第2章管理GWS

练习1

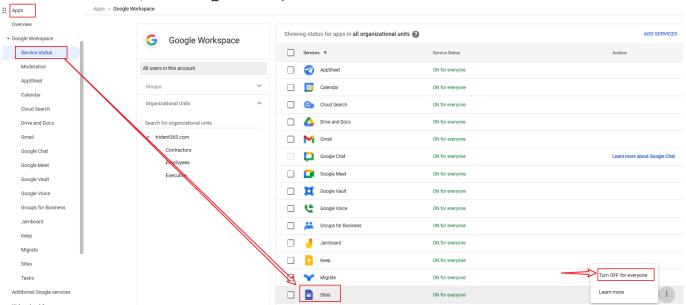
准备GWS的域名,这个在第一章已经完成了,跳过。

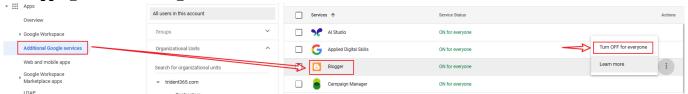
练习2

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





检查是否生效,从9个点处找到Sites[点击后发现无权访问。

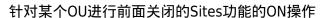
We are sorry, but you do not have access to Sites. Please log in to your Admin Console to enable it. Go here to learn more.

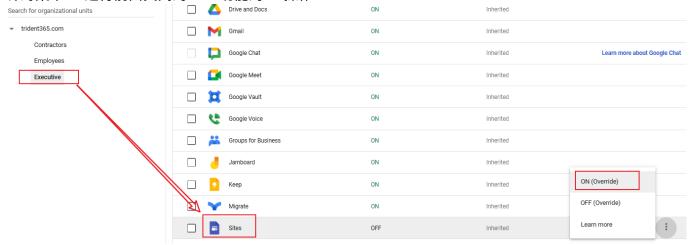
Sign in with a different account

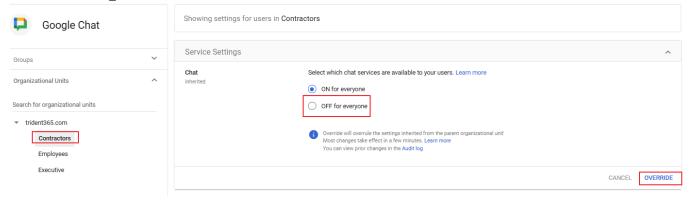


有些服务依赖于其他服务,所有依赖的服务ON之后才能访问

练习2







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



很抱歉,您无权使用 Google 协作平台。以下是一些可能的原因:

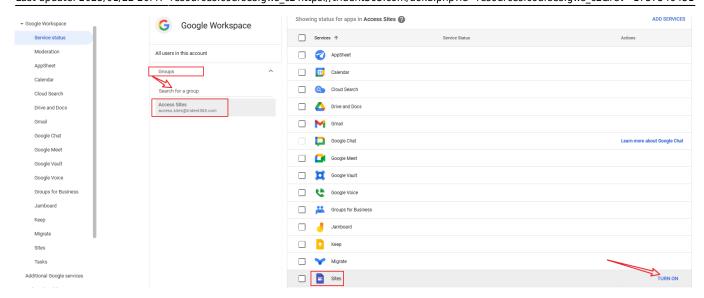
- 管理您账号的组织已为其用户停用这项服务。
- 贵组织的管理员可能暂时停用了您的账号。
- 您的 Google Workspace 订阅可能已不再有效。

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。

创建一

| 个新Group□ | |
|---|---|
| Group details | |
| Group name * | |
| Access Sites | |
| Enter a name that identifies the group in lists and messages. | |
| | |
| Group email * | 111 1975 |
| access.sites | @ trident365.com * |
| Enter an email address for the group. | |
| Group description | |
| Users with access to the sites service regardless of their OU setting | J |
| 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 ren | nove this label. |
| | |
| | |
| | NEXT |

添加Ellie到该组,然后切换到Apps>Google Workspace>Service Status,Groups搜索,找到Access.Sites,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。

