第2章 管理GWS

练习1

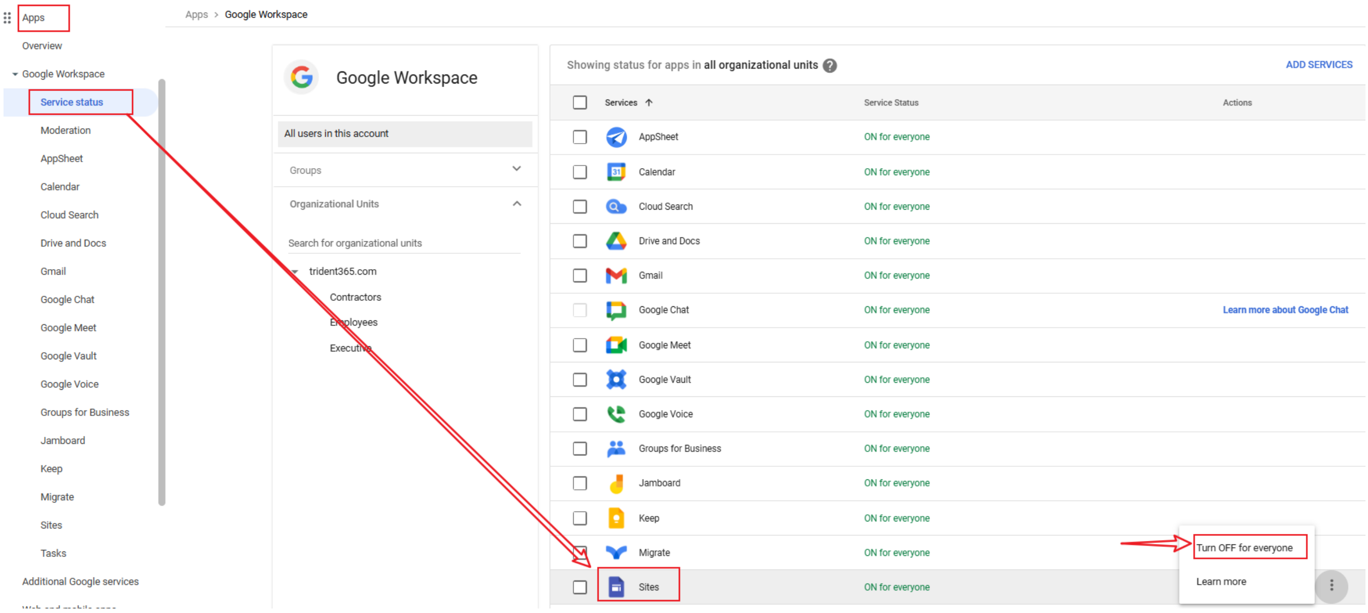
准备GWS的域名，这个在第一章已经完成了，跳过。

练习2

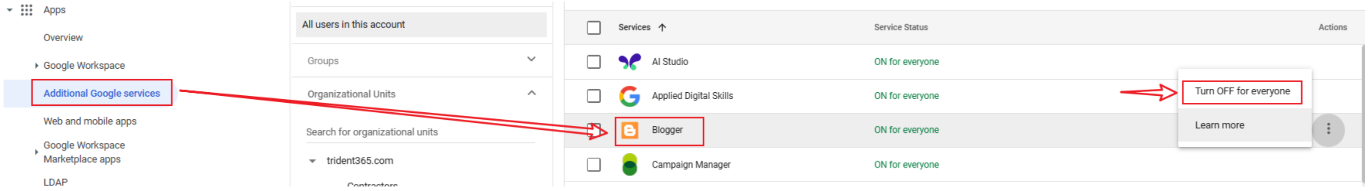
打开或关闭某个Service□主要有以下几类

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。

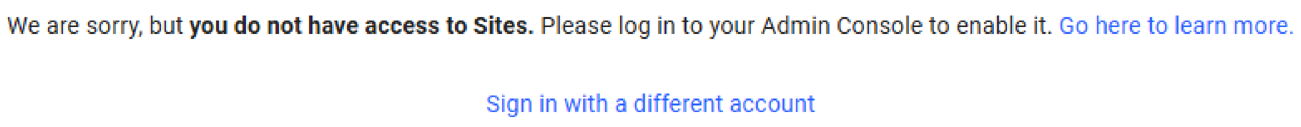
现在要针对所有用户，关闭Sites□谷歌网站）这个服务


Apps
Apps > Google Workspace
Overview
Google Workspace
Service status
Moderation
AppSheet
Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Meet
Google Vault
Google Voice
Groups for Business
Jamboard
Keep
Migrate
Sites
Tasks
Additional Google services
Google Workspace
All users in this account
Groups
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive
Showing status for apps in all organizational units
ADD SERVICES
Services
Service Status
Actions
AppSheet ON for everyone
Calendar ON for everyone
Cloud Search ON for everyone
Drive and Docs ON for everyone
Gmail ON for everyone
Google Chat ON for everyone Learn more about Google Chat
Google Meet ON for everyone
Google Vault ON for everyone
Google Voice ON for everyone
Groups for Business ON for everyone
Jamboard ON for everyone
Keep ON for everyone
Migrate ON for everyone
Sites ON for everyone
Turn OFF for everyone
Learn more

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
Google Workspace
Additional Google services
Web and mobile apps
Google Workspace Marketplace apps
LDAP
All users in this account
Groups
Organizational Units
Search for organizational units
trident365.com
Services
Service Status
Actions
AI Studio ON for everyone
Applied Digital Skills ON for everyone
Blogger ON for everyone
Campaign Manager ON for everyone
Turn OFF for everyone
Learn more

检查是否生效，从9个点处找到Sites□点击后发现无权访问。

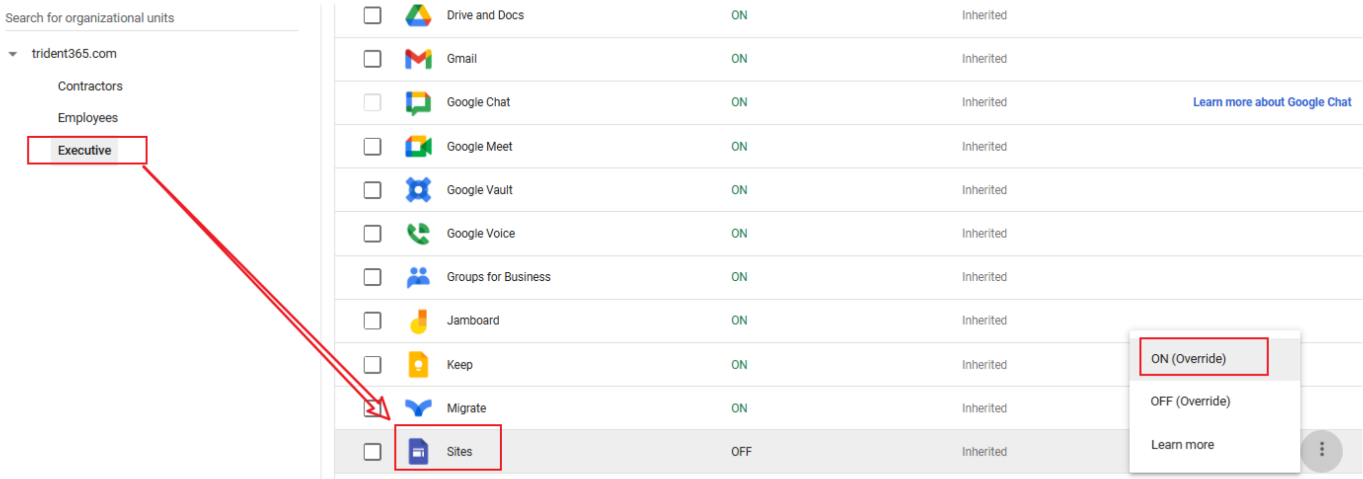

We are sorry, but **you do not have access to Sites.** Please log in to your Admin Console to enable it. Go here to learn more.

