第2章 管理GWS

练习1

准备GWS的域名,这个在第一章已经完成了,跳过。

练习2

Apps

打开或关闭某个Service□主要有以下几类

- 1. Google workspace,包括Gmail[]Calendar,Drive,Docs等,属于核心服务
- 2. Additional Google Service,如Blogger[]Google Books等,不属于GWS的技术支持范围
- 3. Marketplace apps,这些是第三方应用。

现在要针对所有用户,关闭Sites[]谷歌网站)这个服务

Overview				
▼ Google Workspace	G Google Workspace	Showing status for apps in all organizational units		ADD SERVICES
Service status		Services 个	Service Status	Actions
Moderation	All users in this account	AppSheet	ON for everyone	
AppSheet	Groups 🗸	Calendar	ON for everyone	
Calendar	Organizational Units	Cloud Search	ON for everyone	
Cloud Search Drive and Docs	Search for organizational units	Drive and Docs	ON for everyone	
Gmail	trident365.com	Gmail	ON for everyone	
Google Chat	Contractors	Google Chat	ON for everyone	Learn more about Google Chat
Google Meet	Exployees			countries about obegie on at
Google Vault	Executive	Google Meet	ON for everyone	
Google Voice		Google Vault	ON for everyone	
Groups for Business		🗌 😍 Google Voice	ON for everyone	
Jamboard		Groups for Business	ON for everyone	
Keep		Jamboard	ON for everyone	
Migrate				
Sites		Keep	ON for everyone	
Tasks		Migrate 😽 Migrate	ON for everyone	Turn OFF for everyone
Additional Google services		Sites	ON for everyone	Learn more
Web and mabile anno				

然后再关闭Blogger服务,因为它不属于核心服务,所以要选择AdditionalGoogleService[]然后找 到Blogger[]同样的方法OFF[]

- Apps							
Overview	All users in this account			Services 1	Service Status		Actions
Google Workspace	Groups	/		Se Al Studio	ON for everyone		
Additional Google services	Organizational Units	`		G Applied Digital Skills	ON for everyone	Turn OFF for everyone	
Web and mobile apps	Search for organizational units		₩	E Blogger	ON for everyone	Learn more	:
Marketplace apps				Campaign Manager	ON for everyone		
LDAP	Contractore			•			

检查是否生效,从9个点处找到Sites[]点击后发现无权访问。

We are sorry, but you do not have access to Sites. Please log in to your Admin Console to enable it. Go here to learn more.

Sign in with a different account

有些服务依赖于其他服务,所有依赖的服务ON之后才能访问

练习2

note

针对某个OU进行前面关闭的Sites功能的ON操作

Search for organizational units		Drive and Docs	ON	Inherited	
✓ trident365.com		Gmail	ON	Inherited	
Contractors Employees		Google Chat	ON	Inherited	Learn more about Google Chat
Executive		Google Meet	ON	Inherited	
		Google Vault	ON	Inherited	
\sim		Google Voice	ON	Inherited	
		Groups for Business	ON	Inherited	
		Jamboard	ON	Inherited	
		с Кеер	ON	Inherited	ON (Override)
	<u>I</u>	Migrate	ON	Inherited	OFF (Override)
		📄 Sites	OFF	Inherited	Learn more

只选择Executive这个OU[]然后选择Sites[]ON[]Override[]即可再关闭GoogleChat[]有点奇怪的Chat没有3个 点可以直接OFF[]需要点开后再OFF

Google Chat		Showing settings for users in Contractors	
Groups	~	Service Settings	^
Organizational Units Search for organizational units	^	Chat Select which chat services are available to your users. Learn more Inherited OFF for everyone OFF for everyone	
trident365.com Contractors Employees		Override will overrule the settings inherited from the parent organizational unit' Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log	
Executive		CANCEL	OVERRIDE

