第2章 管理GWS

练习1

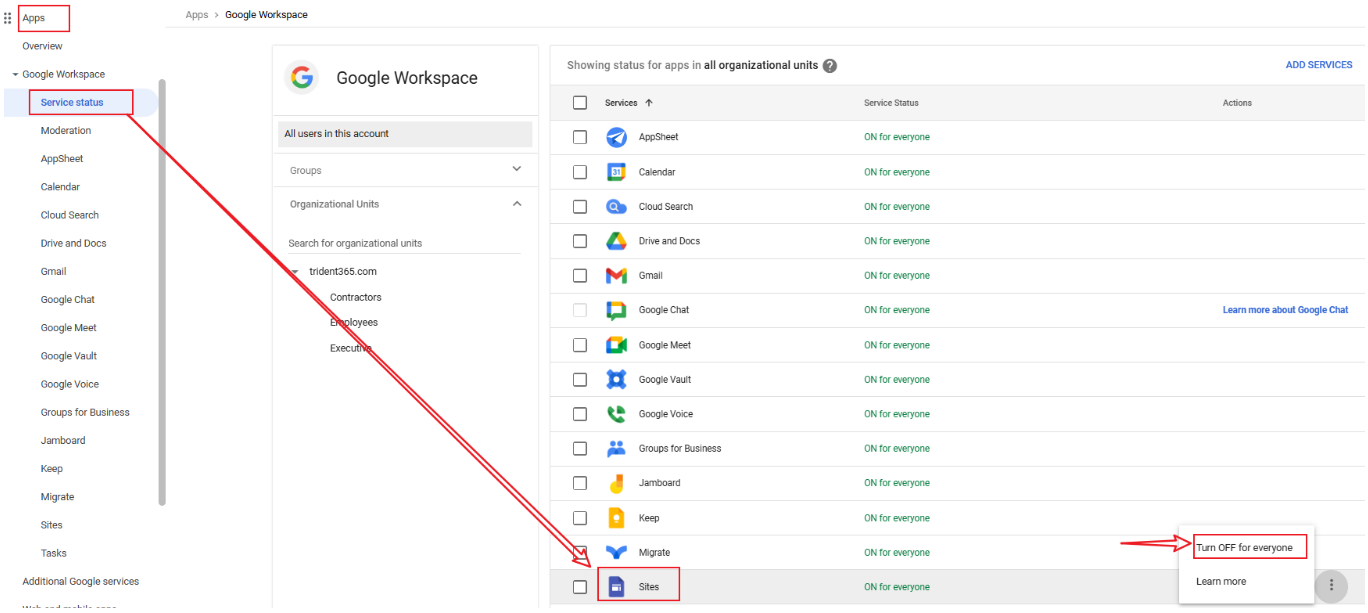
准备GWS的域名，这个在第一章已经完成了，跳过。

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。

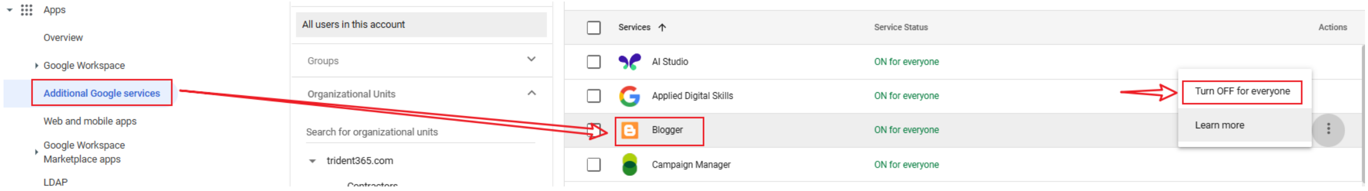
现在要针对所有用户，关闭Sites▯谷歌网站）这个服务


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
ADD SERVICES
Turn OFF for everyone
Learn more

Showing status for apps in **all organizational units**

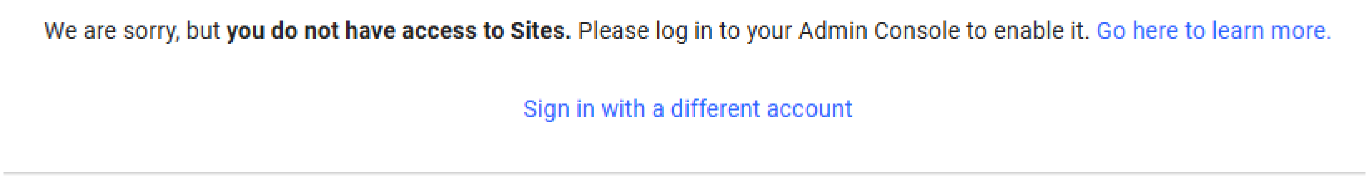
Services	Service Status	Actions
AppSheet	ON for everyone	
Calendar	ON for everyone	
Cloud Search	ON for everyone	
Drive and Docs	ON for everyone	
Gmail	ON for everyone	
Google Chat	ON for everyone	Learn more about Google Chat
Google Meet	ON for everyone	
Google Vault	ON for everyone	
Google Voice	ON for everyone	
Groups for Business	ON for everyone	
Jamboard	ON for everyone	
Keep	ON for everyone	
Migrate	ON for everyone	
Sites	ON for everyone	

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
Turn OFF for everyone
Learn more

Services	Service Status	Actions
AI Studio	ON for everyone	
Applied Digital Skills	ON for everyone	
Blogger	ON for everyone	
Campaign Manager	ON for everyone	

检查是否生效，从9个点处找到Sites▯点击后发现无权访问。



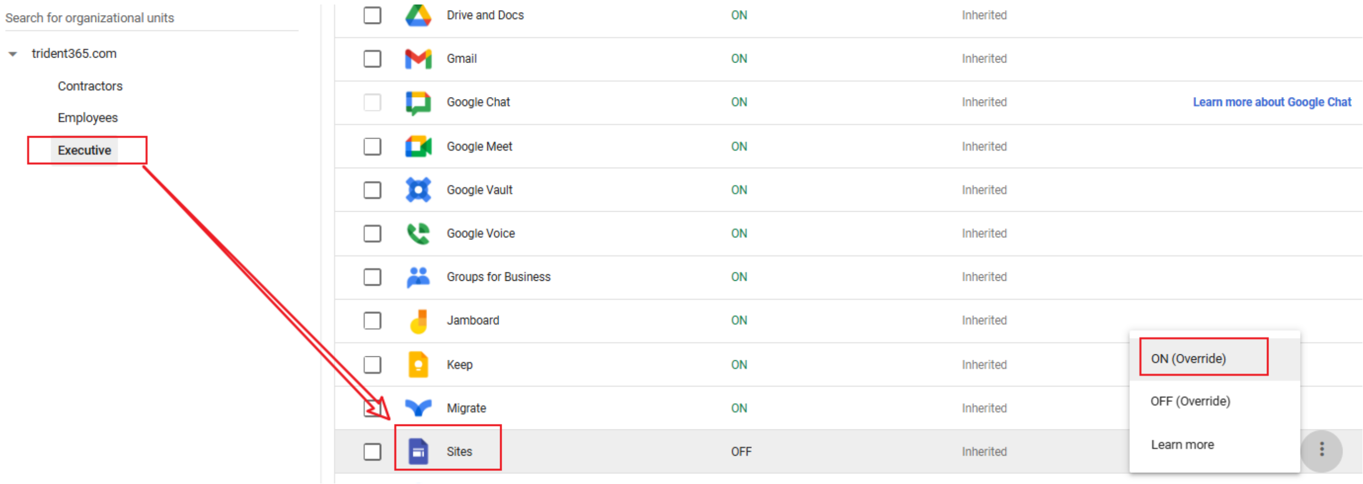
We are sorry, but **you do not have access to Sites.** Please log in to your Admin Console to enable it. Go here to learn more.

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

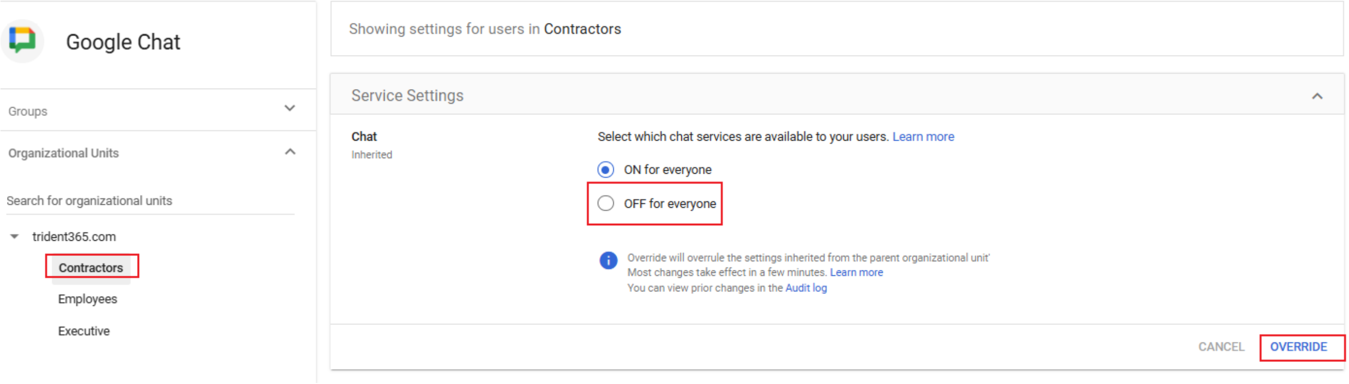
练习2

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
ON (Override)
OFF (Override)
Learn more

☐ 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	

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
Service Settings
CANCEL
OVERRIDE

Showing settings for users in Contractors

Chat
Inherited

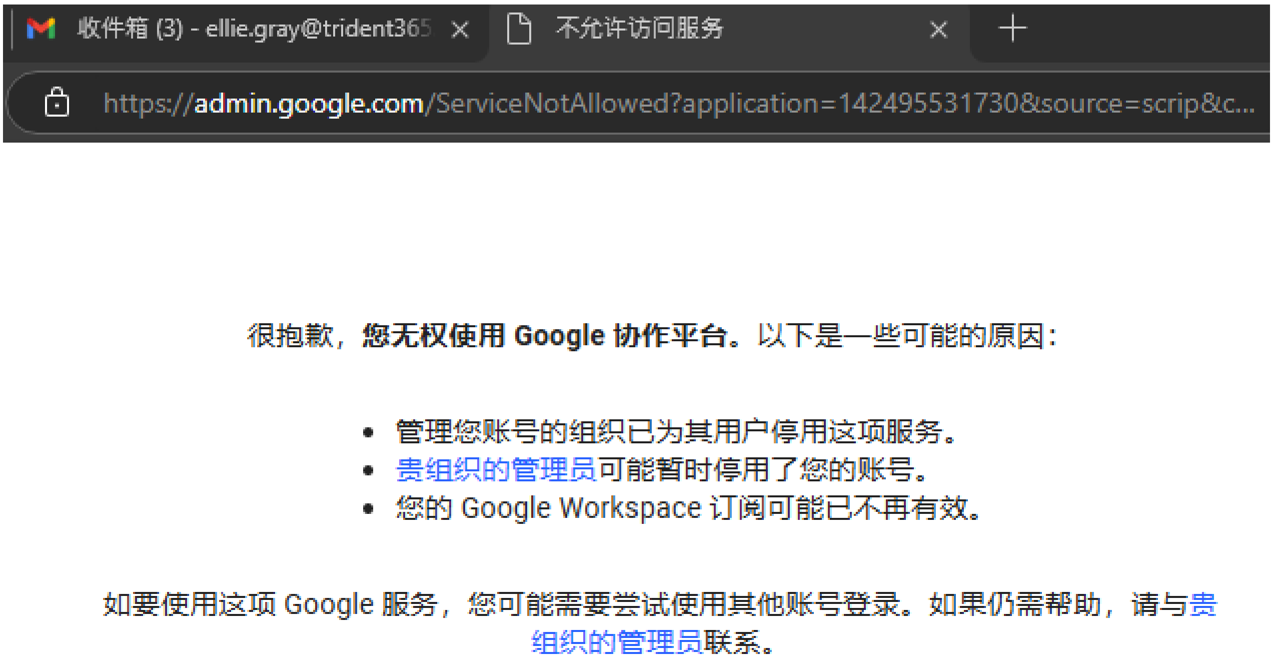
Select which chat services are available to your users. Learn more