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

针对某个OU进行前面关闭的Sites功能的ON操作

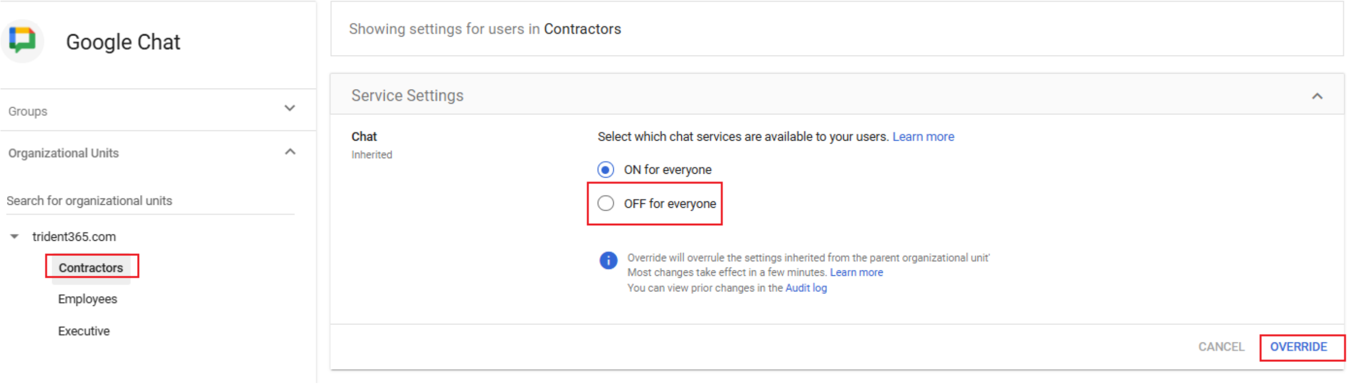


Search for organizational units
trident365.com
Contractors
Employees
Executive

Drive and Docs	ON	Inherited	
Gmail	ON	Inherited	
Google Chat	ON	Inherited	Learn more about Google Chat
Google Meet	ON	Inherited	
Google Vault	ON	Inherited	
Google Voice	ON	Inherited	
Groups for Business	ON	Inherited	
Jamboard	ON	Inherited	
Keep	ON	Inherited	
Migrate	ON	Inherited	
Sites	OFF	Inherited	

ON (Override)
OFF (Override)
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
Groups
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive

Showing settings for users in **Contractors**

Service Settings

Chat
Inherited

Select which chat services are available to your users. Learn more

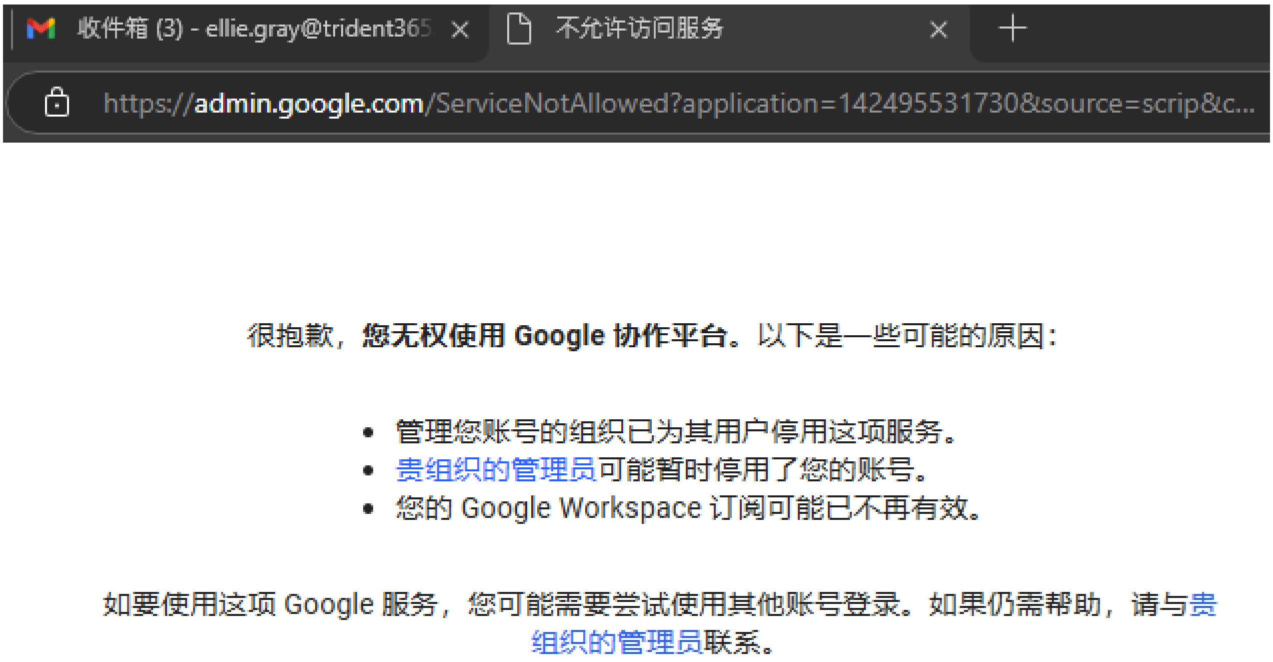
● ON for everyone
○ OFF for everyone

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

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



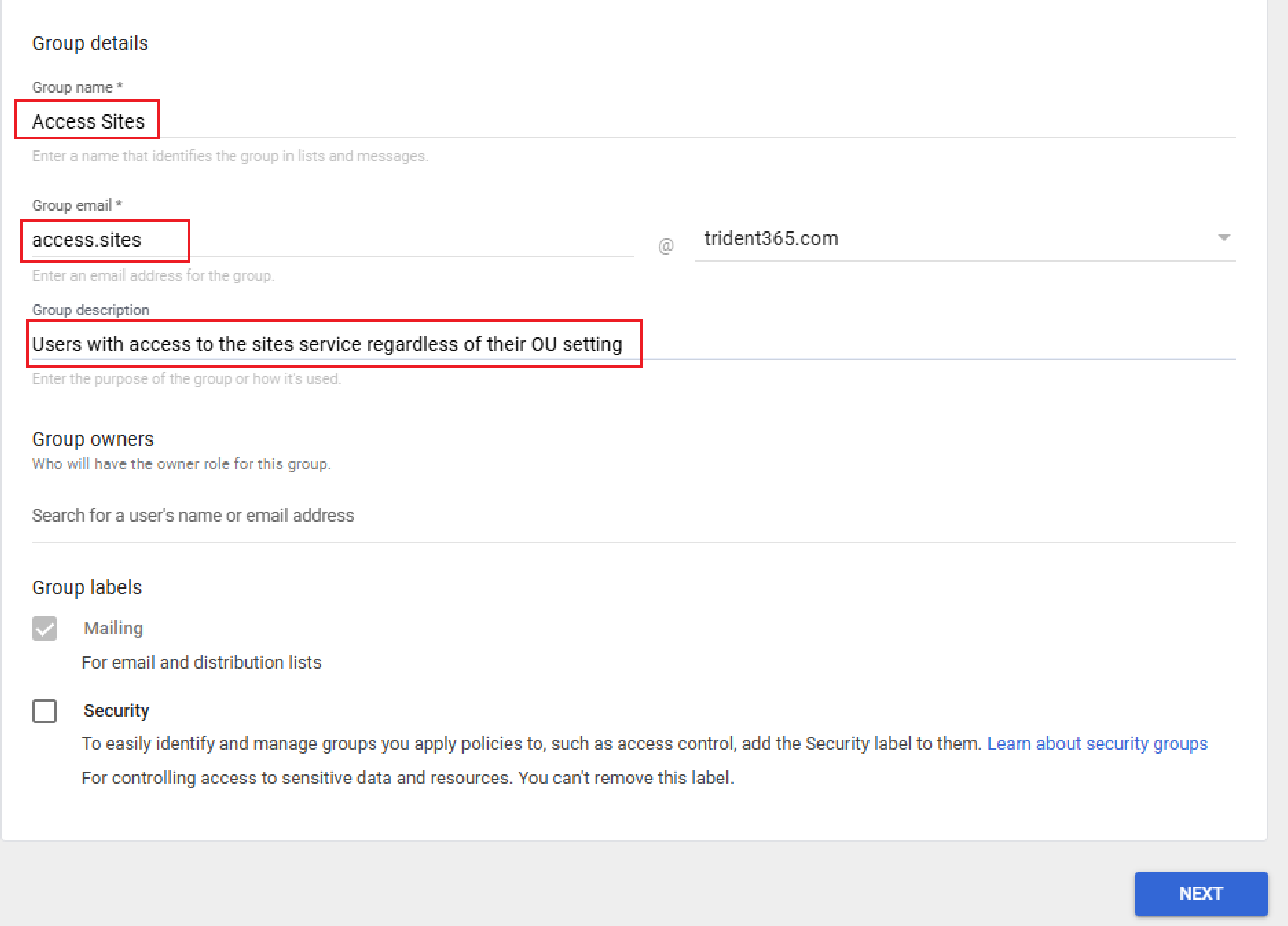
https://admin.google.com/ServiceNotAllowed?application=142495531730&source=scrip&c...

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。
- 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 * 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

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

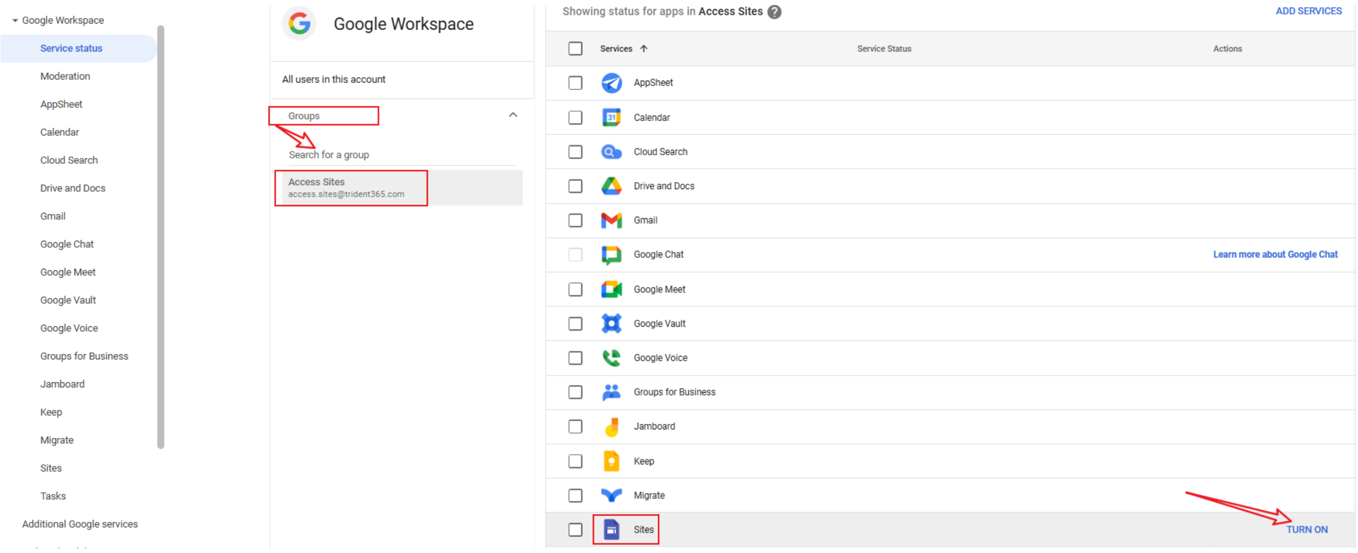
For email and distribution lists

☐ 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.

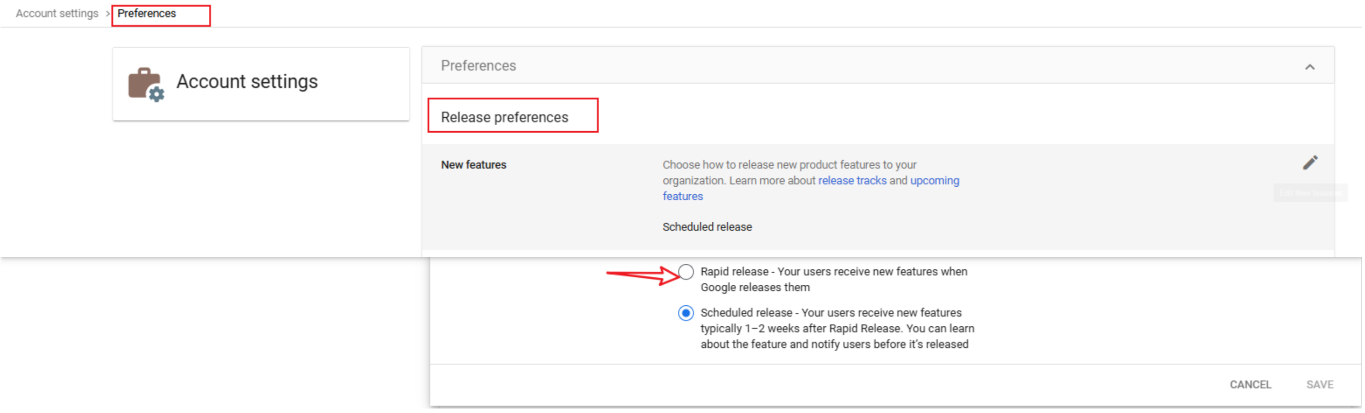
添加Ellie到该组，然后切换到Apps>Google Workspace>Service Status,Groups搜索，找到Access.Sites,然后在右侧找到Sites，选择TURN ON 再次访问Sites，发现已经可以打开了。


Google Workspace
Service status
Moderation
AppSheet
Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Meet
Google Vault
Google Voice
Groups for Business
Jamboard
Keep
Migrate
Sites
Tasks
Additional Google services
Google Workspace
All users in this account
Groups
Search for a group
Access Sites
access.sites@trident365.com
Showing status for apps in Access Sites
ADD SERVICES
Services
Service Status
Actions
AppSheet
Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Learn more about Google Chat
Google Meet
Google Vault
Google Voice
Groups for Business
Jamboard
Keep
Migrate
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
CANCEL
SAVE