练习3

针对Groups_ON某一个服务 新开一个Edge浏览器的无痕浏览,然后以Ellie.gray的账号登录,确认她无法 访问GoogleSites

3/12

M	收件箱 (3) - ellie.gray@trident365 × 凸 不允许访问服务 × 十
Ô	https://admin.google.com/ServiceNotAllowed?application=142495531730&source=scrip&c
	很抱歉, 您无权使用 Google 协作平台。 以下是一些可能的原因:
	• 管理您账号的组织已为其用户停用这项服务。 • 弗伯尔的管理号可能暂时使用了你的账号
	 受组织的管理员可能省的停用了您的账号。 您的 Google Workspace 订阅可能已不再有效。
	如要使用这项 Google 服务,您可能需要尝试使用其他账号登录。如果仍需帮助,请与贵 组织的管理员联系。
∙新G	roup□
Grou	
Group	name *
Acce	ss Sites
Enter a	name that identifies the group in lists and messages.
acce	email * ss.sites @ trident365.com ~
Enter a	in email address for the group.
Group Users	description s with access to the sites service regardless of their OU setting
Enter ti	he purpose of the group or how it's used.
Grou	p owners
Who w	ill have the owner role for this group.
Searc	h for a user's name or email address
Grou	p labels
\checkmark	Mailing
	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
加El	llie到该组,然后切换到Apps>Google Workspace>Service Status,Groups搜索,找到Access.Site

然后在右侧找到Sites[]选择TURN ON 再次访问Sites[]发现已经可以打开了。

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- Google Workspace	G Google Workspace	Showing status for apps in Access Sites (0	ADD SERVICES
Service status		Services 个	Service Status	Actions
Moderation	All users in this account	AppSheet		
AppSheet	Groups	Calendar		
Calendar				
Cloud Search	Search for a group	Cloud Search		
Drive and Docs	Access Sites access.sites@trident365.com	Drive and Docs		
Gmail		🔲 M Gmail		
Google Chat		Google Chat		Learn more about Google Chat
Google Meet				
Google Vault		Google Meet		
Google Voice		Google Vault		
Groups for Business		🗌 😍 Google Voice		
Jamboard		Groups for Business		
Кеер				
Migrate		Jamboard		
Sites		🗌 😑 Кеер		
Tasks		🗌 🧡 Migrate		
Additional Google services		Sites		TURN ON



1.如果某个服务已经为整个组织ON了,那么在Group设定中不能把它OFF 2.一个Access Group可以包括任意OU的用户,也可以包含另一个Group□在Member里添加)

练习4

设置服务的发布通道(快慢)

Account settings > Preferences			
Account settings	Preferences		^
•	Release preferences		
	New features	Choose how to release new product features to your organization. Learn more about release tracks and upcoming features	Part New York
		Scheduled release	
	-	Rapid release - Your users receive new features when Google releases them Scheduled release - Your users receive new features typically 1-2 weeks after Rapid Release. You can learn	
		about the feature and notify users before it's released	CANCEL SAVE

测试1

For a domain that has implemented an organizational hierarchy, at what levels can Google Workspace services such as Sites and Gmail be turned on AND off? (Choose 2)

- 1. At the domain level
- 2. At the organization level
- 3. At the OU level
- 4. At the group level

What is the correct pathway in the admin console to getting to Google Workspace core services list?

- 1. Admin Console > Apps > Additional Google services
- 2. Admin Console > Apps > SAML apps

3. Admin Console > Apps > Google Workspace

4. Admin Console > Apps > Marketplace apps

All Additional Google services are turned ON by default.

- 1. True
- 2. False

note

有少数Additional Google Service是默认OFF的,如CS First和EarlyAccessApps

Which four of these apps are Google Workspace core services that are covered in the Google Workspace Terms of Service? (Choose 3)

- 1. Sites
- 2. Blogger
- 3. Currents
- 4. Google Drive
- 5. Google Calendar

练习1 配置Gmail的通用用户设置

- 1. 允许用户选择自己喜欢的主题
- 2. 不允许邮件发送已读回执
- 3. 允许用户代理访问邮箱
- 4. 允许离线Gmail
- 5. 不允许外包商代理访问邮箱或是使用离线Gmail