● 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

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

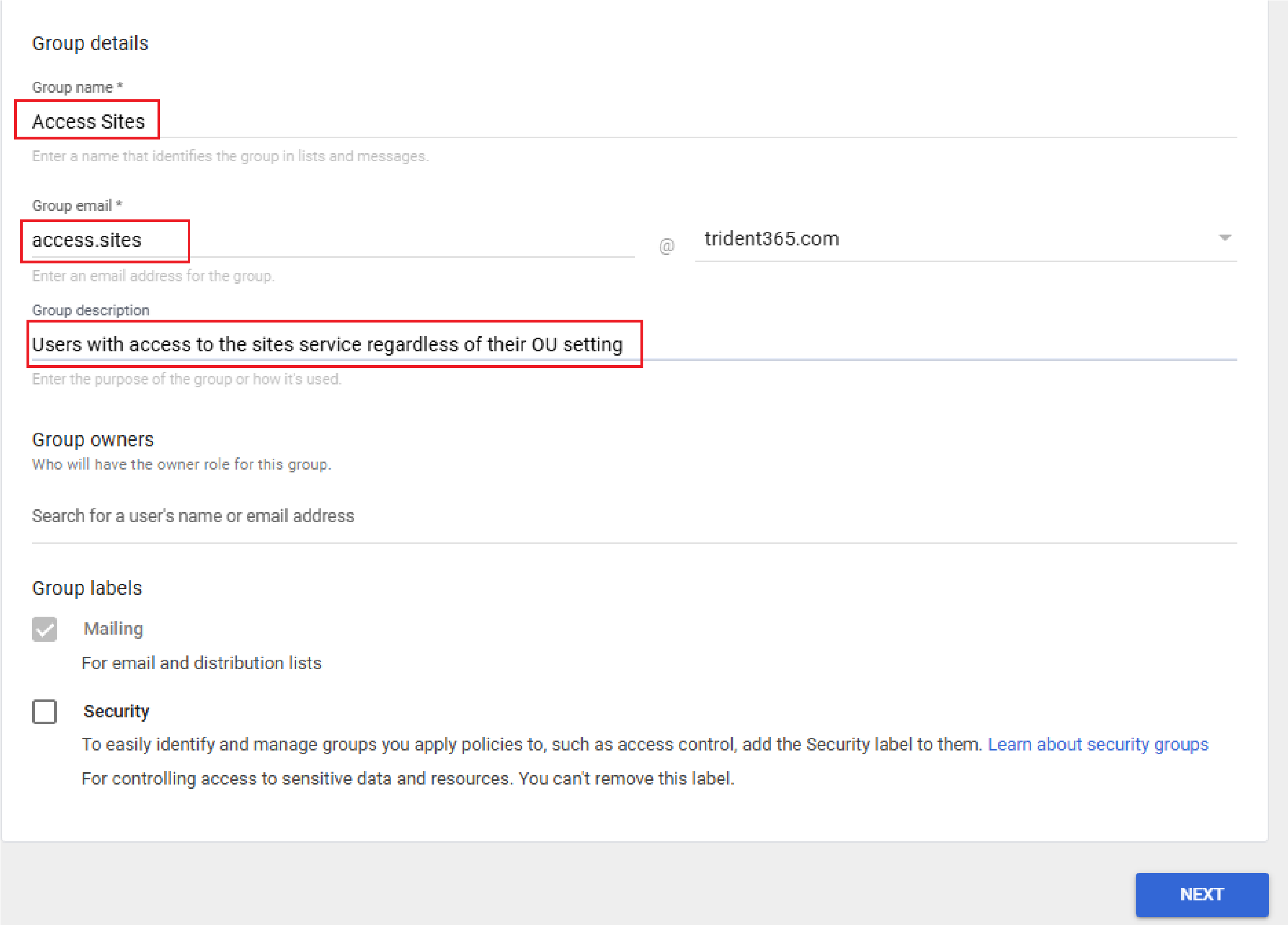

收件箱 (3) - ellie.gray@trident365
不允许访问服务
https://admin.google.com/ServiceNotAllowed?application=142495531730&source=scrip&c...

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.

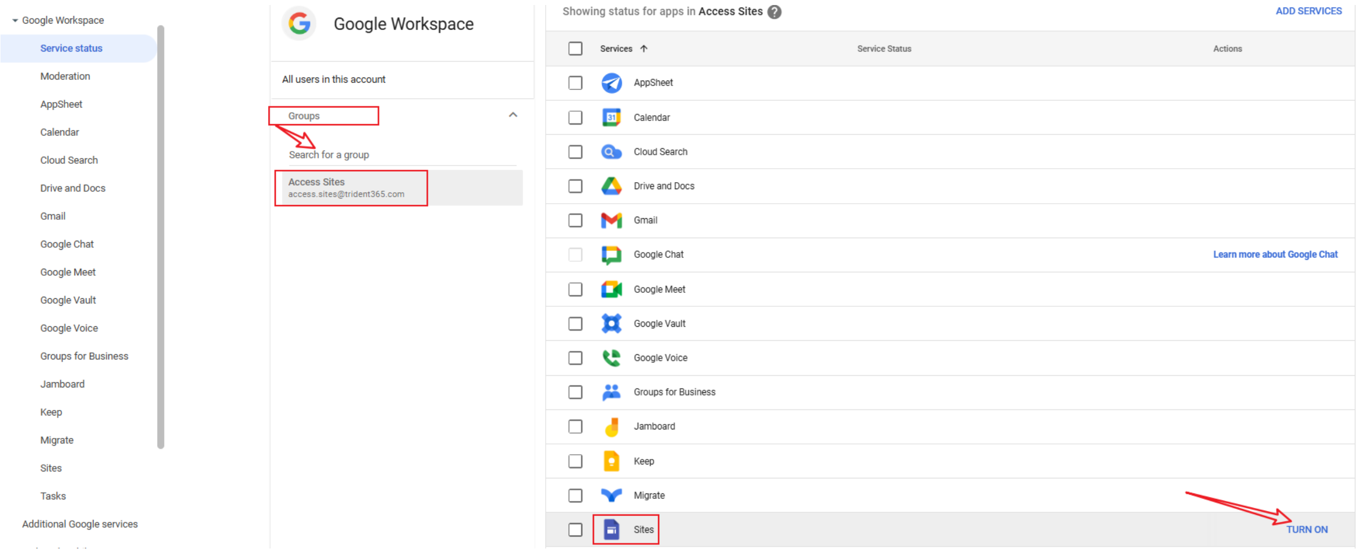
Group owners
Who will have the owner role for this group.
Search for a user's name or email address

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.

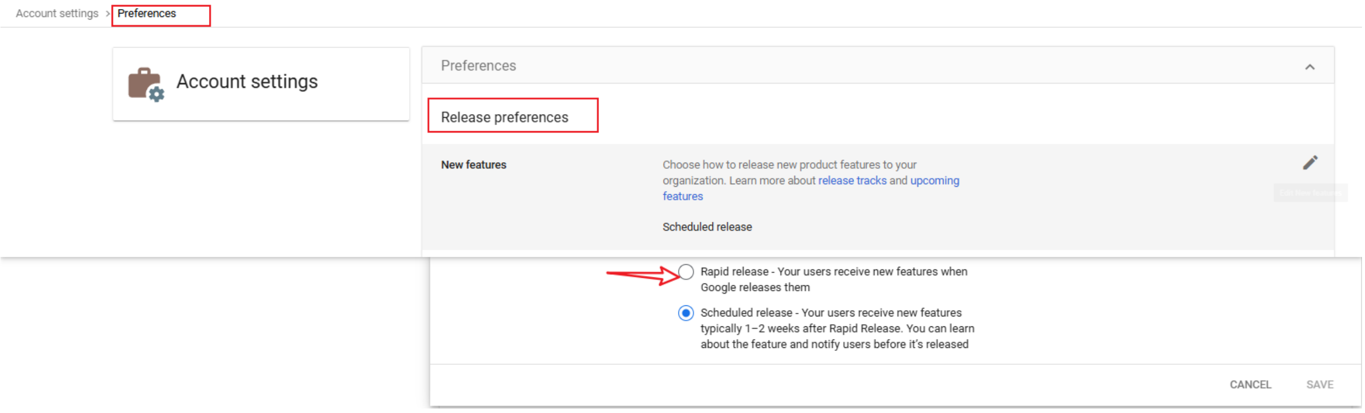
添加Ellie到该组，然后切换到Apps>Google Workspace>Service Status,Groups搜索，找到Access.Sites,然后在右侧找到Sites，选择TURN ON 再次访问Sites，发现已经可以打开了。


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**

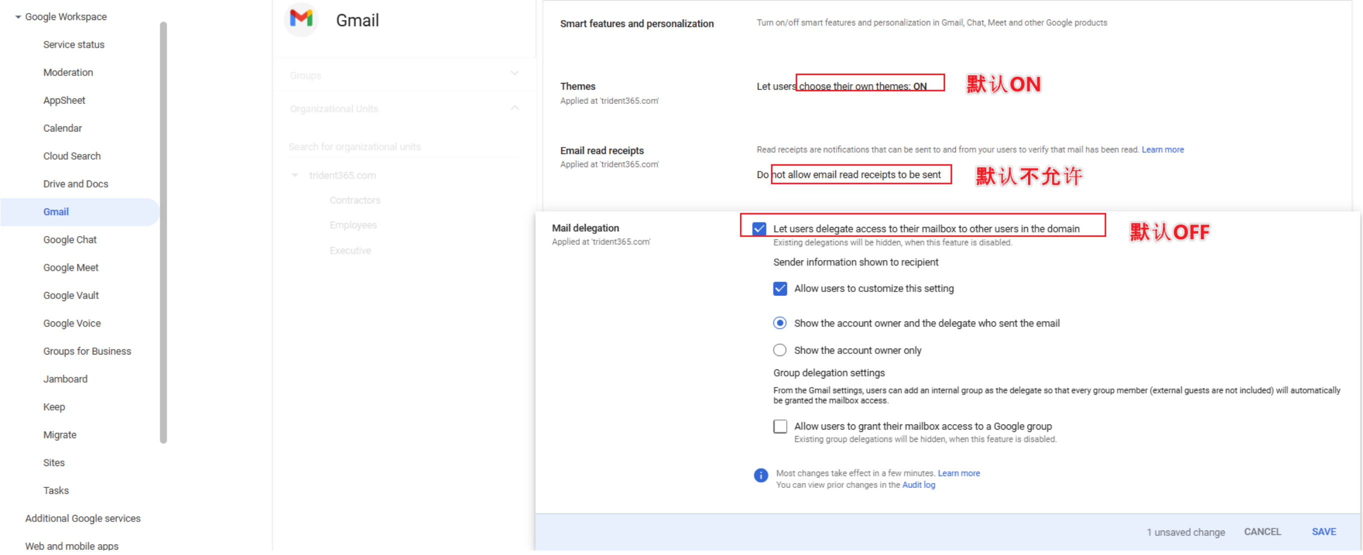
有少数Additional Google Service是默认OFF的，如CS First和EarlyAccessApps