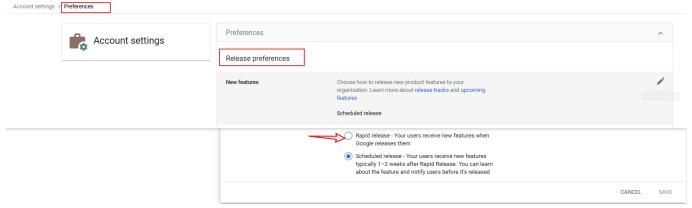




1.如果某个服务已经为整个组织ON了,那么在Group设定中不能把它OFF 2.一个Access Group可以包括任意OU的用户,也可以包含另一个Group□在Member里添加)

练习4

设置服务的发布通道(快慢)



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



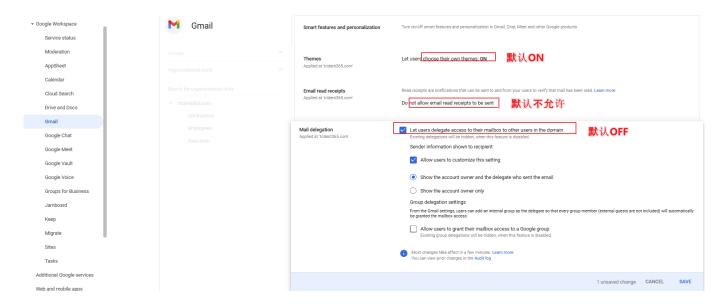
有少数Additional Google Service是默认OFF的,如CS First和EarlyAccessApps

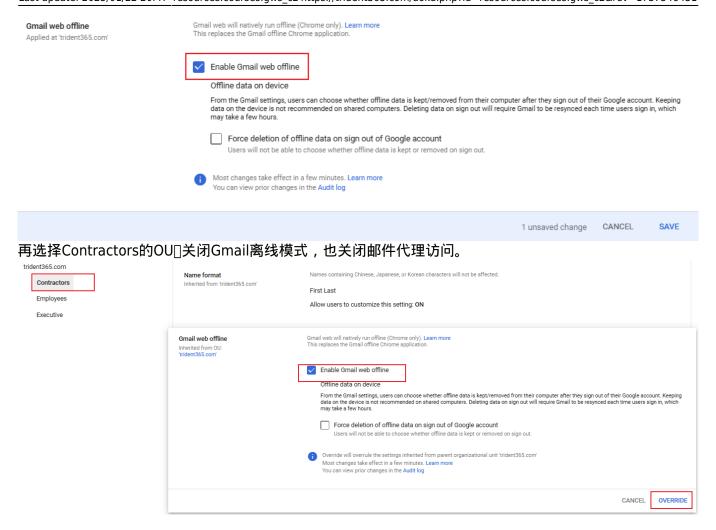
Which four of these apps are Google Workspace core services that are covered in the Google Workspace Terms of Service? (Choose 3)

- 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

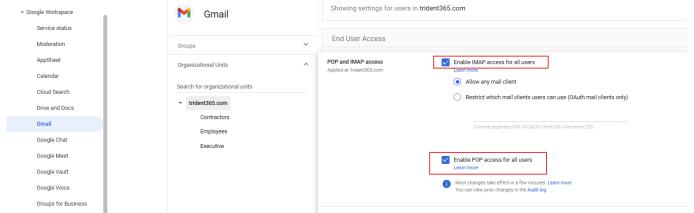
- 1. 允许用户选择自己喜欢的主题
- 2. 不允许邮件发送已读回执
- 3. 允许用户代理访问邮箱
- 4. 允许离线Gmail
- 5. 不允许外包商代理访问邮箱或是使用离线Gmail