▼ Google Workspace	M Gmail	Smart features and personalization	Turn on/off smart features and personalization in Gmail, Chat, Meet and other Google products			
Service status						
Moderation	Groups	Themes	Let users choose their own themes: ON 默认ON			
AppSheet	Organizational Units	Applied at 'trident365.com'				
Calendar						
Cloud Search	Search for organizational units	Email read receipts	Read receipts are notifications that can be sent to and from your users to verify that mail has been read. Learn more			
Drive and Docs	✓ trident365.com	Applied of The House of the	Do hot allow email read receipts to be sent 默认不允许			
Gmail	Contractors					
Google Chat	Employees	Mail delegation Applied at 'trident365.com'	Let users delegate access to their mailbox to other users in the domain Existing delegations will be hidden, when this feature is disabled.			
Google Meet	Executive		Sender information shown to recipient			
Google Vault			Allow users to customize this setting			
Google Voice			Show the account owner and the delegate who sent the email			
Groups for Business			Show the account owner only			
Jamboard			Group delegation settings			
Кеер			From the umail settings, users can add an internal group as the delegate so that every group memoer (external guests are not included) will automatically be granted the malibox access.			
Migrate			Allow users to grant their mailbox access to a Google group Existing group delegations will be hidden, when this feature is disabled.			
Sites			Most channes take effect in a few minutes Learn more			
Tasks			You can view prior changes in the Audit log			
Additional Google services			1			
Web and mobile apps			T unsaved change CANCEL SAVE			

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Gmail web offline Applied at 'trident365.com'	Gmail web will natively run offline (Chrome only). Learn more This replaces the Gmail offline Chrome application.				
	Enable Gmail web offline				
	Omine data on device				
	From the Gmail settings, users can choose whether offline data is kept/removed from their computer after they sign out of their Google account. Keeping data on the device is not recommended on shared computers. Deleting data on sign out will require Gmail to be resynced each time users sign in, which may take a few hours.				
	Force deletion of offline data on sign out of Google account Users will not be able to choose whether offline data is kept or removed on sign out.				
	Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log				

再选择Contractors的OU[]关闭Gmail离线模式,也关闭邮件代理访问。

trident365.com Contractors Employees Executive	Name format Inherited from 'trident'365.com'	Names containing Chinese, Japanese, or Korean characters will not be affected. First Last Allow users to customize this setting: ON
	Grnail web offline Inherited from OU: trident365.com	Grnall web will natively run offline (Chrome only). Learn more This replaces the Grnal offline Chrome application. Centry of the Grnal offline Chrome application. Centry of the Grnal web offline Ottline data on device From the Grnal settings, users can choose whether offline data is kept/removed from their computer after they sign out of their Google account. Keeping data on the device is not recommended on shared computers. Deleting data on sign out will require Grnal to be resynced each time users sign in, which may take a few hours. Force deletion of offline data on sign out of Google account Users will not be able to choose whether offline data is kept or removed on sign out. Override will overrule the settings inherited from parent organizational unit trident365.com Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log
		CANCEL OVERRIDE

练习2

针对Executives的OU打开GWS同步功能公司只允许对管理层开放GWSMO[]GWS与Outlook的同步)。

	M Gmail	Showing settings for users in trident365.com
Service status		
Moderation	Groups	End User Access
AppSheet	Organizational Units	POP and IMAP access Enable IMAP access for all users
Calendar		Applied at internsos.com
Cloud Search	Search for organizational units	
Drive and Docs	 trident365.com 	Kestrict which mail clients users can use (Jourth mail clients only)
Gmail	Contractors	
Quarte Obst	Employees	
Google Chat	Executive	
Google Meet		Enable POP access for all users
Google Vault		Learn more
Google Voice		() Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log
Groups for Business		

Apps>Google Workspace>Gmail>End User Access,找到POP and IMAP access,对整个公司关闭IMAP 和POP访问。