New features

Choose how to release new product features to your organization. Learn more about release tracks and upcoming features

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

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**

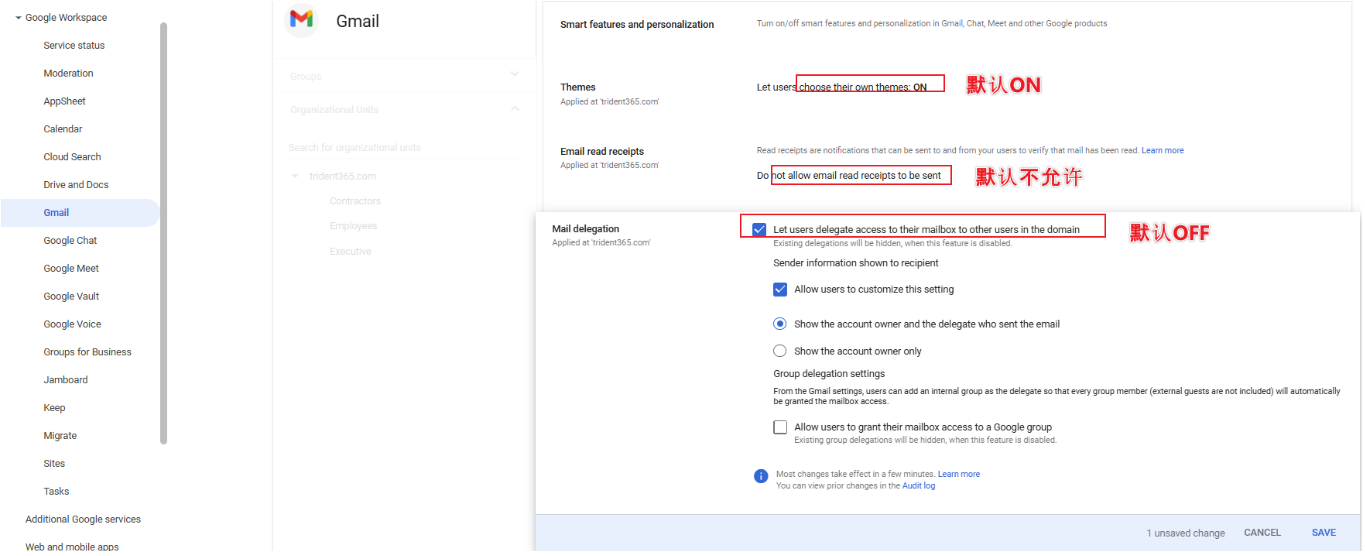
有少数Additional Google Service是默认OFF的，如CS First和EarlyAccessApps

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


Google Workspace
Service status
Moderation
AppSheet
Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Meet
Google Vault
Google Voice
Groups for Business
Jamboard
Keep
Migrate
Sites
Tasks
Additional Google services
Web and mobile apps
Gmail
Groups
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive

Smart features and personalization Turn on/off smart features and personalization in Gmail, Chat, Meet and other Google products

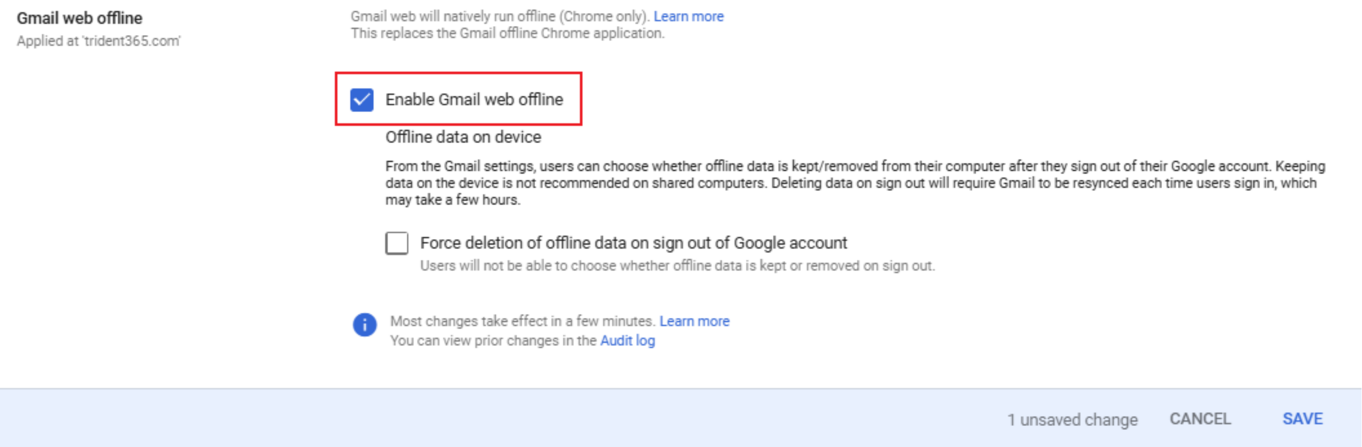
Themes
Applied at 'trident365.com'
Let users choose their own themes: ON 默认ON

Email read receipts
Applied at 'trident365.com'
Read receipts are notifications that can be sent to and from your users to verify that mail has been read. Learn more
Do not allow email read receipts to be sent 默认不允许

Mail delegation
Applied at 'trident365.com'
☑ Let users delegate access to their mailbox to other users in the domain 默认OFF
Existing delegations will be hidden, when this feature is disabled.
Sender information shown to recipient
☑ Allow users to customize this setting
● Show the account owner and the delegate who sent the email
○ Show the account owner only
Group delegation settings
From the Gmail settings, users can add an internal group as the delegate so that every group member (external guests are not included) will automatically be granted the mailbox access.
☐ Allow users to grant their mailbox access to a Google group
Existing group delegations will be hidden, when this feature is disabled.

Most changes take effect in a few minutes. Learn more
You can view prior changes in the Audit log

1 unsaved change CANCEL SAVE



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

Offline data on device

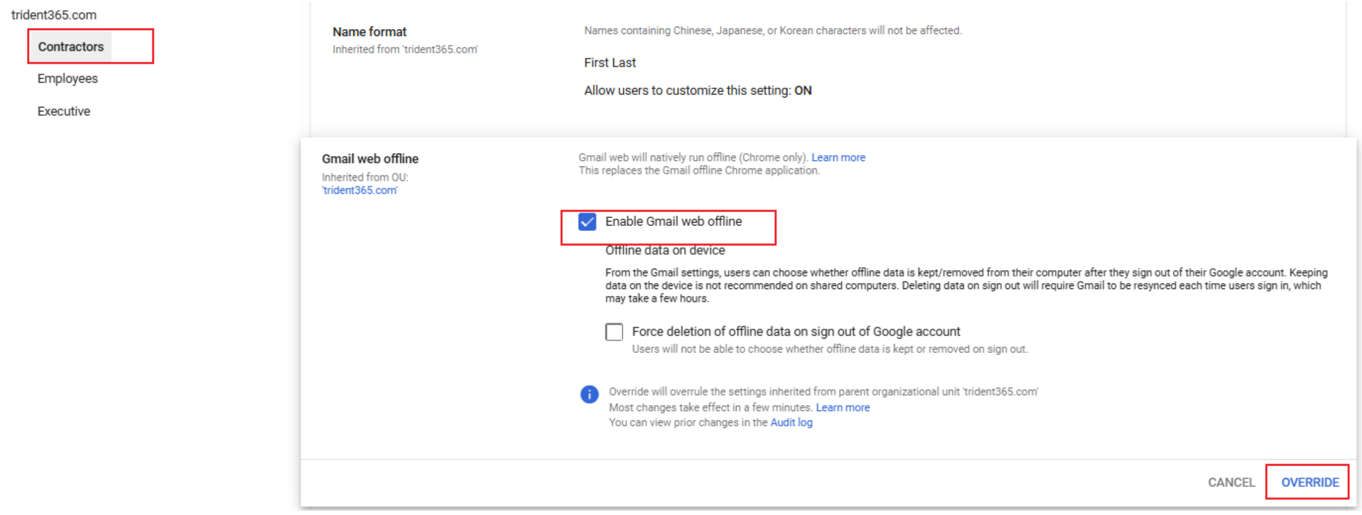
From the Gmail settings, users can choose whether offline data is kept/removed from their computer after they sign out of their Google account. Keeping data on the device is not recommended on shared computers. Deleting data on sign out will require Gmail to be resynced each time users sign in, which 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

