

# 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



## 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

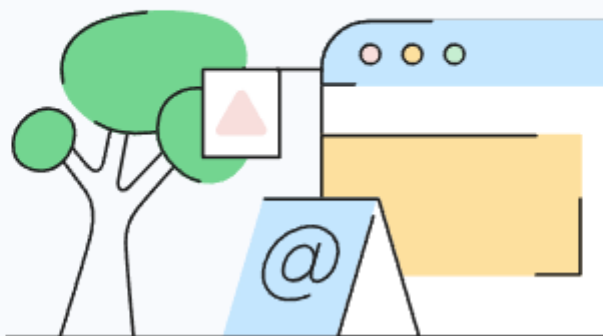
域名托管服务商  ⓘ

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

## 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
<a href="#">+ 添加用户</a>

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	

### 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

## 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 **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





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和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，


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

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

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更改密码。

### 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

Enter an email address for the group.

@ trident365.com

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"/>	<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

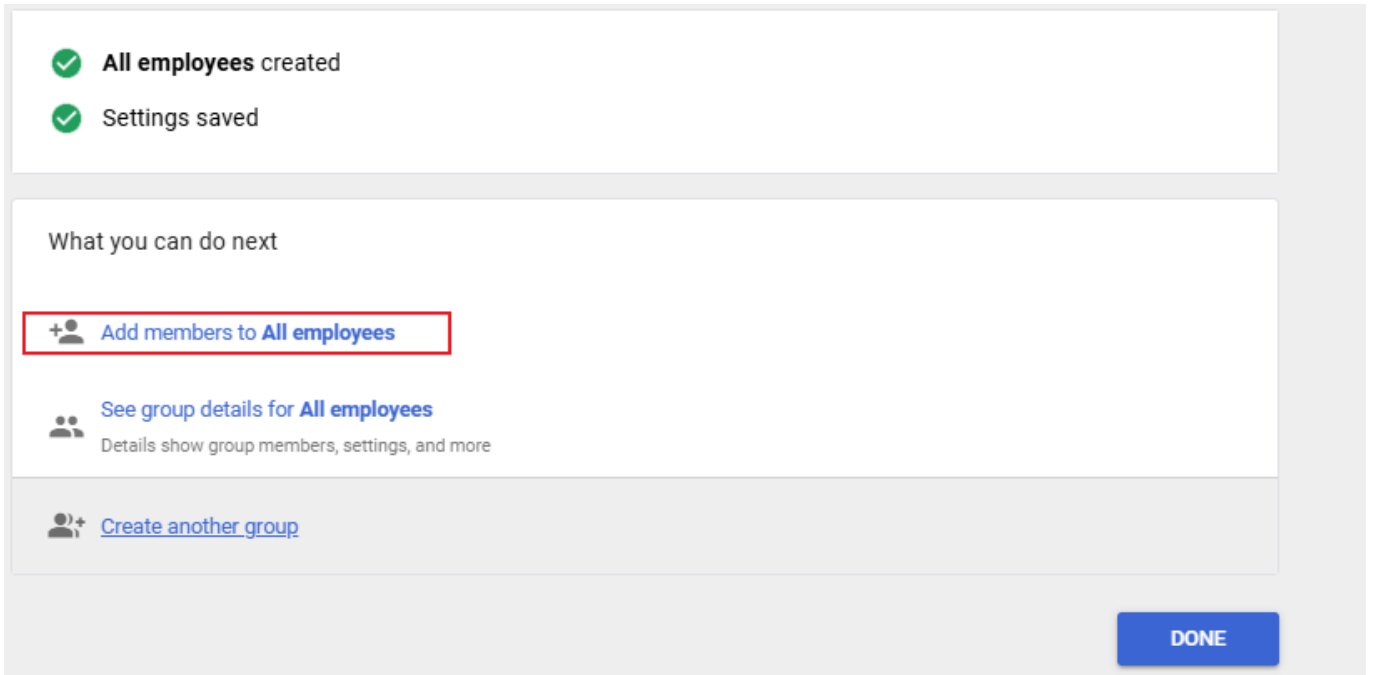
Choose how to add people to the group

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

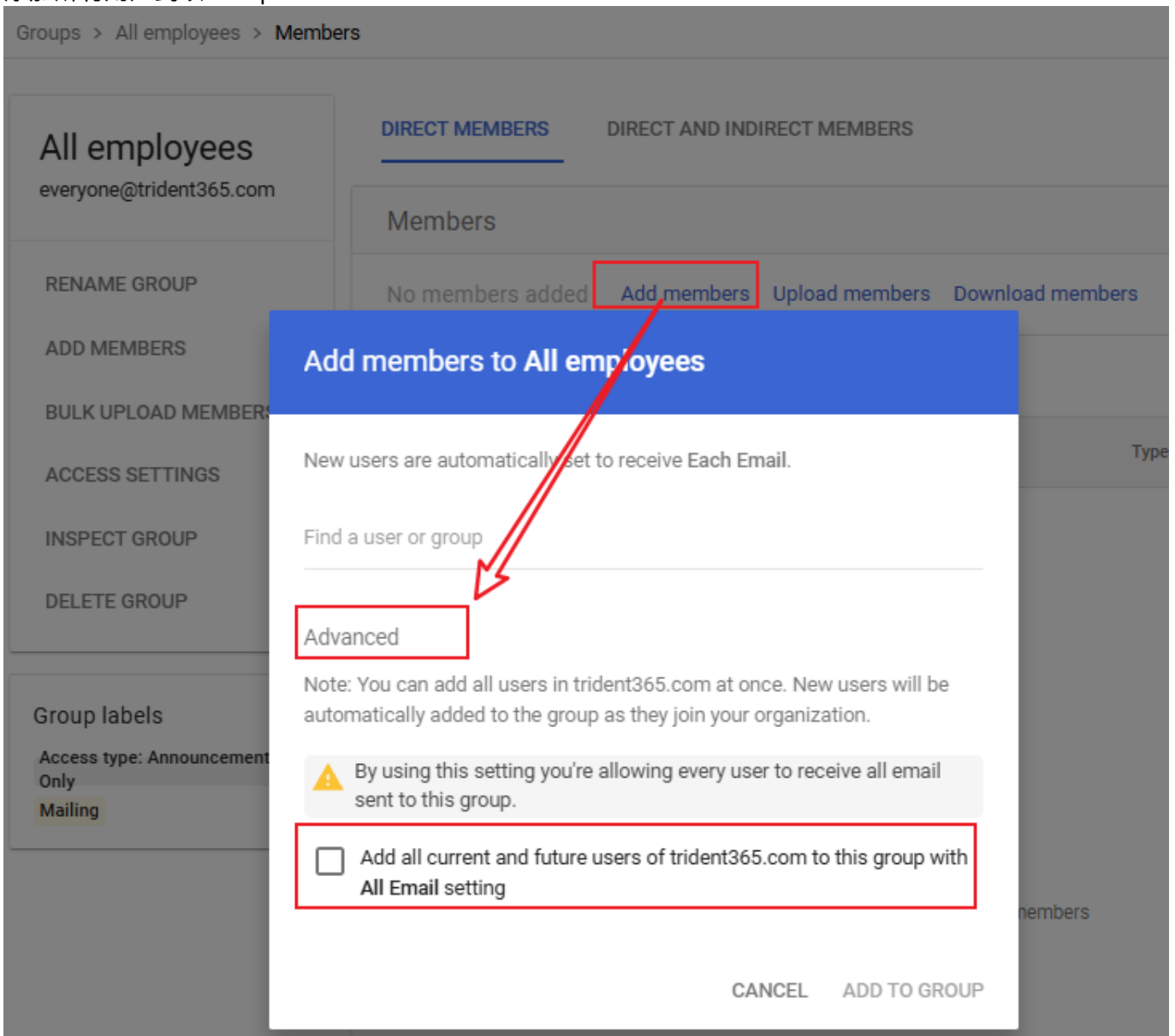
PREVIOUS

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）

<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Role改为Manager点SAVE保存。

Member	Email/ID	Role	Type	
All users in the organization		Member	▼	
Samantha Morse	samantha.morse@trident365.com	Member	▼	