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

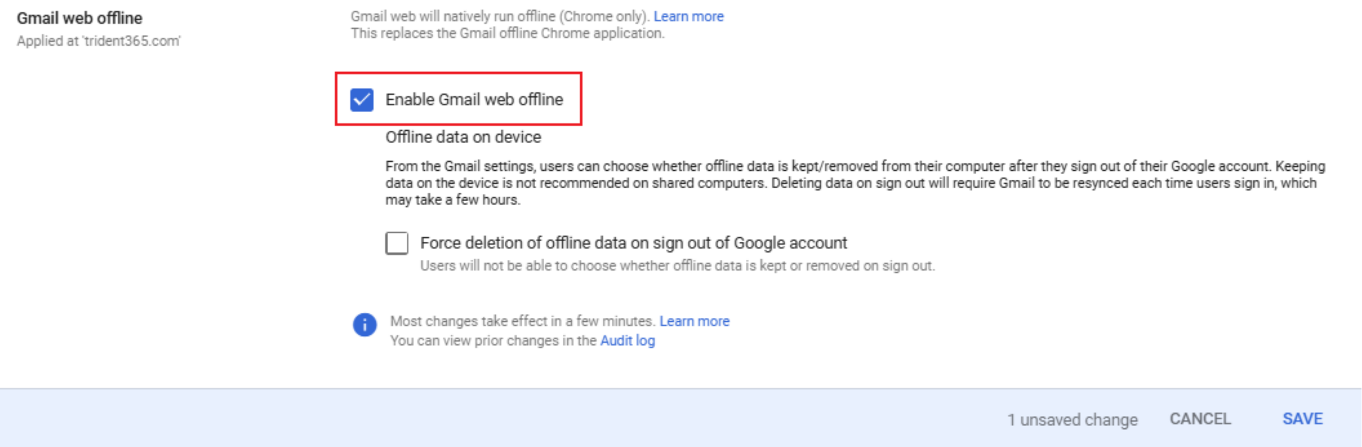
Smart features and personalization Turn on/off smart features and personalization in Gmail, Chat, Meet and other Google products

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

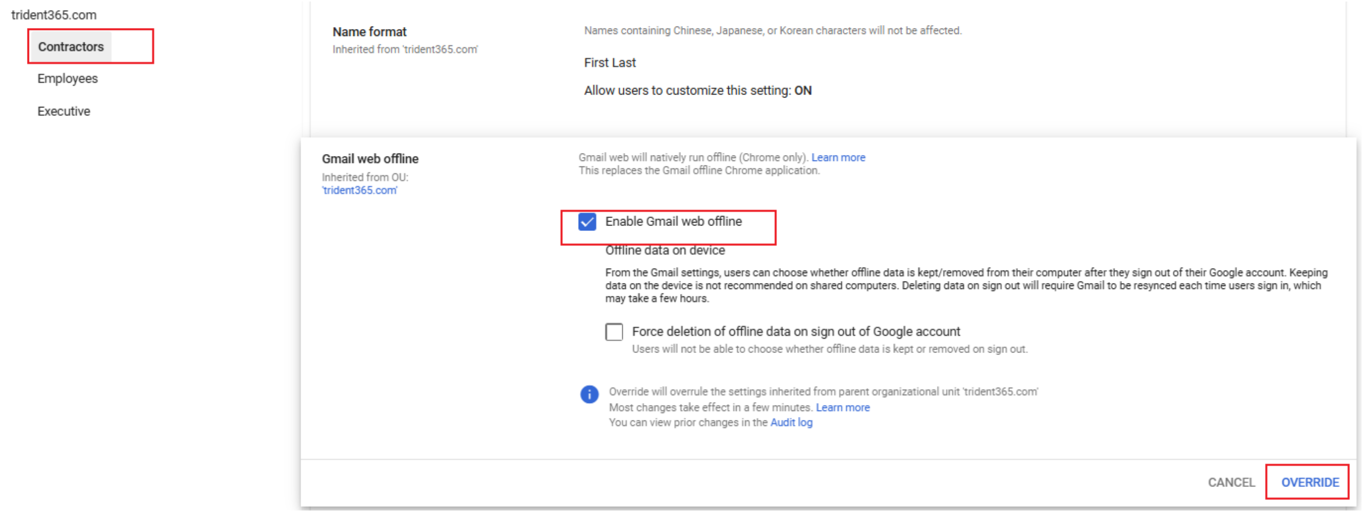
From the Gmail settings, users can choose whether offline data is kept/removed from their computer after they sign out of their Google account. Keeping data on the device is not recommended on shared computers. Deleting data on sign out will require Gmail to be resynced each time users sign in, which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

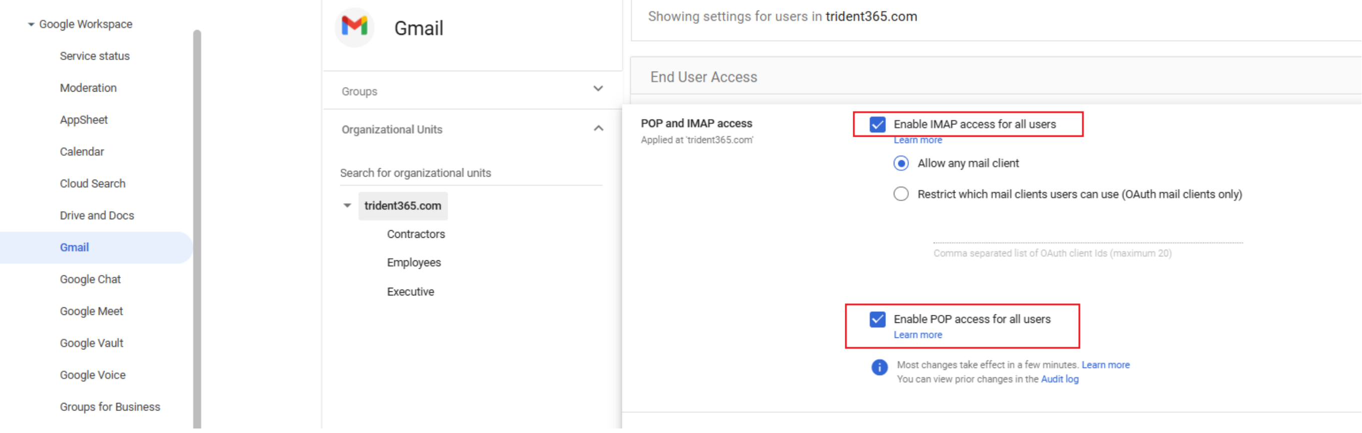
☐ Force deletion of offline data on sign out of Google account
Users will not be able to choose whether offline data is kept or removed on sign out.

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

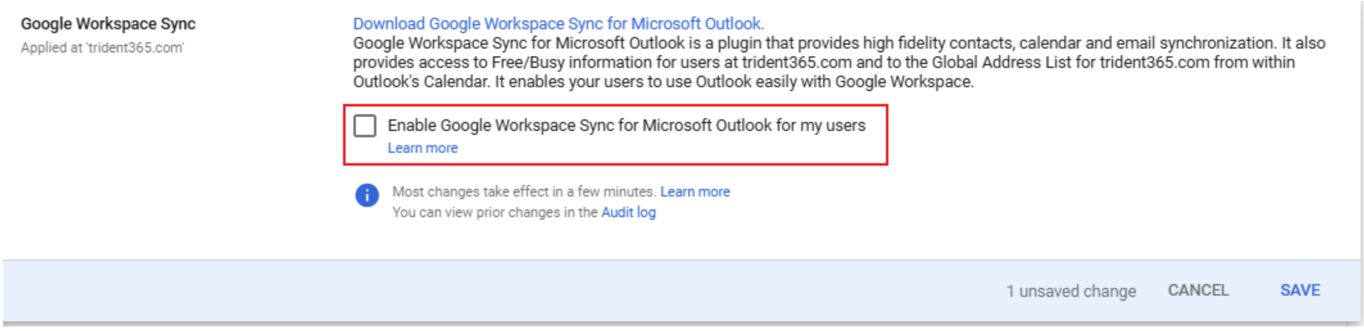
○ Restrict which mail clients users can use (OAuth mail clients only)

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

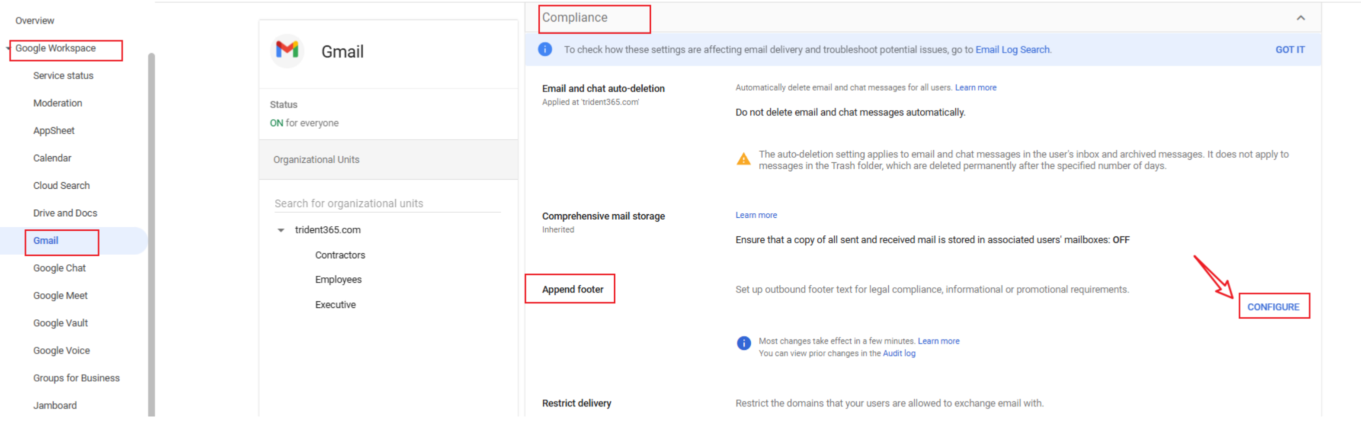
Most changes take effect in a few minutes. Learn more
You can view prior changes in the Audit log

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
Status
ON for everyone
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive
Compliance
GOT IT
CONFIGURE