1 unsaved change
CANCEL
SAVE

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 'trident365.com'

Names containing Chinese, Japanese, or Korean characters will not be affected.

First Last

Allow users to customize this setting: ON

Gmail web offline
Inherited from OU: 'trident365.com'

Gmail web will natively run offline (Chrome only). Learn more
This replaces the Gmail offline Chrome application.

☑ Enable Gmail web offline

Offline 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.

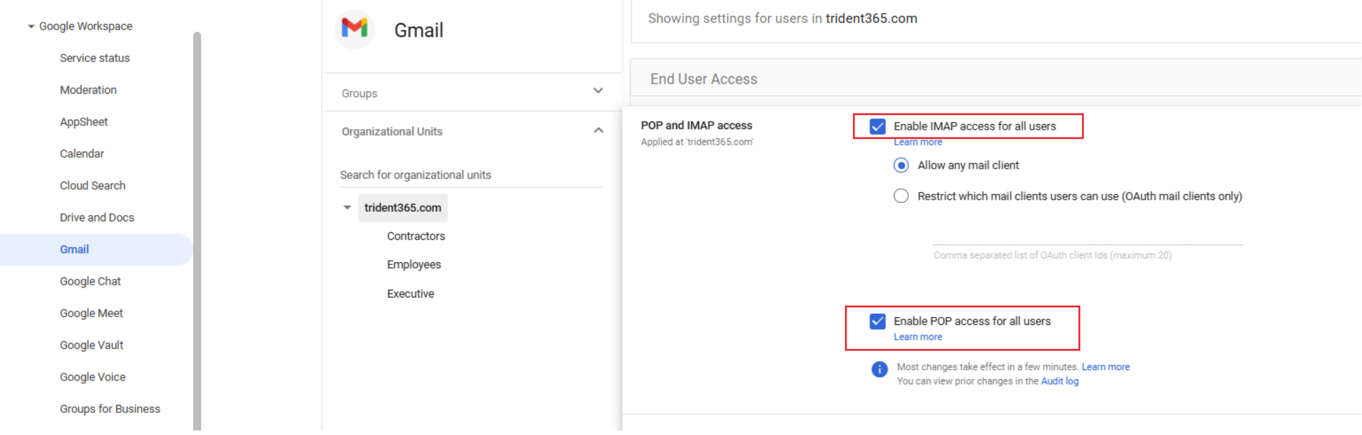
☐ Force deletion of offline data on sign out of Google account
Users will not be able to choose whether offline data is kept or removed on sign out.

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）。



Google Workspace
Service status
Moderation
AppSheet
Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Meet
Google Vault
Google Voice
Groups for Business
Gmail
Groups
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive

Showing settings for users in trident365.com

End User Access

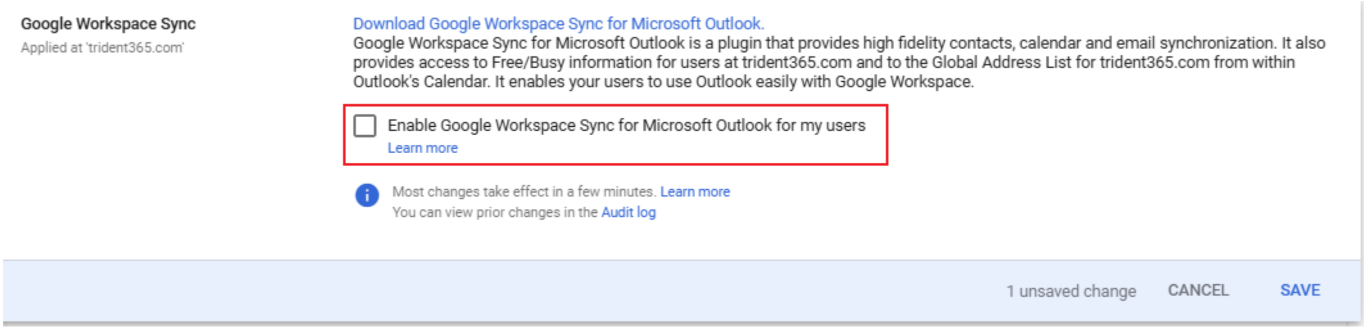
POP and IMAP access
Applied at 'trident365.com'

☑ Enable IMAP access for all users
Learn more
● Allow any mail client
○ Restrict which mail clients users can use (OAuth mail clients only)
Comma separated list of OAuth client Ids (maximum 20)

☑ Enable POP access for all users
Learn more

Most changes take effect in a few minutes. Learn more
You can view prior changes in the Audit log

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。



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 contacts, calendar and email synchronization. It also provides access to Free/Busy information for users at trident365.com and to the Global Address List for trident365.com from within Outlook's Calendar. It enables your users to use Outlook easily with Google Workspace.

☐ Enable Google Workspace Sync for Microsoft Outlook for my users
Learn more

Most changes take effect in a few minutes. Learn more
You can view prior changes in the Audit log