*Note: A red arrow points from the 'Member' role dropdown of Samantha Morse to the 'Manager' option in the dropdown menu.*

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

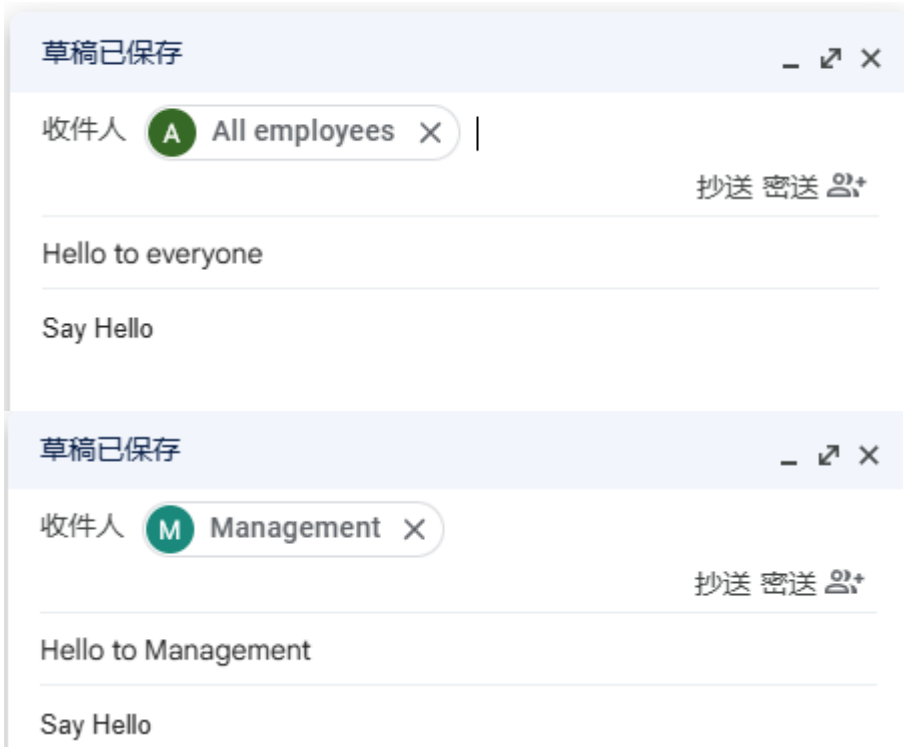
Mailing  
For email and distribution lists

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.