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

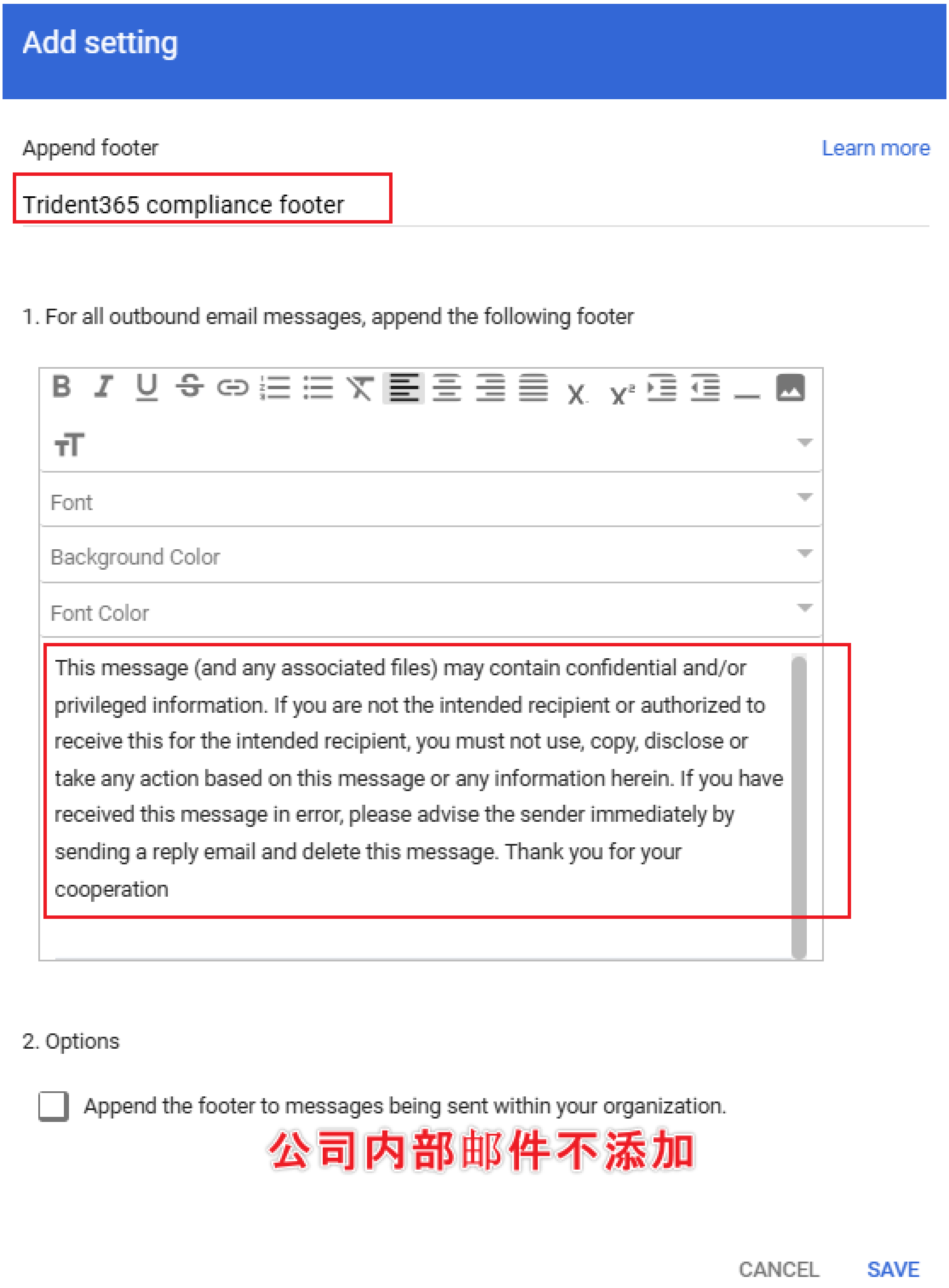
Email and chat auto-deletion
Applied at 'trident365.com'
Automatically delete email and chat messages for all users. Learn more
Do not delete email and chat messages automatically.
The auto-deletion setting applies to email and chat messages in the user's inbox and archived messages. It does not apply 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.



Add setting

Append footer

Trident365 compliance footer

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

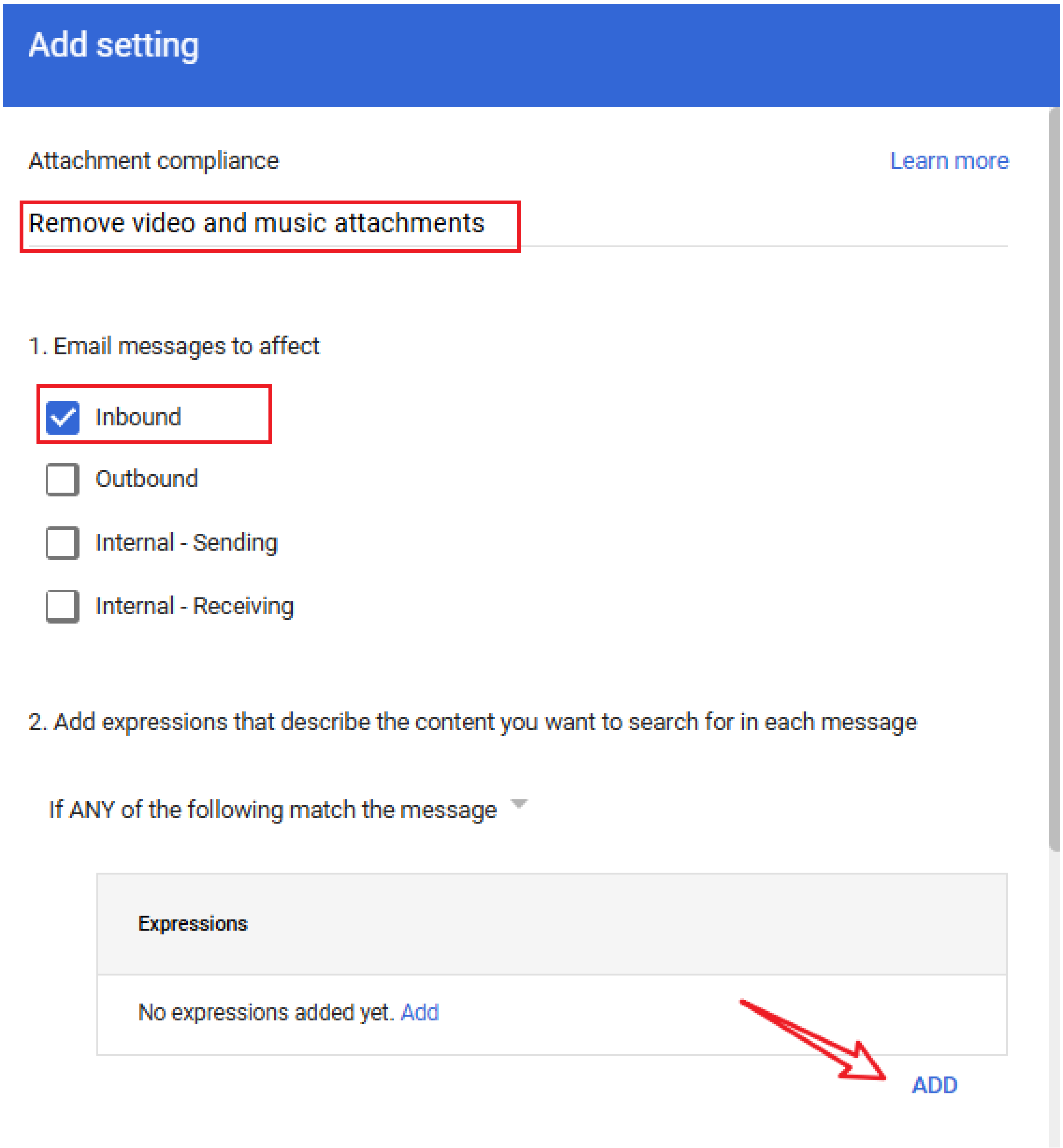
This message (and any associated files) may contain confidential and/or privileged information. If you are not the intended recipient or authorized to receive this for the intended recipient, you must not use, copy, disclose or take any action based on this message or any information herein. If you have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

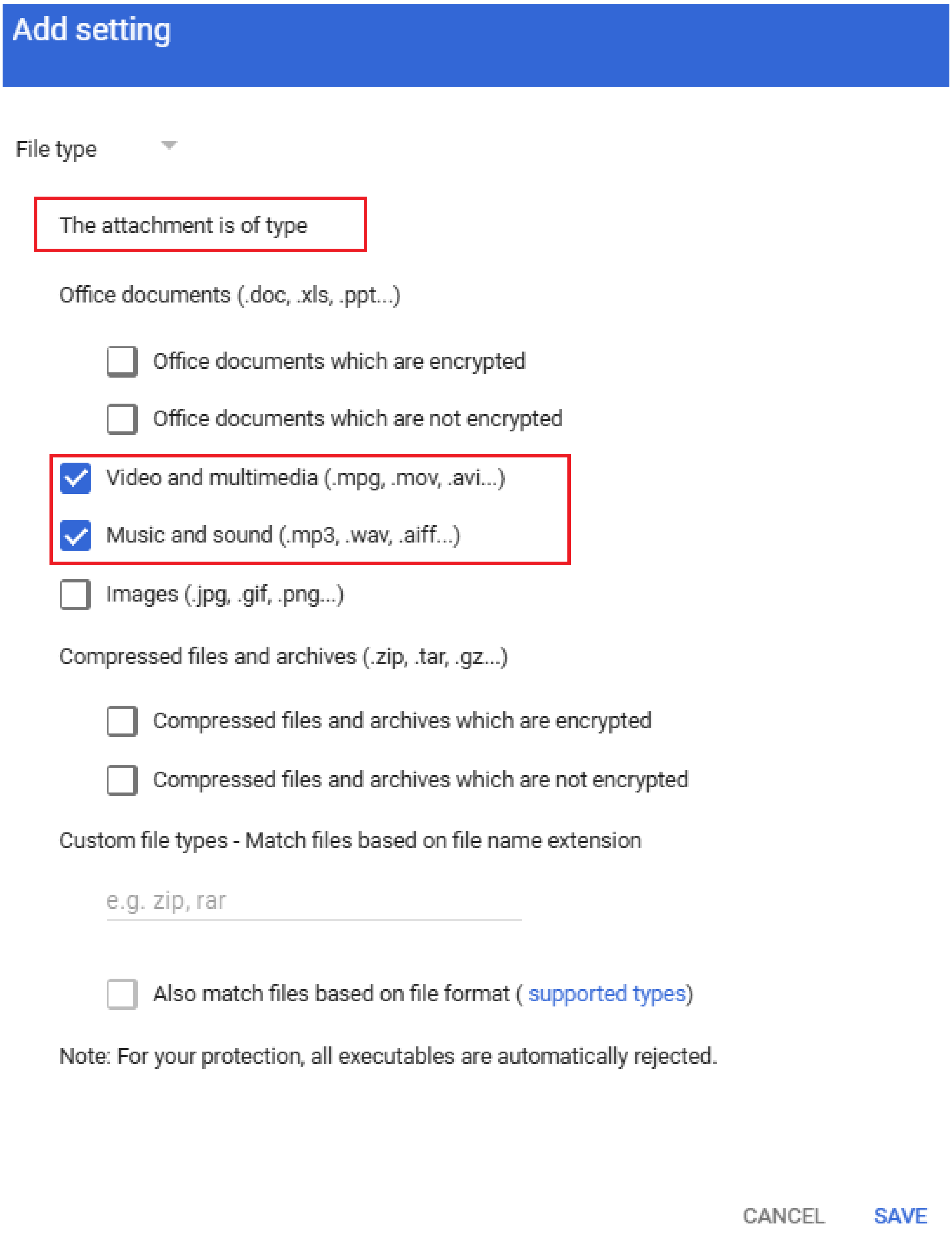
☐ Internal - Sending

☐ 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...)