1 unsaved change CANCEL

SAVE

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Google Workspace Sync Applied at 'trident365.com'	Download Google Workspace Sync for Microsoft Outlook. Google Workspace Sync for Microsoft Outlook is a plugin that provides high fidelity provides access to Free/Busy information for users at trident365.com and to the G Outlook's Calendar. It enables your users to use Outlook easily with Google Worksp	y contacts, calendar and email 3Iobal Address List for trident3i pace.	synchronizatio 65.com from w	on. It also rithin
	Enable Google Workspace Sync for Microsoft Outlook for my users Learn more			
	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
关闭Sync[]然后只选择管]	里层,再打开Sync即可。			

https://support.google.com/a/answer/4455451?hl=zh-Hans&ref_topic=22447&sjid=13335410792753 334229-AP 如果公司有用户想使用Outlook而不是网页版,那么他们可以使用GWSMO[]如果想把所有数据 迁移至GWS[]则可以使用迁移工具GWMMO[]

练习3

配置合规性政策 IT经理想遵循Google的最佳实践,一个是在邮件末尾添加合规脚注(对外邮件),另一个 是禁止用户收到包含视频,多媒体或是音乐附件的外部邮件。

Overview		Compliance	^
 Google Workspace 	Gmail	To check how these settings are affect	ting email delivery and troubleshoot potential issues, go to Email Log Search. GOT IT
Service status		Email and chat auto-deletion	Automatically delete email and chat messages for all users. Learn more
Moderation	Status	Applied at 'trident365.com'	Do not delete email and chat messages automatically.
AppSheet	ON for everyone		
Calendar	Organizational Units		A The auto-deletion setting applies to email and chat messages in the user's inbox and archived messages. It does not apply to messages in the Trash folder, which are deleted permanently after the specified number of days.
Cloud Search			
Drive and Docs	Search for organizational units	Comprehensive mail storage	Learn more
Gmail		Inherited	Ensure that a copy of all sent and received mail is stored in associated users' mailboxes: OFF
Google Chat	Contractors		
Google Meet	Employees	Append footer	Set up outbound footer text for legal compliance, informational or promotional requirements.
Google Vault	Executive		CONFIGURE
Google Voice			Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log
Groups for Business			
Jamboard		Restrict delivery	Restrict the domains that your users are allowed to exchange email with.

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Add setting	
Append footer	Learn more
Trident365 compliance footer	

1. For all outbound email messages, append the following footer

BIUS€⊜≣≣ℤ∎≣≣≣XX°⊡⊡_■	
Тт	r
Font	r
Background Color	r
Font Color	r
This message (and any associated files) may contain confidential and/or privileged information. If you are not the intended recipient or authorized to receive this for the intended recipient, you must not use, copy, disclose or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by sending a reply email and delete this message. Thank you for your cooperation	

2. Options

Append the footer to messages being sent within your organization.

公司内部邮件不添加

CANCEL SAVE

附件设定如下:

Add setting
Attachment compliance Learn more
Remove video and music attachments
Email messages to affect Inbound Outbound Internal - Sending
Internal - Receiving
2. Add expressions that describe the content you want to search for in each message
Expressions
No expressions added yet. Add
ADD

Add setting					
File type 🔍					
The attachment is of type					
Office documents (.doc, .xls, .ppt)					
Office documents which are encrypted					
Office documents which are not encrypted					
Video and multimedia (.mpg, .mov, .avi)					
Music and sound (.mp3, .wav, .aiff)					
Images (.jpg, .gif, .png)					
Compressed files and archives (.zip, .tar, .gz)					
Compressed files and archives which are encrypted					
Compressed files and archives which are not encrypted					
Custom file types - Match files based on file name extension					
e.g. zip, rar					
Also match files based on file format (supported types)					

Note: For your protection, all executables are automatically rejected.

CANCEL SAVE

Add setting
3. f the above expressions match, do the following
Modify message 🔍
Headers
Add X-Gm-Original-To header
Add X-Gm-Spam and X-Gm-Phishy headers
Add custom headers
Subject
Prepend custom subject
Route
Change route
Envelope recipient
Change envelope recipient
Spam
Bypass spam filter for this message
Attachments
Remove attachments from message
Append this text to notify recipients that attachments have been removed:
<<< Attachments were removed because of an administrator policy. >>>

确认效果:



information. If you are not the intended recipient or authorized to receive this for the intended recipient, you must not use, copy, disclose or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by sending a reply email and delete this message. Thank you for your cooperation



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