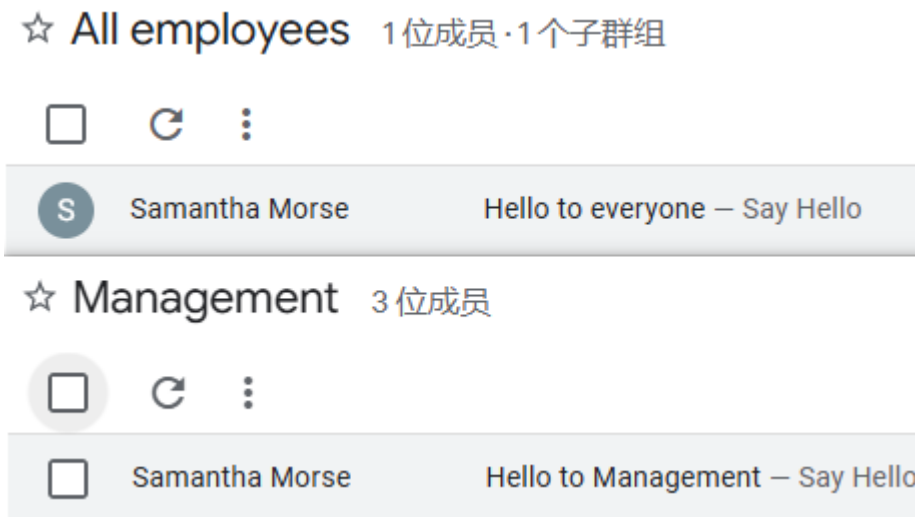
**NEXT**

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

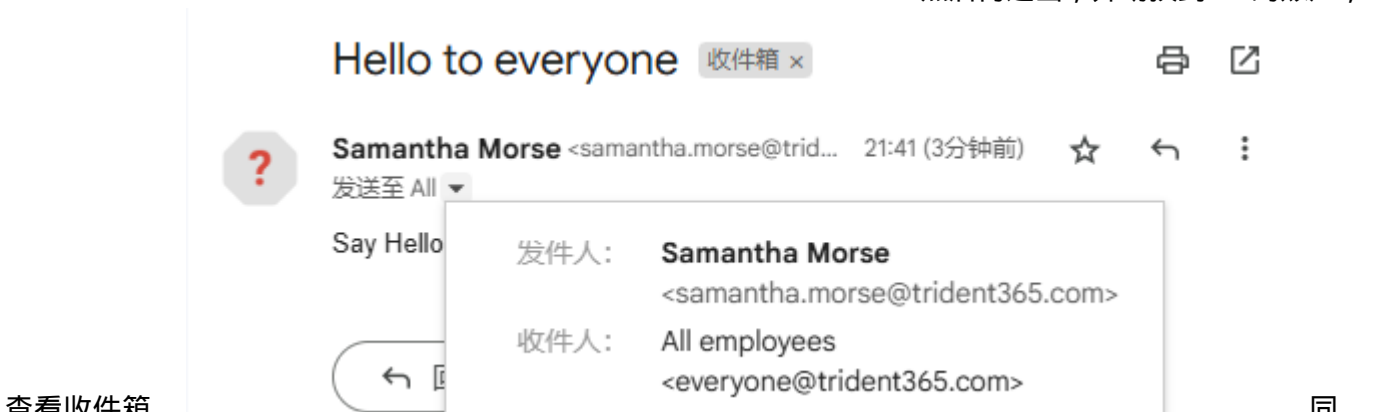


然后从9个点中打开Group服务，查

看我的群组，点击每个群组查看刚才发的邮件。



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Management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

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，

<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](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.
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 'Users' menu item is highlighted with a red box. A red arrow points from this menu item to the 'ADD ALTERNATE EMAILS' button in the user details panel for Samantha Morse. The user details panel shows the user's name, email address (samantha.morse@trident365.com), status (Active), last sign-in time (About 23 hours ago), and creation date (Jan 19, 2025). Below this, there are buttons for 'RESET PASSWORD', 'UPDATE USER', 'ADD ALTERNATE EMAILS', and 'ADD TO GROUPS'. The 'ADD ALTERNATE EMAILS' button is highlighted with a red box. To the right of the user details panel, there is a 'Storage use and settings for Samantha Morse' section showing 'Total Used' as '0 bytes' and 'Storage limit' as 'Inherited from "trident365.com"'. There is also a 'User information' section at the bottom.

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
------------------------	--------------------------