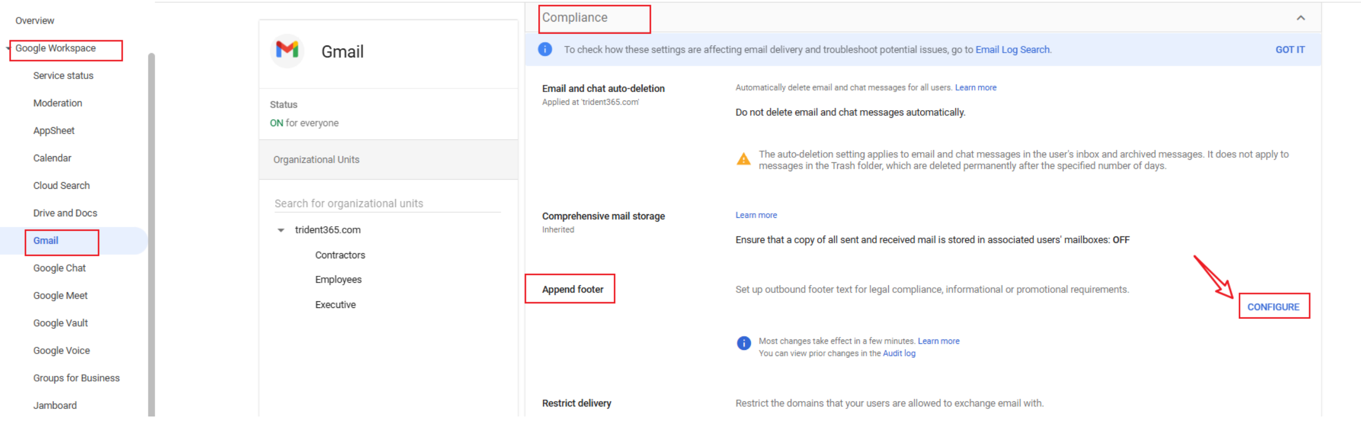
1 unsaved change

CANCEL
SAVE

关闭Sync然后只选择管理层，再打开Sync即可。 https://support.google.com/a/answer/4455451?hl=zh-Hans&ref_topic=22447&sjid=13335410792753334229-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
Google Workspace
Service status
Moderation
AppSheet
Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Meet
Google Vault
Google Voice
Groups for Business
Jamboard
Gmail
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive
Compliance
GOT IT
CONFIGURE

Status
ON for everyone

To check how these settings are affecting email delivery and troubleshoot potential issues, go to Email Log Search.

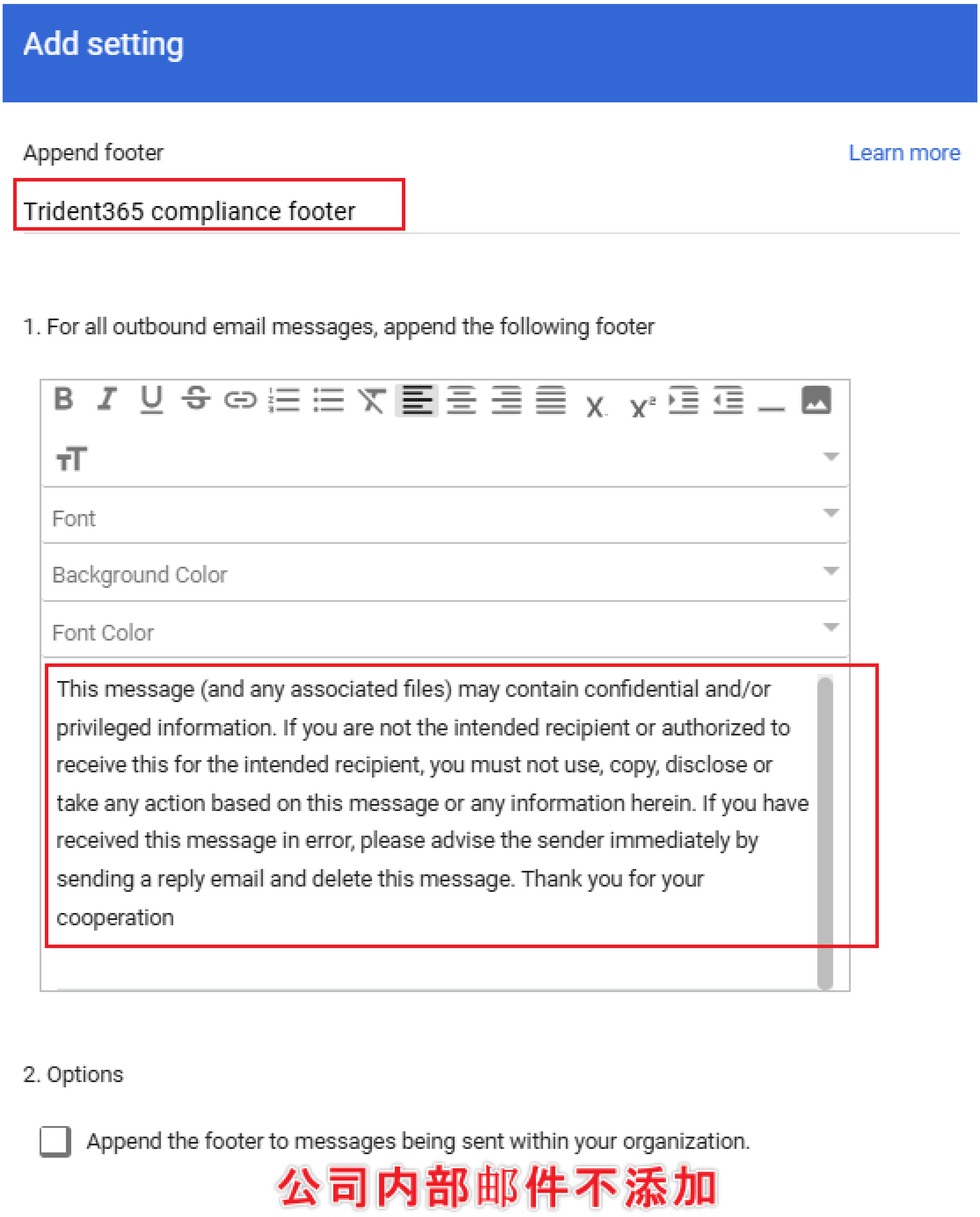
Email and chat auto-deletion
Applied at 'trident365.com'
Automatically delete email and chat messages for all users. Learn more
Do not delete email and chat messages automatically.
The auto-deletion setting applies to email and chat messages in the user's inbox and archived messages. It does not apply to messages in the Trash folder, which are deleted permanently after the specified number of days.

Comprehensive mail storage
Inherited
Learn more
Ensure that a copy of all sent and received mail is stored in associated users' mailboxes: OFF

Append footer
Set up outbound footer text for legal compliance, informational or promotional requirements.

Most changes take effect in a few minutes. Learn more
You can view prior changes in the Audit log

Restrict delivery
Restrict the domains that your users are allowed to exchange email with.