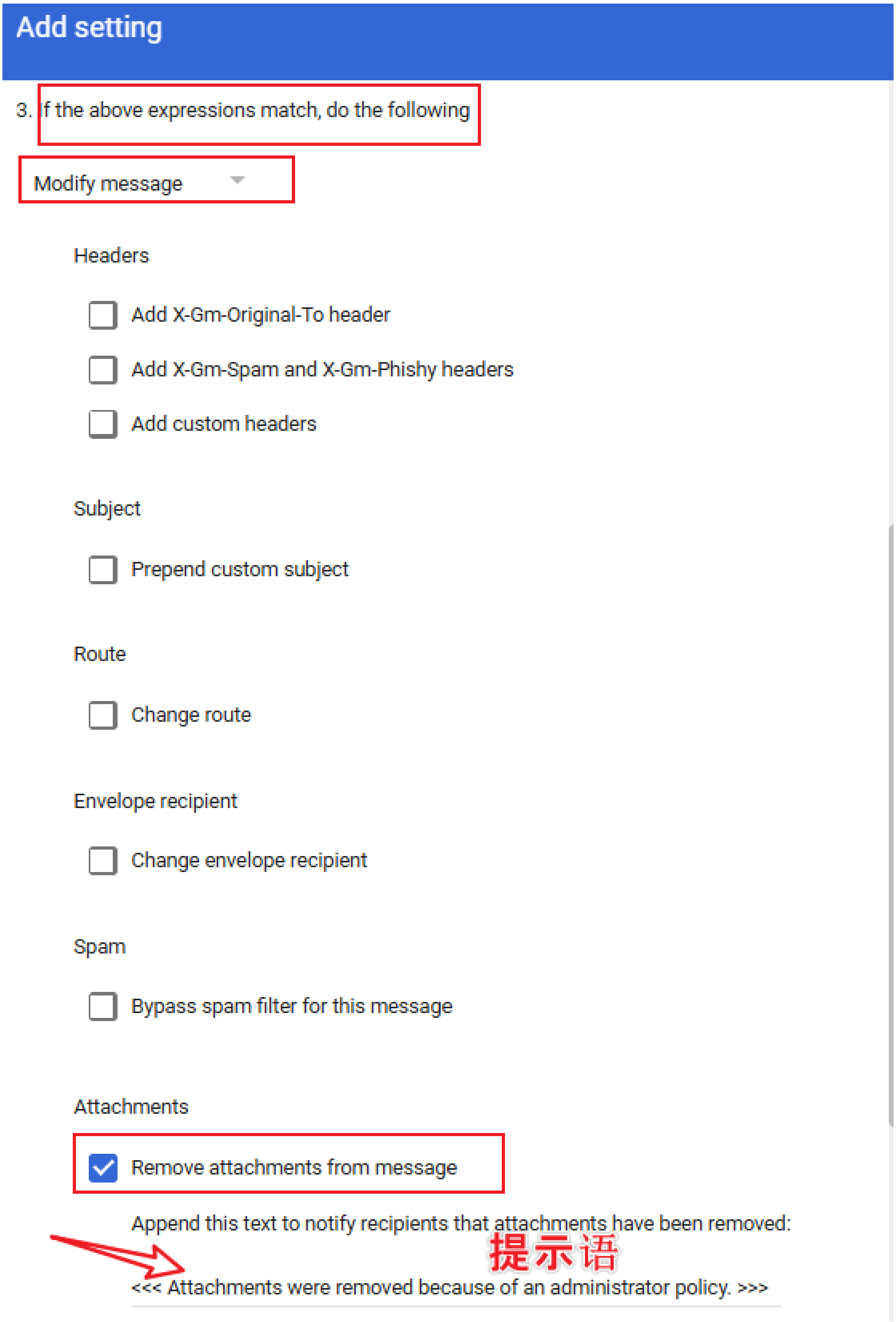
- ☐ Compressed files and archives which are encrypted
- ☐ Compressed files and archives which are not encrypted

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

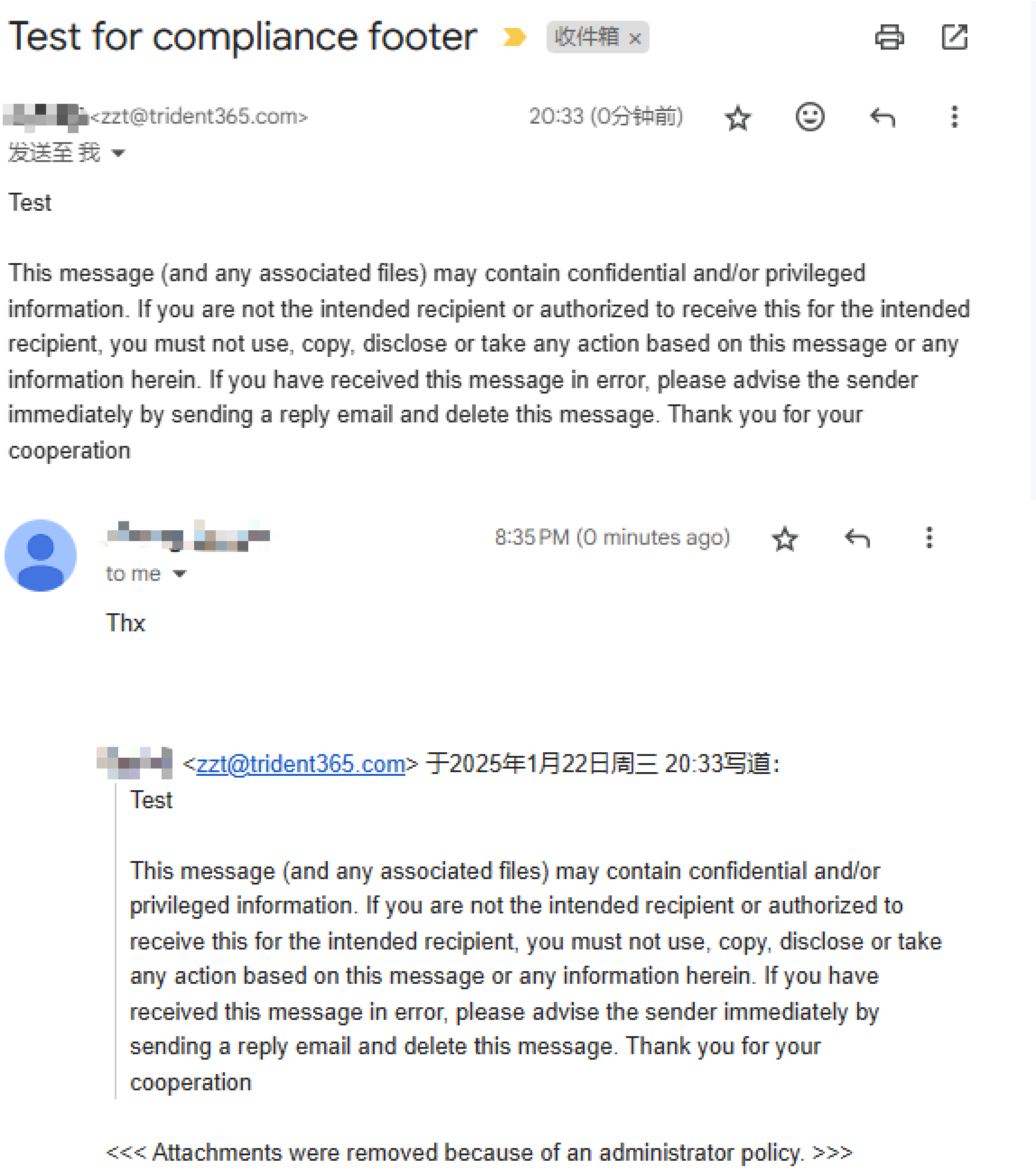
Attachments

☑ 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 for compliance footer

[redacted]<zzt@trident365.com> 20:33 (0分钟前)
发送至 我

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

[redacted] 8:35 PM (0 minutes ago)
to me

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)

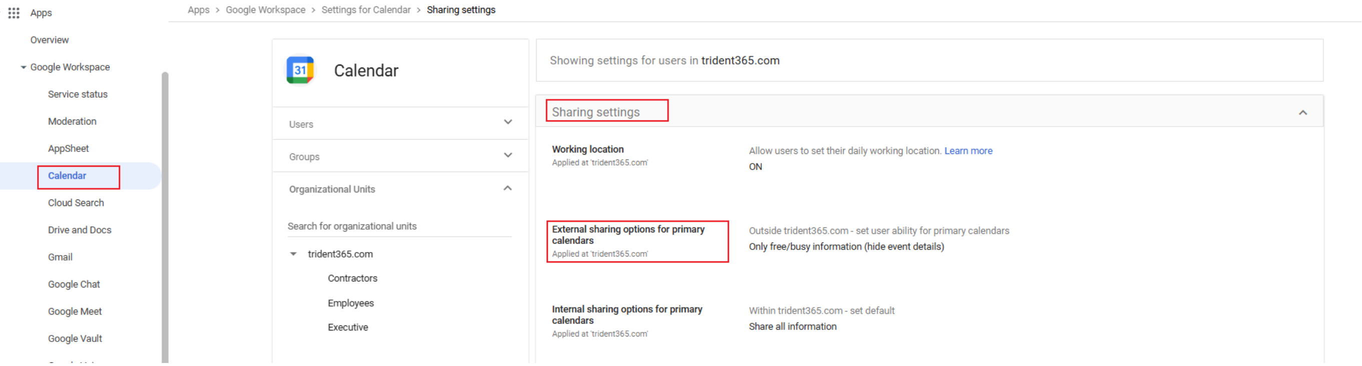
1. Create a personal email alias
2. Name format (eg. First, Last)

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

练习1 设置日历共享 公司想允许内部，但禁止外部共享日历，对外只能显示闲/忙


Apps
Apps > Google Workspace > Settings for Calendar > Sharing settings
Overview
Google Workspace
Service status
Moderation
AppSheet
Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Google Meet
Google Vault
Calendar
Users
Groups
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive
Sharing settings

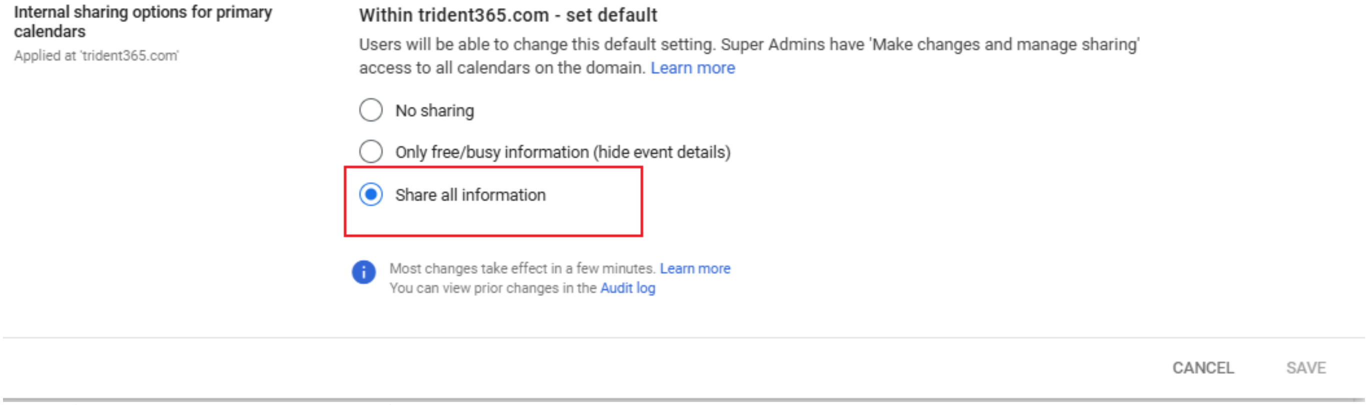
Showing settings for users in trident365.com