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。

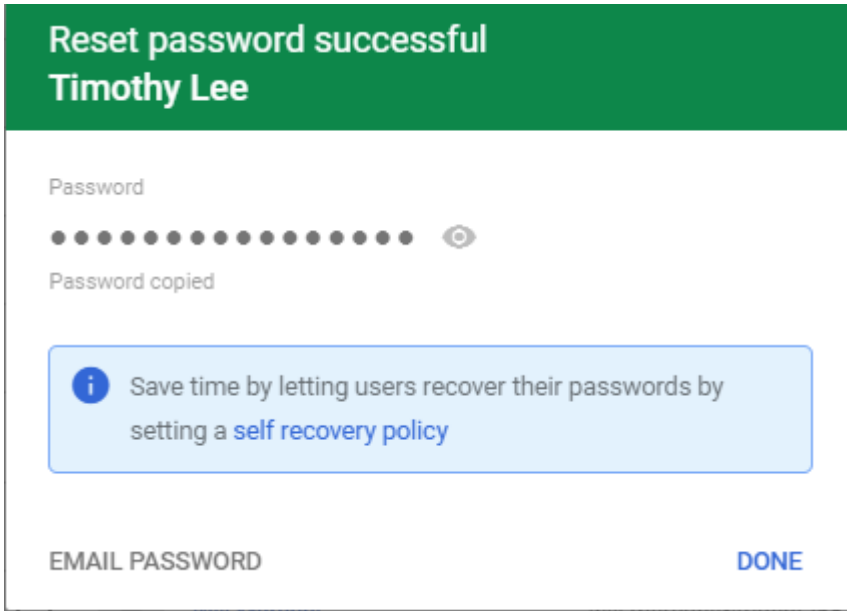
### Reset password for Timothy Lee

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


Create password

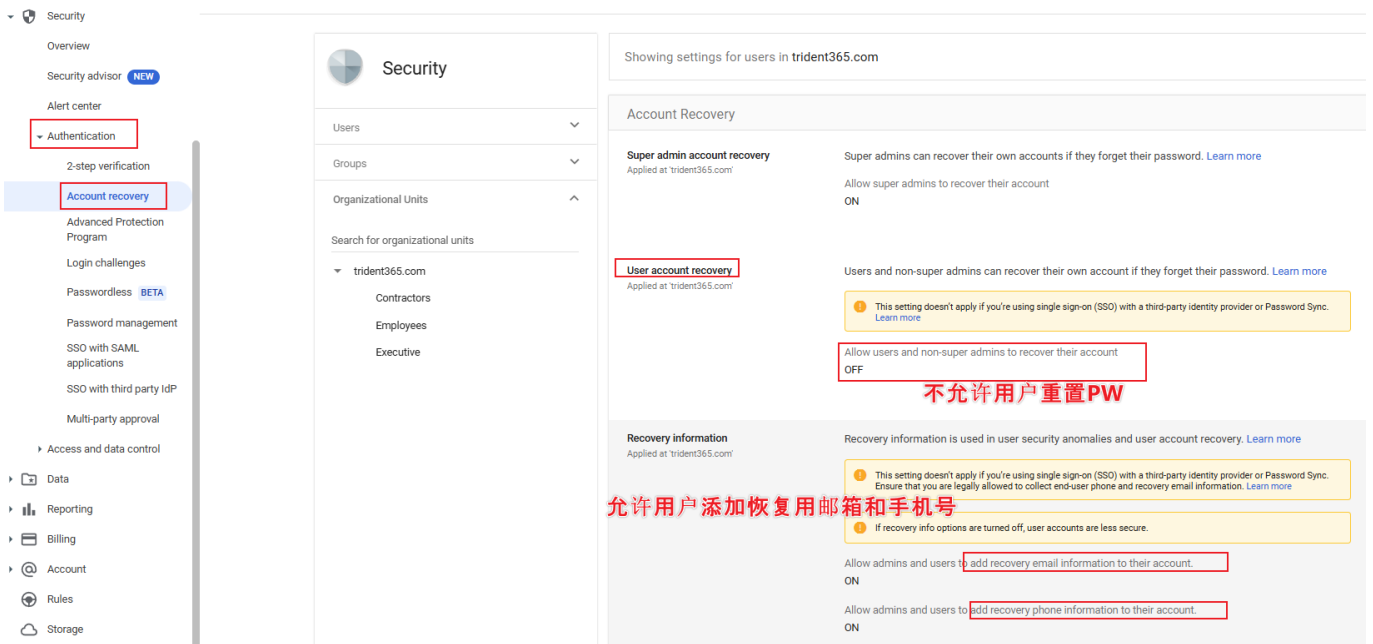
CANCEL RESET

2选1，然后复制新密码，




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Henge One则用户不能自己重置PW



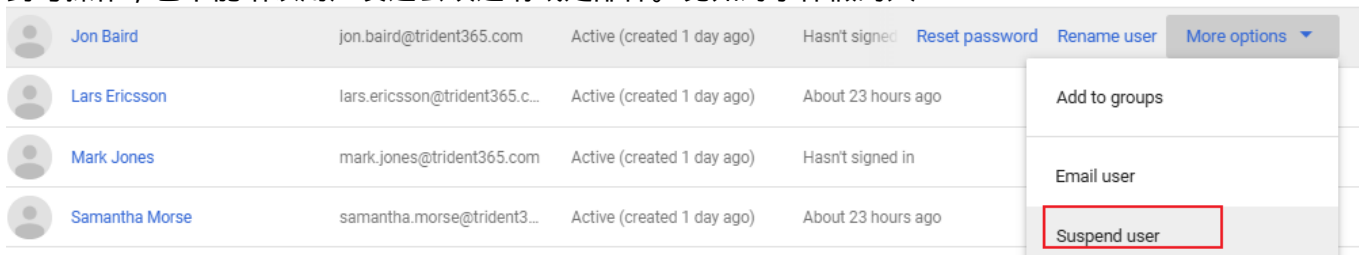
### 练习3

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

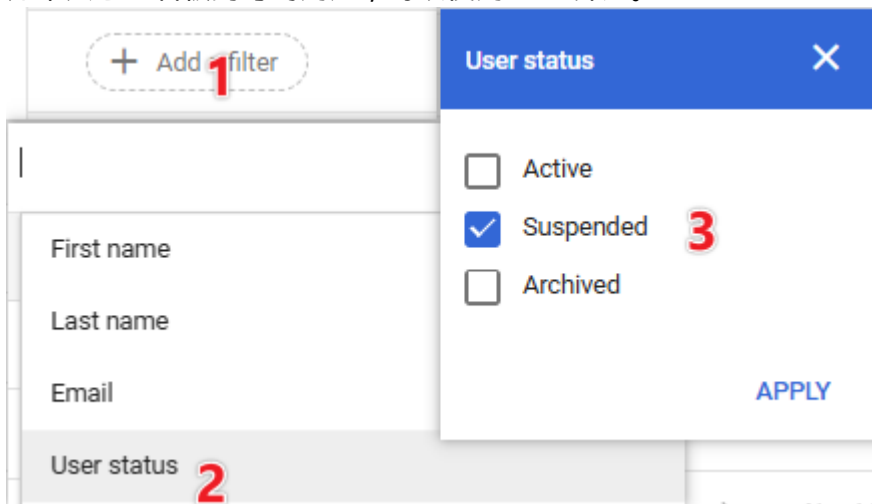
## 练习4

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？



Name	Email	Status	Created	Last Signed In	Actions
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	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 1 filter

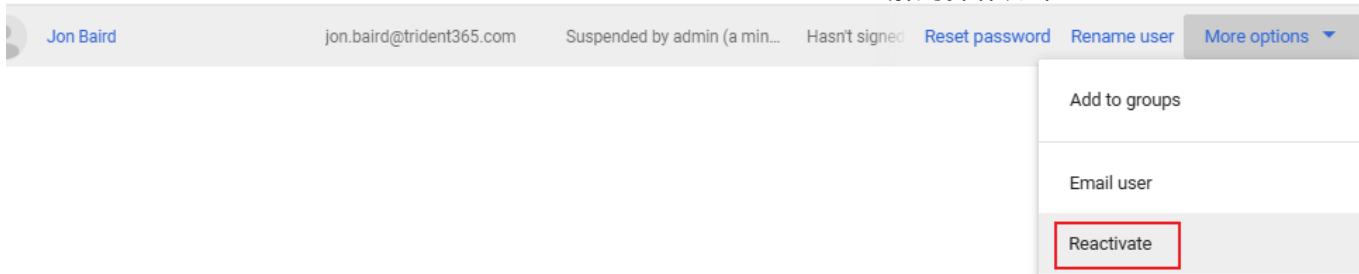
Filter fields: First name, Last name, Email, User status

User status filter dialog:

- Active
- Suspended 3
- Archived

APPLY

解封操作如下：



Name	Email	Status	Created	Last Signed In	Actions
Jon Baird	jon.baird@trident365.com	Suspended by admin (a min...		Hasn't signed in	Reset password Rename user More options

More options dropdown:

- 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 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>

受让人

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 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

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 interface. On the left, the 'Additional Google services' menu is highlighted. In the center, the 'Organizational Units' section shows 'trident365.com' selected, with 'Executive' highlighted. On the right, the 'Services' table lists various services with their status. The 'Google Translate' service is highlighted, and a dropdown menu shows 'OFF (Override)' and 'ON (Override)' options, with 'Overridden' indicated in the table.