Trident365 compliance footer

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

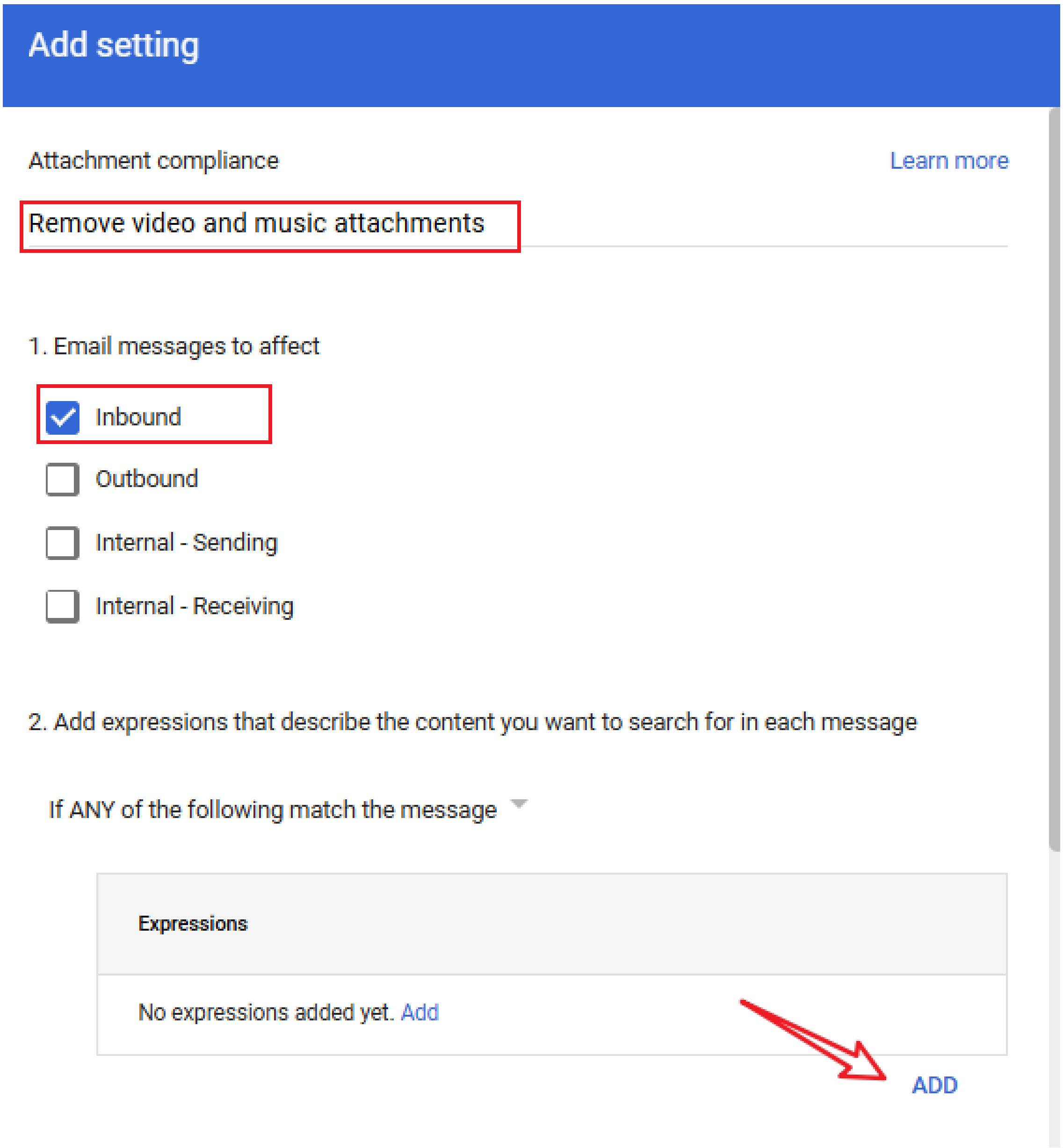
This message (and any associated files) may contain confidential and/or privileged information. If you are not the intended recipient or authorized to receive this for the intended recipient, you must not use, copy, disclose or take any action based on this message or any information herein. If you have 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

附件设定如下：



Add setting

Attachment compliance

Remove video and music attachments

1. Email messages to affect

☑ Inbound

☐ Outbound

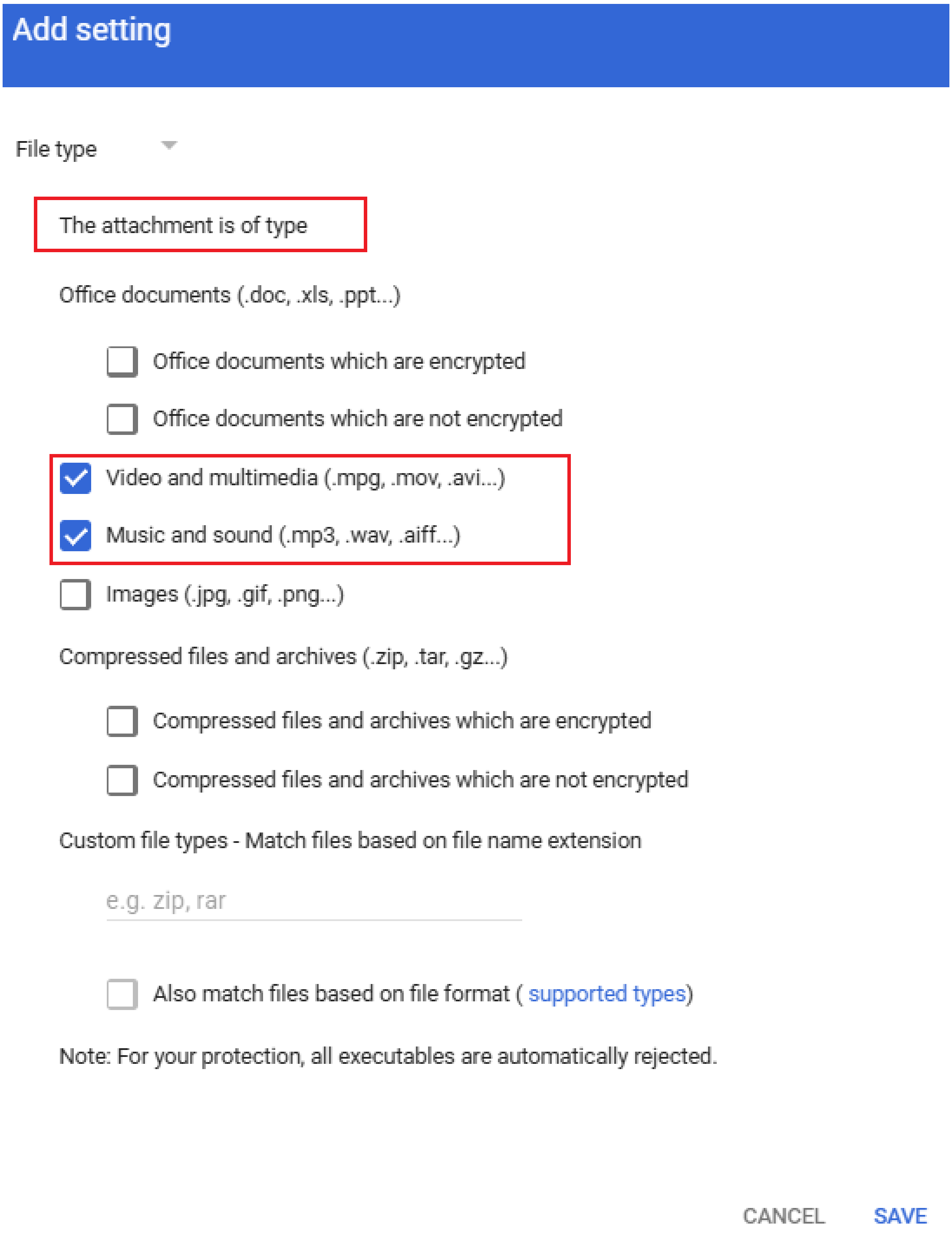
☐ Internal - Sending

☐ Internal - Receiving

2. Add expressions that describe the content you want to search for in each message

If ANY of the following match the message

Expressions
No expressions added yet. 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...)