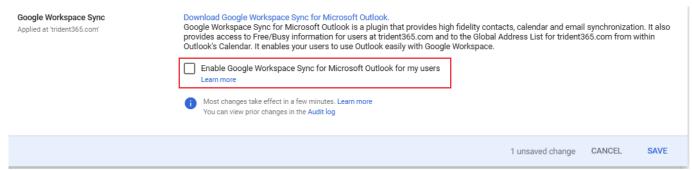


练习2

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)。



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。

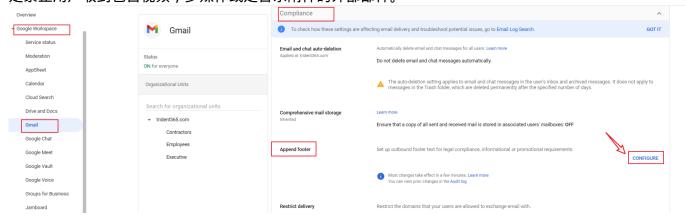


关闭Sync□然后只选择管理层,再打开Sync即可。

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。

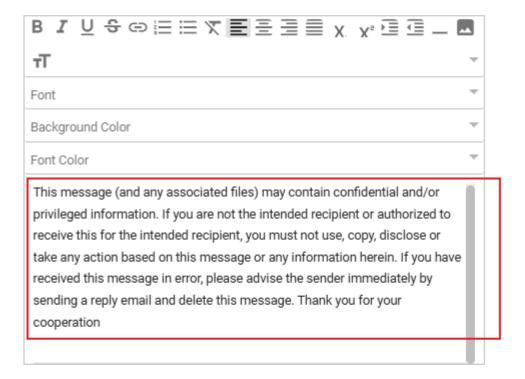


Add setting

Append footer Learn more

Trident365 compliance footer

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



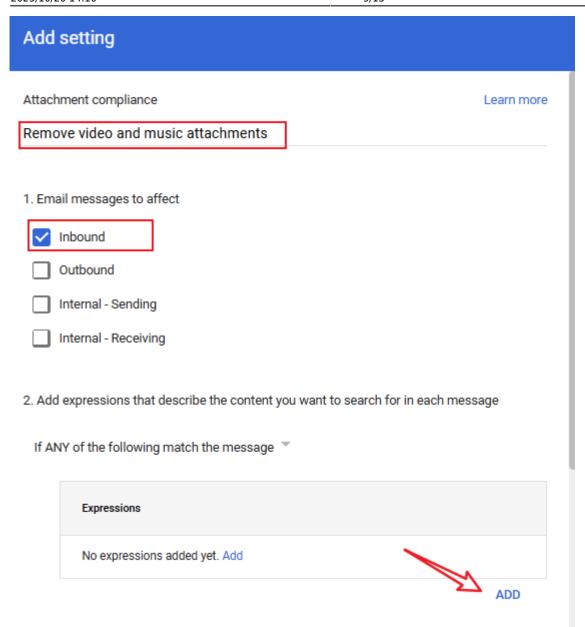
2. Options

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:



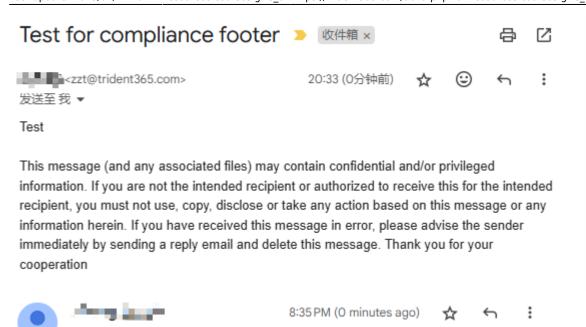
Add setting

| 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

| d setting | |
|--|--------|
| the above expressions match, do the following | |
| odify 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 rer | noved: |
| Attachments were removed because of an administrator policy | |

确认效果:





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

<<< Attachments were removed because of an administrator policy. >>>

测试2

Which of the following actions can be taken on a message when an attachment compliance rule is matched? (Choose 3)

1. Modify message

Thx

- 2. Reject message
- 3. Deliver message
- 4. Quarantine message

Which of these settings do the users control from their Gmail settings? (Choose 2)

- 1. Create a personal email alias
- Name format (eg. First, Last)

- 3. Add POP3 accounts to the user's inbox
- 4. Display language for the Gmail interface

Which of the following settings cannot be set from the Gmail service settings?

- 1. Default language
- 2. Name format
- 3. Allow users to delegate access to their mailbox
- 4. Allow users to set Gmail themes

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