Working location
Applied at 'trident365.com'
Allow users to set their daily working location. Learn more
ON

External sharing options for primary calendars
Applied at 'trident365.com'
Outside trident365.com - set user ability for primary calendars
Only free/busy information (hide event details)

Internal sharing options for primary calendars
Applied at 'trident365.com'
Within trident365.com - set default
Share all information

默认对外只显示闲/忙



Internal sharing options for primary calendars
Applied at 'trident365.com'

Within trident365.com - set default

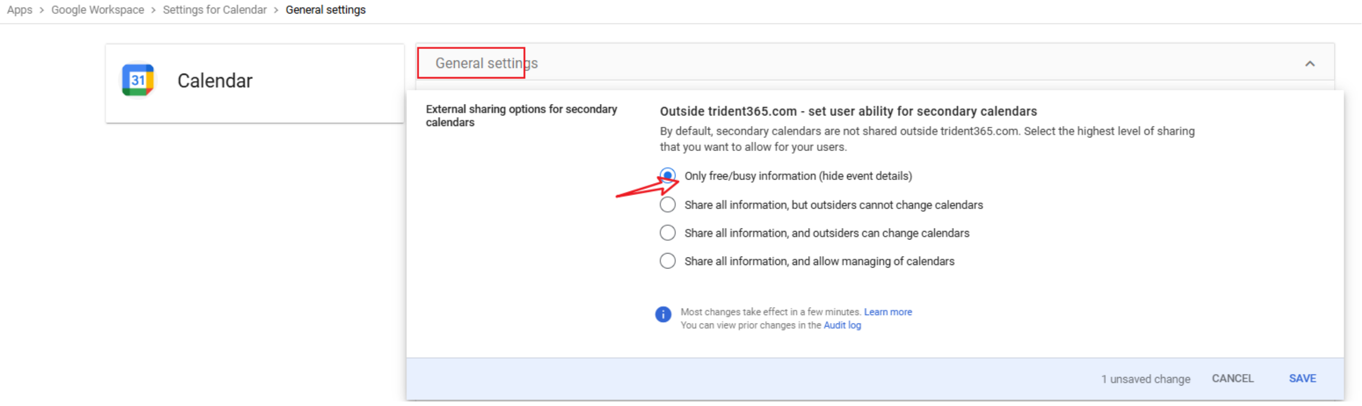
Users will be able to change this default setting. Super Admins have 'Make changes and manage sharing' access to all calendars on the domain. Learn more

○ No sharing
○ Only free/busy information (hide event details)
● Share all information

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

CANCEL
SAVE

再设定第二日历，对外只显示闲/忙


Apps > Google Workspace > Settings for Calendar > General settings
Calendar
General settings

External sharing options for secondary calendars

Outside trident365.com - set user ability for secondary calendars

By default, secondary calendars are not shared outside trident365.com. Select the highest level of sharing that you want to allow for your users.

● Only free/busy information (hide event details)
○ Share all information, but outsiders cannot change calendars
○ Share all information, and outsiders can change calendars
○ Share all information, and allow managing of calendars

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

1 unsaved change
CANCEL
SAVE

> Primary日历每个用户只有一个，是创建事件的默认日历，也是分享给他人查看时默认显示的日历，无法删除。 而Secondary日历，通常用于组织特定类型的事件，如PJ会议，假期安排或个人兴趣爱好等，可以根据需要创建，删除，隐藏或分享Secondary日历，可以为不同Secondary日历设定不同的访问权限 。

练习2

设置日历资源 所有用户可以预订会议室，但是Boardroom只有Ellie可以预定，这类似于役员会议室只有高管可以预定一样。 试用的Business Plus版本好像无法查看练习步骤中的内容，这个练习跳过。

测试3

What are Calendar Resources? (Choose 2)

1. **Bookable conference rooms**
2. Contacts
3. **Bookable equipment**
4. Calendar dates

What can users control when it comes to their Calendar?

1. Users control what they share externally from their secondary calendars
2. Users control what they share externally from their primary calendar
3. Users can create their own resources
4. **Users control what they share internally**

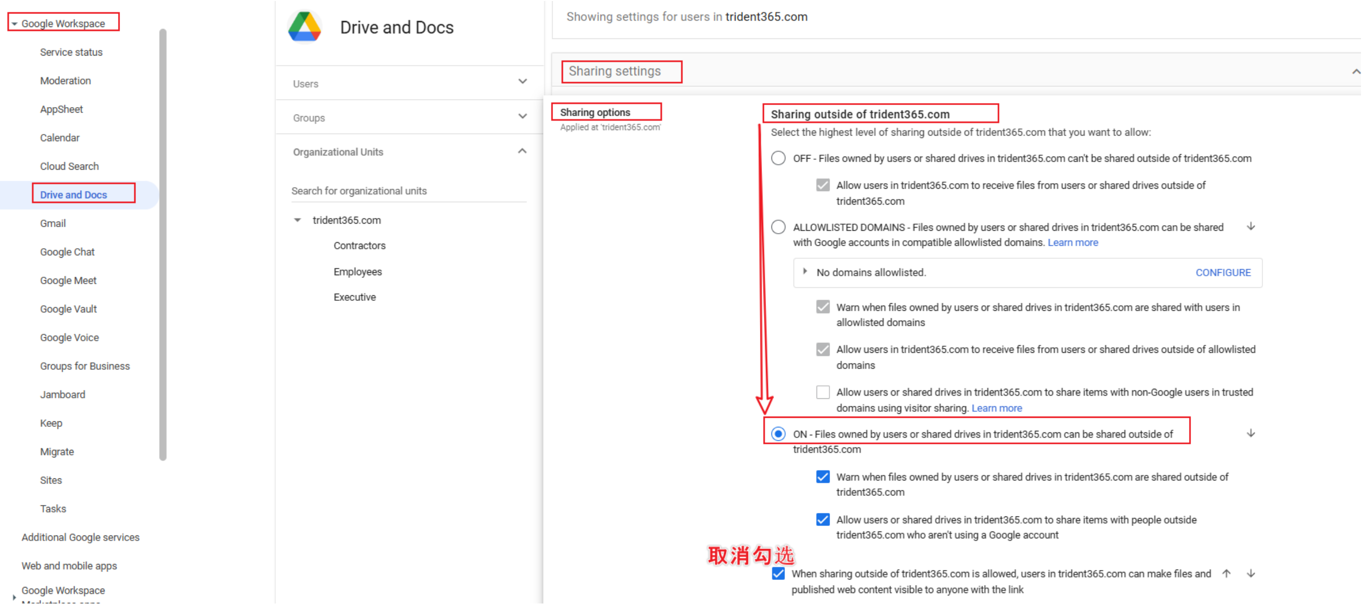
Which Calendar settings can an administrator control for everyone in the organization? (Choose 2)

1. **Default level of internal sharing for primary calendar**
2. Calendar delegation to other users
3. **Highest level of external sharing for primary calendars**
4. Access to individual calendar labs
5. Time zone selections for calendar display

What are recommended to be configured before adding resources to the organization? (Choose 2)

1. **Features**
2. Groups to provide access to each resource
3. Locations
4. **Buildings**

练习1 允许用户将资料分享给外部，但不允许发布到网上。内部分享，则是只要有Link就可以查看。


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
Google Workspace
Drive and Docs
Users
Groups
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive
CONFIGURE
取消勾选

Showing settings for users in trident365.com

Sharing settings

Sharing options
Applied at 'trident365.com'

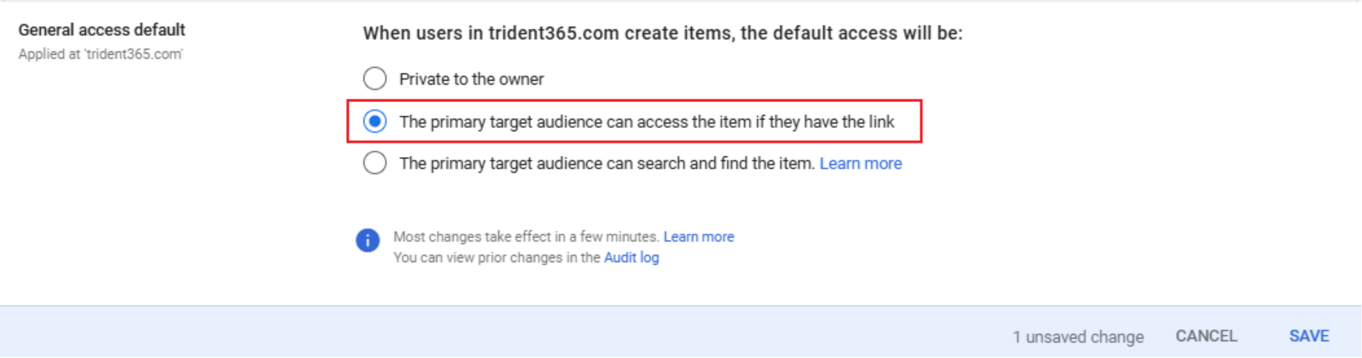
Sharing outside of trident365.com
Select the highest level of sharing outside of trident365.com that you want to allow:

○ OFF - Files owned by users or shared drives in trident365.com can't be shared outside of trident365.com
☑ Allow users in trident365.com to receive files from users or shared drives outside of trident365.com

○ ALLOWLISTED DOMAINS - Files owned by users or shared drives in trident365.com can be shared with Google accounts in compatible allowlisted domains. Learn more
No domains allowlisted.
☑ Warn when files owned by users or shared drives in trident365.com are shared with users in allowlisted domains
☑ Allow users in trident365.com to receive files from users or shared drives outside of allowlisted domains
☐ Allow users or shared drives in trident365.com to share items with non-Google users in trusted domains using visitor sharing. Learn more

● ON - Files owned by users or shared drives in trident365.com can be shared outside of trident365.com
☑ Warn when files owned by users or shared drives in trident365.com are shared outside of trident365.com
☑ Allow users or shared drives in trident365.com to share items with people outside trident365.com who aren't using a Google account
☑ When sharing outside of trident365.com is allowed, users in trident365.com can make files and published web content visible to anyone with the link

参考资料： 1.https://support.google.com/a/answer/60781
2.https://support.google.com/docs/topic/4671185



General access default
Applied at 'trident365.com'

When users in trident365.com create items, the default access will be:

○ Private to the owner
● The primary target audience can access the item if they have the link
○ The primary target audience can search and find the item. Learn more

