shows a list of users with their names, emails, and status. The suspended user, Jon Baird, has a red box around the 'Reactivate' button in the 'More options' dropdown.

Jon Baird	jon.baird@trident365.com	Suspended by admin (a min...	Hasn't signed	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。

Jon Baird	jon.baird@trident365.com	Suspended by admin (2 min...)	Hasn't signed	<a href="#">Reset password</a>	<a href="#">Rename user</a>	<a href="#">More options</a> ▾
Lars Ericsson	lars.ericsson@trident365.c...	Active (created 1 day ago)	About 23 hours ago	<a href="#">Add to groups</a>		
Mark Jones	mark.jones@trident365.com	Active (created 1 day ago)	Hasn't signed in		<a href="#">Email user</a>	
Samantha Morse	samantha.morse@trident3...	Active (created 1 day ago)	About 23 hours ago		<a href="#">Reactivate</a>	
Timothy Lee	tim.lee@trident365.com	Active (created 1 day ago)	Hasn't signed in			<a href="#">Delete user</a>
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 user's 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)  
 **受让人**

Select data to transfer :

Drive And Docs **勾选**  
 Include files that are not shared with anyone. **勾选**  
 Calendar  
 Also release all calendar resources booked in events organised by the user  
 Only future non-private events with at least one guest/resource shall be transferred.  
[Learn about transferred calendar events](#)

Looker Studio  
 Include assets that are not shared with anyone.

 **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**

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，要求只对执行役员有效，则先对全员OFF再对役员ON即可。

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 (Override)	OFF (Override)

## 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

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

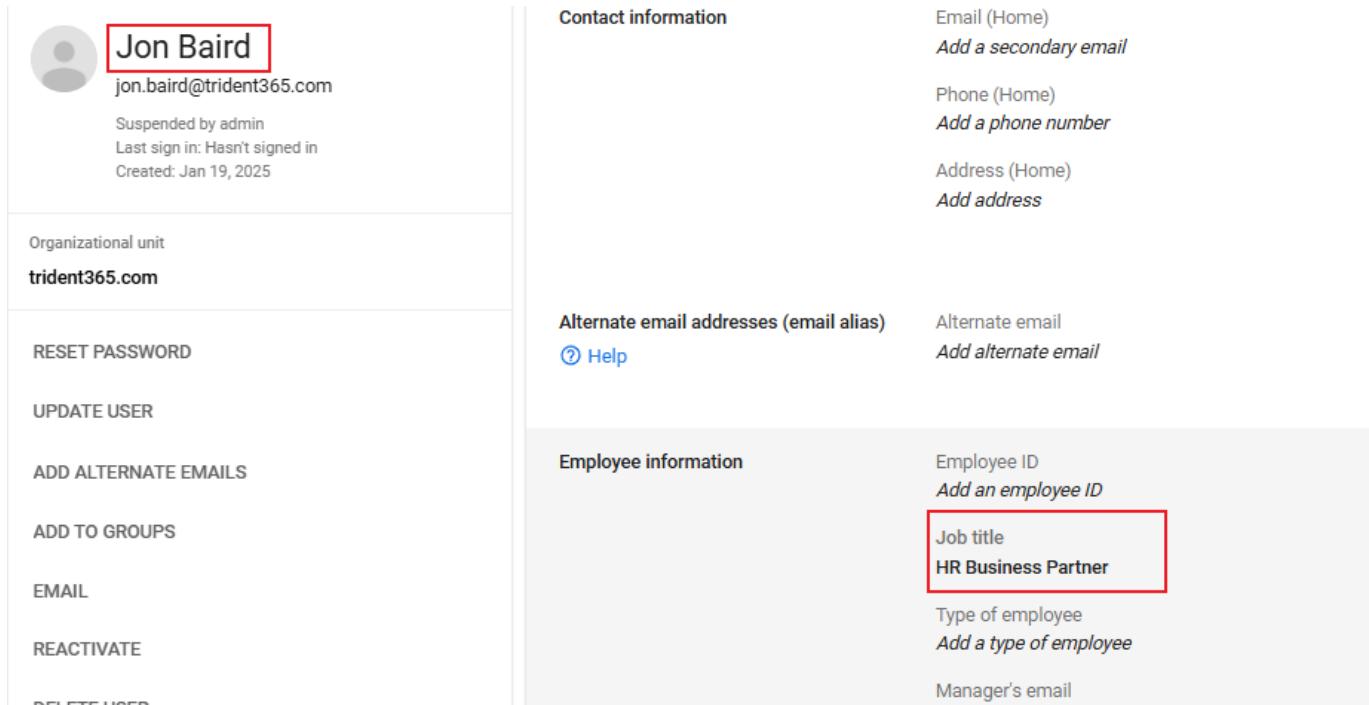
Choose what is shown in the browsable "Directory" in Contact Manager:

- 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

Contact information

Email (Home)  
Add a secondary email

Phone (Home)  
Add a phone number

Address (Home)  
Add address

Alternate email addresses (email alias)  
Help

Employee information

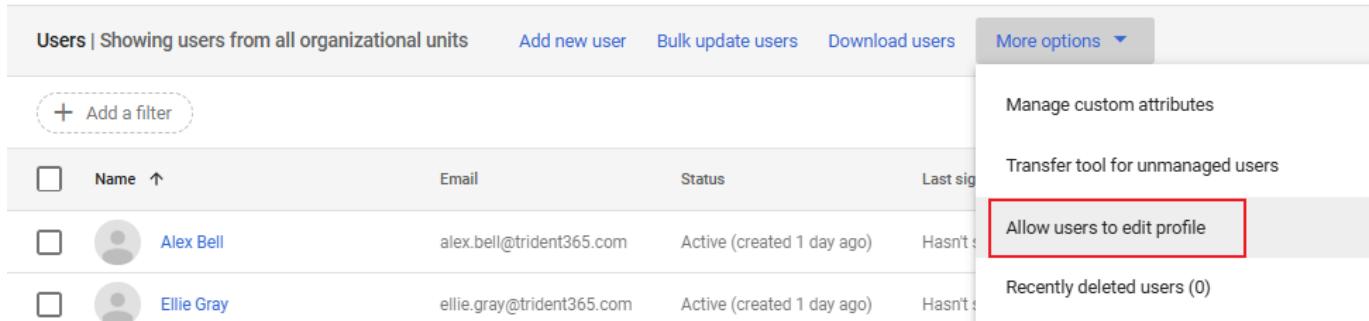
Employee ID  
Add an employee ID

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"/> Alex Bell	alex.bell@trident365.com	Active (created 1 day ago)	Hasn't signed in
<input type="checkbox"/> Ellie Gray	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

**i** 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

## Access settings

Who can contact group owners

	Group Owners	Group Managers	Group Members	Entire Organization	External
Who can contact group owners	✓	✓	✓	✓	✓
Who can view conversations	✓	✓	✓	✓	
Who can post	✓	✓	✓	✓	
Who can view members	✓	✓	✓	✓	
Who can manage members Add, invite, approve	✓	✓			

## 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

 Only invited users

People can join the group only if they're invited

## 把Mark加入Group,把Lars加入Group并将其变更为Manager

**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'

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

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Super 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	
<b>Super Admin</b> 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
<b>Super Admin</b>	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

看Help Desk Admin

接下来查

SYSTEM ROLE

## Help Desk Admin

Help Desk Administrator

COPY ROLE

### 6 Privileges

Search for privileges by their name

Privilege Name

Organizational Units

Read

Create

Update

Delete

Users

Read

Create

Update

Move Users

Suspend Users

Rename Users

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。

## 练习2

创建自定义Role

Role info

Name \*

Description

\* required field

CANCEL **CONTINUE**

▶ Services

Domain Settings

Reports

Support

只勾选Services下的Report功能  
为Lars分配该Role

创建完后，

## 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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