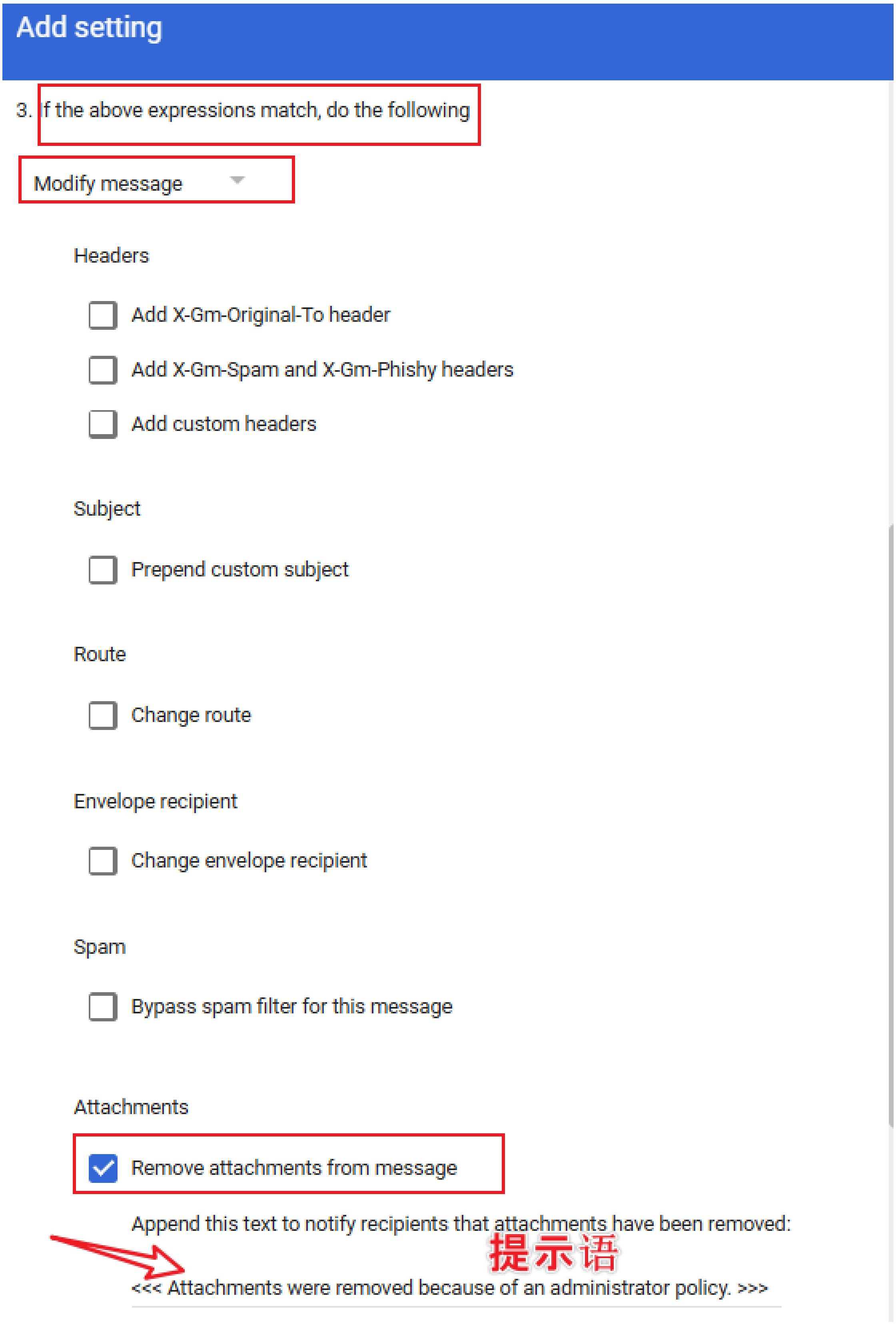
☐ Compressed files and archives which are encrypted
☐ Compressed files and archives which are not encrypted

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.



Add setting

3. If 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

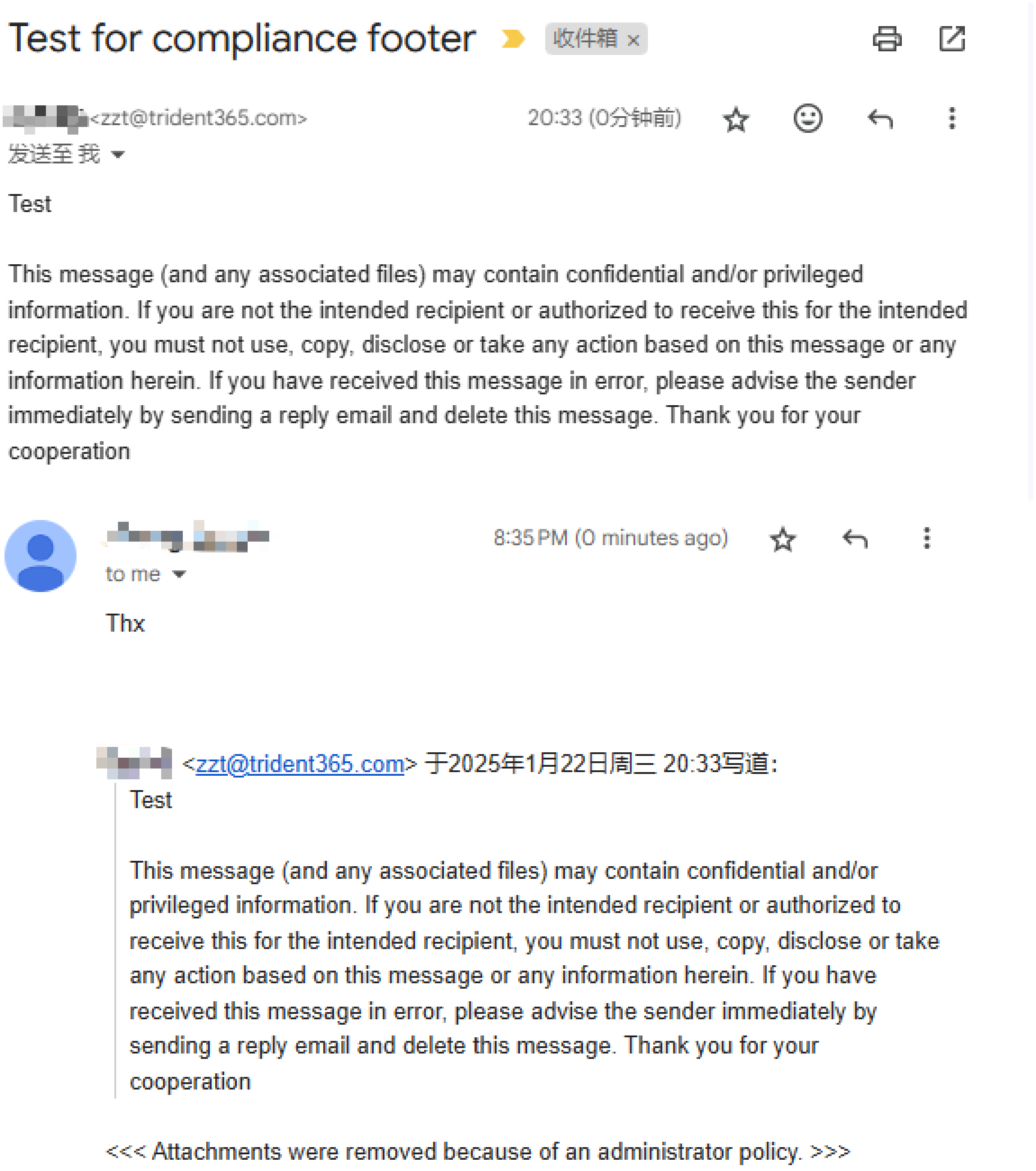
Attachments

☑ 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：



Test

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

Thx

[redacted] <zzt@trident365.com> 于2025年1月22日周三 20:33写道:

> Test
>
> 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**
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
2. 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

From:
https://trident365.com/ - 三叉戟

Permanent link:
https://trident365.com/doku.php?id=resources:courses:gws_c2&rev=1737546451

Last update: **2025/01/22 20:47**