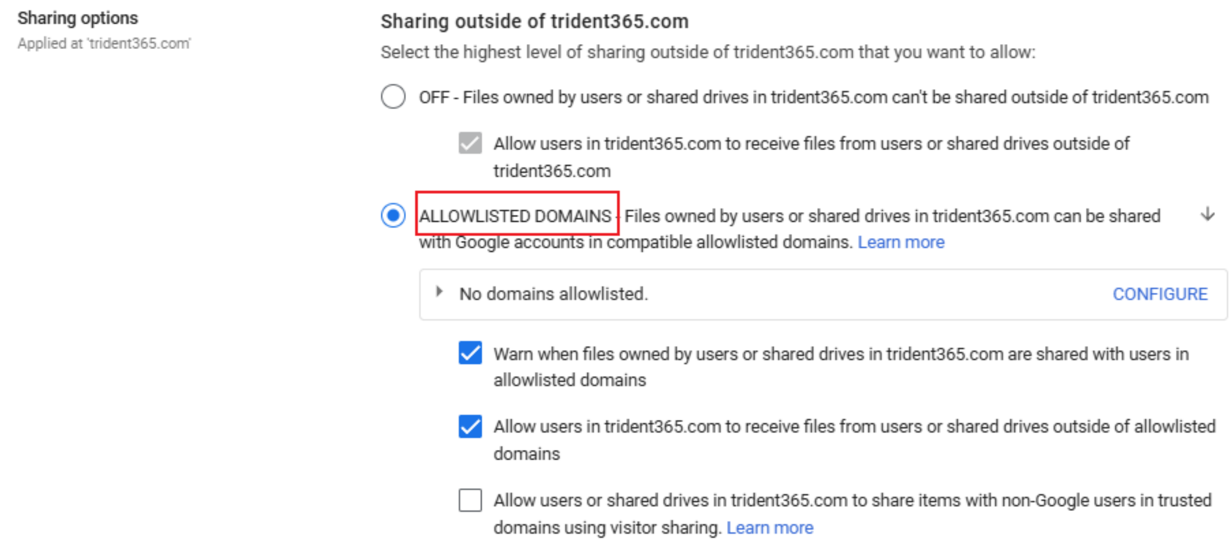
Most changes take effect in a few minutes. Learn more
You can view prior changes in the Audit log

1 unsaved change
CANCEL
SAVE

放开Link分享，主要基于2点考虑：

1. 便于内部分享，但外部获得链接也无法打开，因为需要组织账户的登录
2. 文档的链接不容易出现在搜索结果中（如果大家都用Notion的话，这个搜索结果有可能包含文档链接）

> 分享设置优先于共享Drive的外部分享设置，如果对公司全体禁用了外部分享，那么共享Drive的管理者Manager也不能开共享，即使他们可以改设定



Sharing options
Applied at 'trident365.com'

Sharing outside of trident365.com

Select the highest level of sharing outside of trident365.com that you want to allow:

○ OFF - Files owned by users or shared drives in trident365.com can't be shared outside of trident365.com

☑ Allow users in trident365.com to receive files from users or shared drives outside of trident365.com

● ALLOWLISTED DOMAINS - Files owned by users or shared drives in trident365.com can be shared with Google accounts in compatible allowlisted domains. Learn more

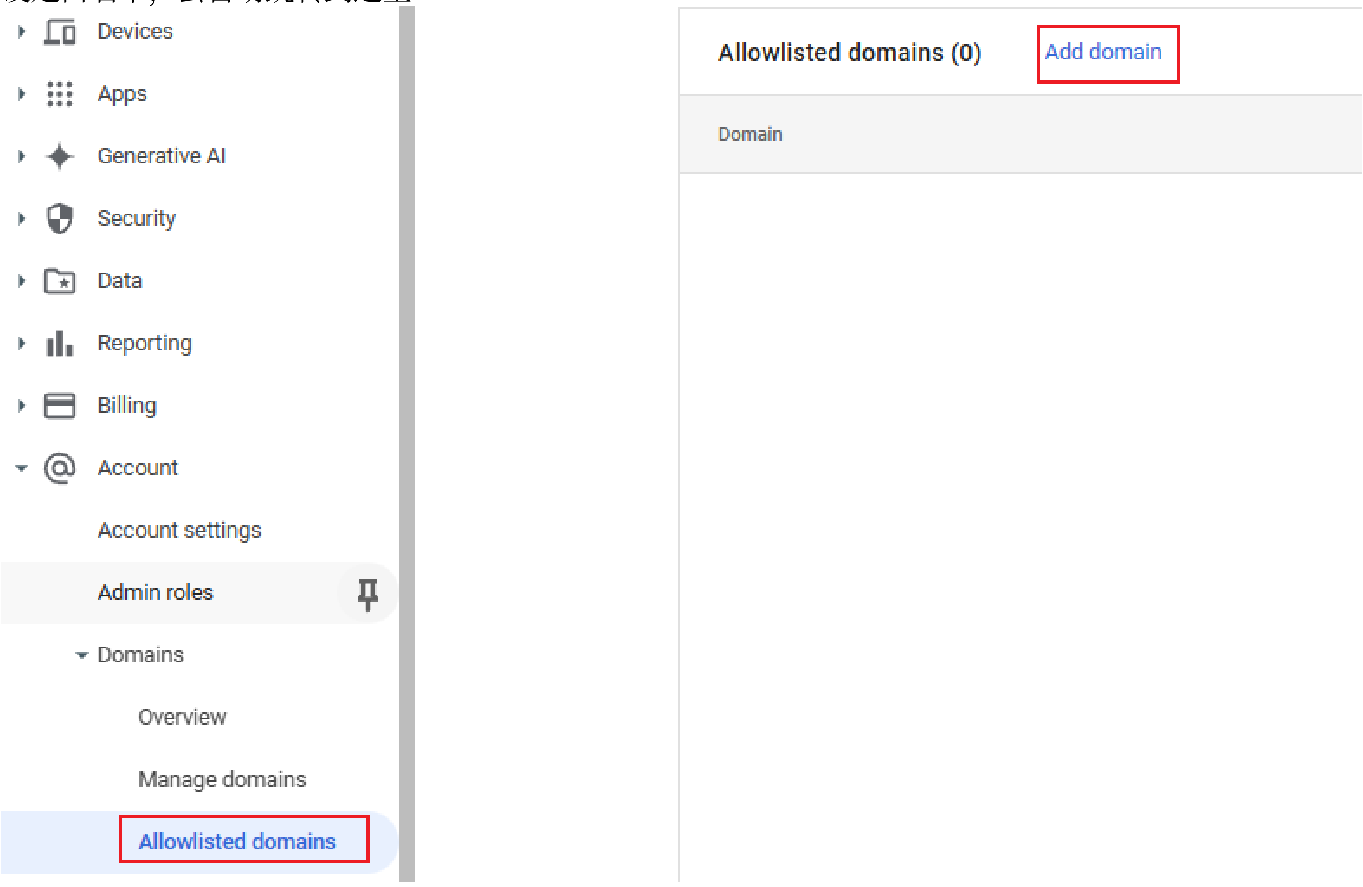
No domains allowlisted. CONFIGURE

☑ Warn when files owned by users or shared drives in trident365.com are shared with users in allowlisted domains

☑ Allow users in trident365.com to receive files from users or shared drives outside of allowlisted domains

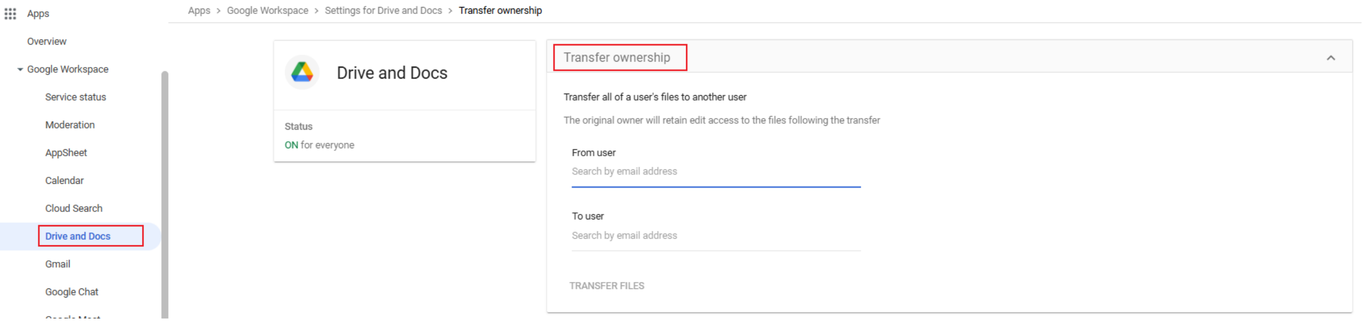
☐ Allow users or shared drives in trident365.com to share items with non-Google users in trusted domains using visitor sharing. Learn more

设定白名单，会自动跳转到这里


Devices
Apps
Generative AI
Security
Data
Reporting
Billing
Account
Account settings
Admin roles
Domains
Overview
Manage domains
Allowlisted domains
Allowlisted domains (0)
Add domain
Domain

练习2 迁移所有权

文档可以有许多Editor和Viewer□但同一时间只能有一个Owner□默认创建者是Owner□但可以转移。



Apps
Overview
Google Workspace
Service status
Moderation
AppSheet
Calendar
Cloud Search
Drive and Docs
Gmail
Google Chat
Apps > Google Workspace > Settings for Drive and Docs > Transfer ownership
Drive and Docs
Status
ON for everyone
Transfer ownership

Transfer all of a user's files to another user

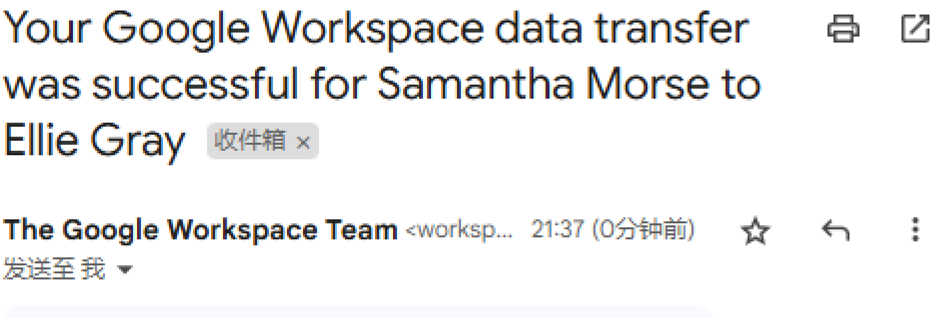
The original owner will retain edit access to the files following the transfer

From user: Search by email address

To user: Search by email address

TRANSFER FILES

虽然所有权交出去了，但原Owner仍然有编辑权限



Your Google Workspace data transfer was successful for Samantha Morse to Ellie Gray

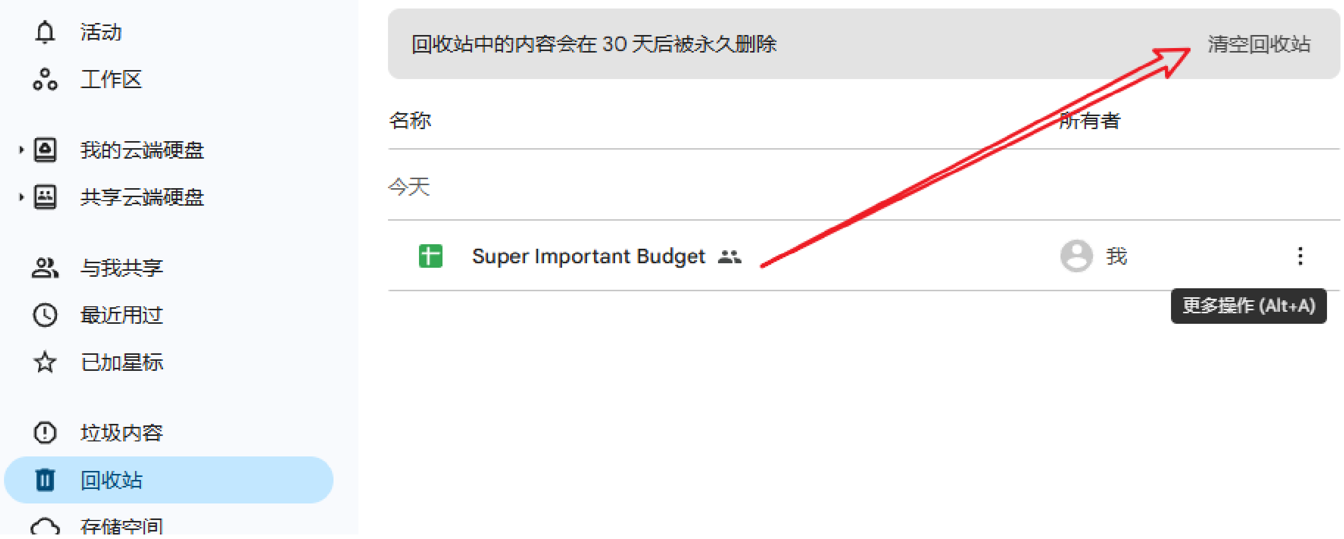
The Google Workspace Team <worksp... 21:37 (0分钟前)