Service	Service Status	Inheritance
Google Pay	ON	Inherited
Google Pay for Business	ON	Inherited
Google Photos	ON	Inherited
Google Play	ON	Inherited
Google Play Console	ON	Inherited
Google Public Data	ON	Inherited
Google Search Console	ON	Inherited
Google Translate	ON	Overridden
Google Search Console	ON	Inherited
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?

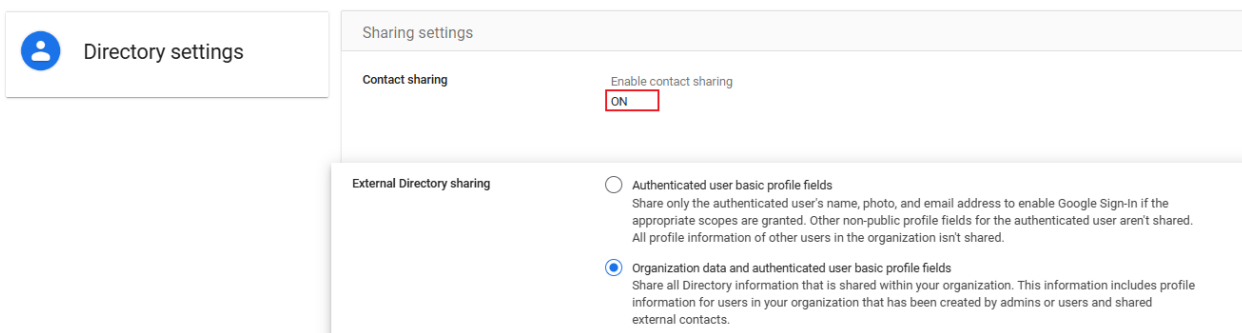
1. Create a Google group, add the contractors to the group, and turn off Blogger for the group.
2. Disable the Blogger service in the user profile for each contractor.
3. **Move the contractors into an OU and turn off Blogger for that OU.**
4. Restrict access to Blogger in the Blogger profile for each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



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)**  
Alternate email  
*Add alternate email*  
[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

	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 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](#)

**i** 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	<a href="#">Edit</a>	<a href="#">Delete</a>
------------	------------	----------------------	------------------------

**i** 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Super Admin

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

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

## 再查看

- Generative AI
- Security
- Data
- Reporting
- Billing
- Account  
Account settings
- Admin roles**
- Domains

<b>User Management Admin</b>	User Management Administrator	System role
<b>Groups Admin</b>	Groups Administrator	System role
<b>Super Admin</b>	Google Workspace Administrator Seed Role	System role
<b>Services Admin</b>	Services Administrator	System role
<b>Help Desk Admin</b>	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	
<input type="checkbox"/> Organizational Units	
<input checked="" type="checkbox"/> Read	
<input type="checkbox"/> Create	
<input type="checkbox"/> Update	
<input type="checkbox"/> Delete	
<input type="checkbox"/> Users	
<input checked="" type="checkbox"/> Read	
<input type="checkbox"/> Create	
<input type="checkbox"/> Update	
<input type="checkbox"/> Move Users	
<input type="checkbox"/> Suspend Users	
<input type="checkbox"/> Rename Users	
<input checked="" type="checkbox"/> 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 \*  
Reporting Role

Description  
Role for Reporting

\* 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

## 第2章 管理GWS

## 第3章 GWS安全

## 第4章 GWS邮件管理

## 第5章 GWS布署

## 第6章 GWS变更管理

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