发送至 我

2个人都会收到邮件通知

练习3

恢复被删除的文件 你可以恢复最近25天前删除的文件。 使用Tim的账号，新建一个表格文件，然后放入回收站，再清空



活动
工作区
我的云端硬盘
共享云端硬盘
与我共享
最近用过
已加星标
垃圾内容
回收站
存储空间

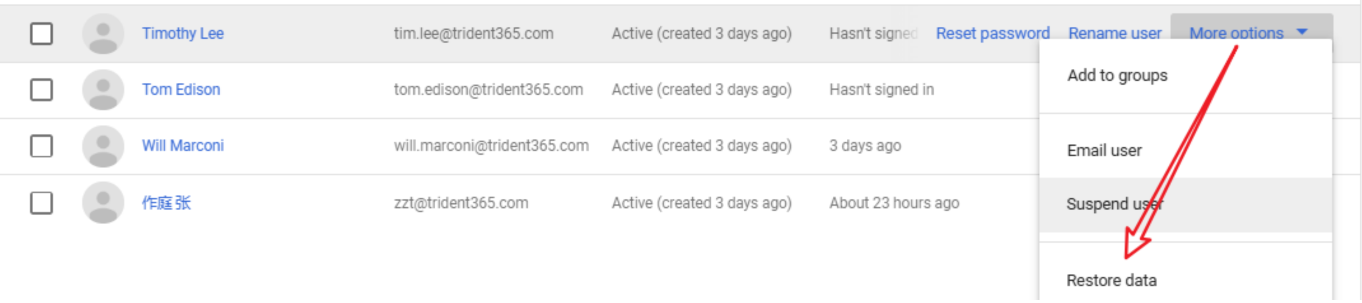
回收站中的内容会在 30 天后被永久删除

清空回收站

名称	所有者
今天	
Super Important Budget	我

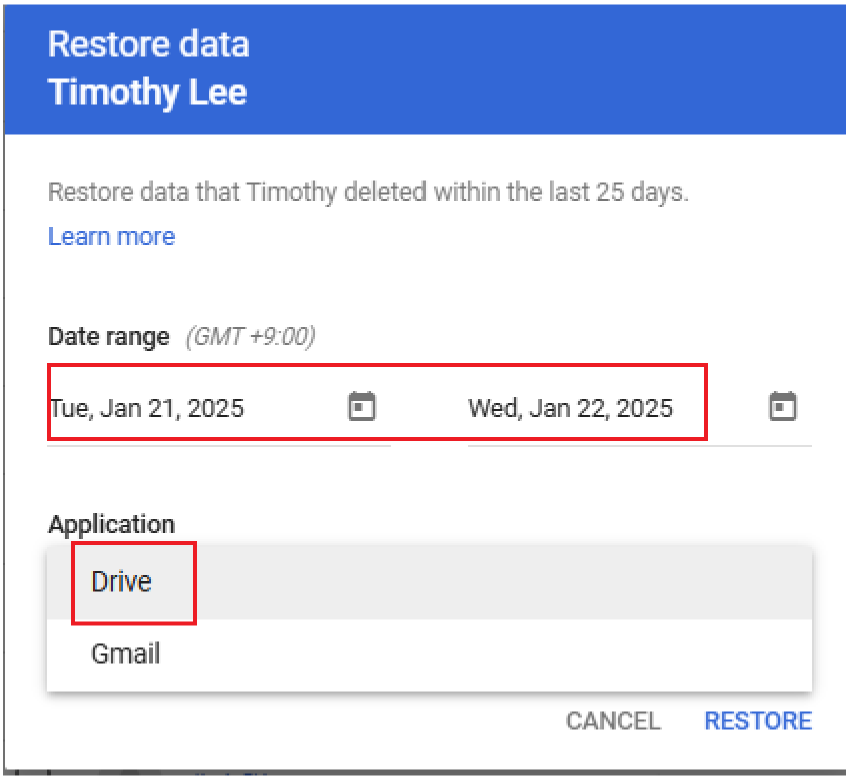
更多操作 (Alt+A)

再用管理员账号，为Tim恢复数据



Timothy Lee	tim.lee@trident365.com	Active (created 3 days ago)	Hasn't signed	
Tom Edison	tom.edison@trident365.com	Active (created 3 days ago)	Hasn't signed in	
Will Marconi	will.marconi@trident365.com	Active (created 3 days ago)	3 days ago	
作庭 张	zzt@trident365.com	Active (created 3 days ago)	About 23 hours ago	

Reset password
Rename user
More options
Add to groups
Email user
Suspend user
Restore data



Restore data
Timothy Lee

Restore data that Timothy deleted within the last 25 days.
Learn more

Date range *(GMT +9:00)*

Tue, Jan 21, 2025
Wed, Jan 22, 2025

Application

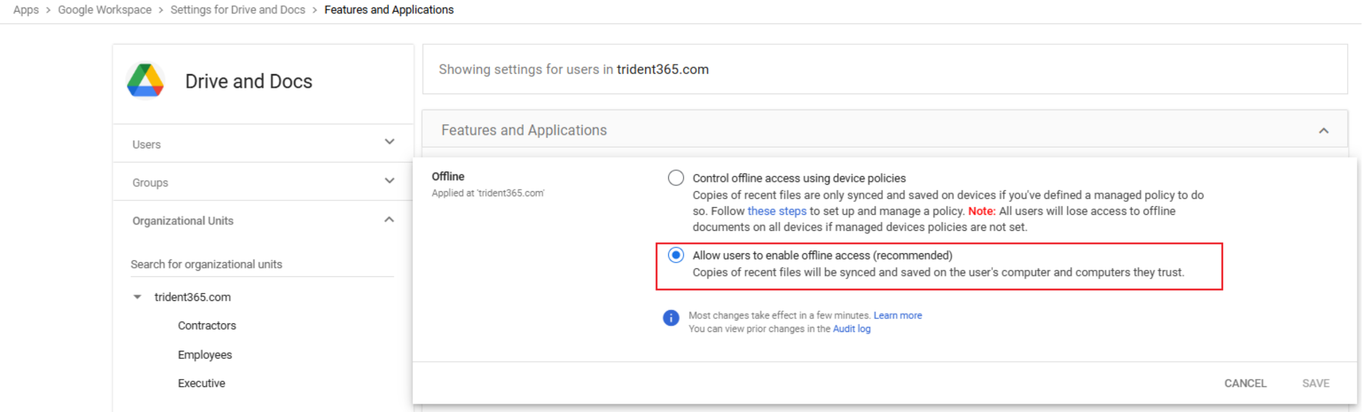
Drive
Gmail

CANCEL
RESTORE

等了几分钟还没恢复，静观

练习4

允许文档的离线访问 对于海外出差的人来说，这个就类似于本地保存□DSFolder)



Apps > Google Workspace > Settings for Drive and Docs > Features and Applications
Drive and Docs
Users
Groups
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
Executive
Features and Applications
CANCEL
SAVE

Showing settings for users in trident365.com

Offline
Applied at 'trident365.com'

○ Control offline access using device policies
Copies of recent files are only synced and saved on devices if you've defined a managed policy to do so. Follow these steps to set up and manage a policy. Note: All users will lose access to offline documents on all devices if managed devices policies are not set.

● Allow users to enable offline access (recommended)
Copies of recent files will be synced and saved on the user's computer and computers they trust.

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

默认是打开的 参考资料：https://support.google.com/docs/answer/6388102 问题□Sam可以使用Firefox来访问他的离线文档吗？

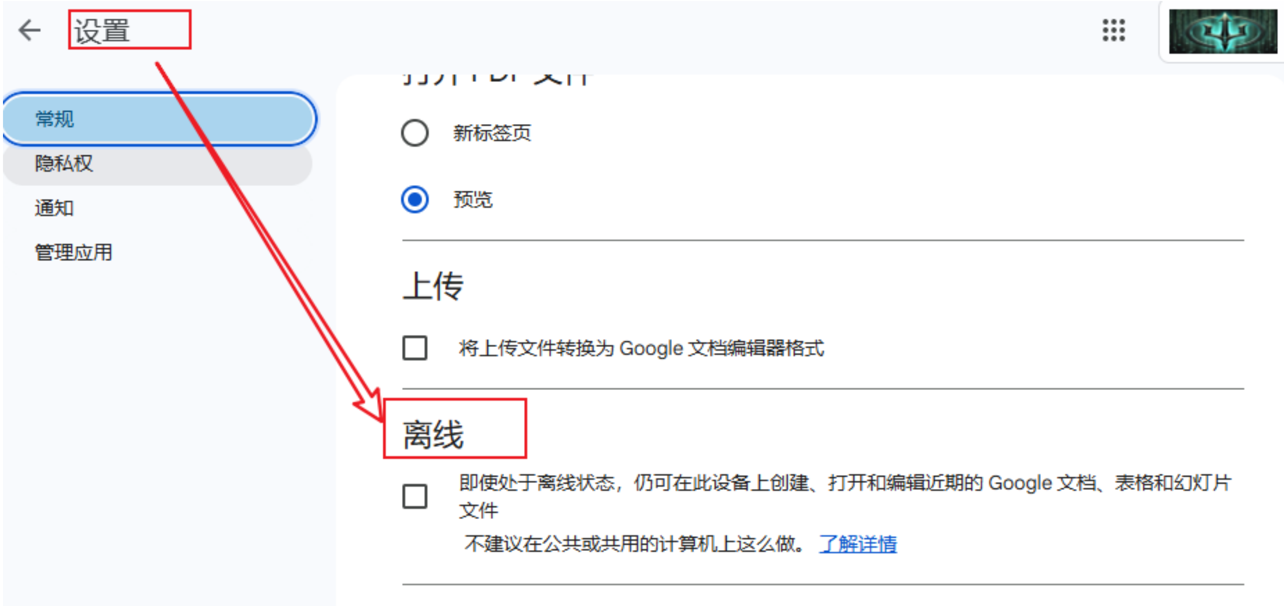
1. 不可以，必须使用Chrome或是Edge浏览器，且不要使用无痕浏览。

问题□Sam需要安装什么app

1. 需要安装Google文档离线功能的Chrome扩展

问题□Sam需要采取哪些步骤

1. 打开GoogleDrive
2. 设置，离线设置



设置
常规
隐私权
通知
管理应用

○ 新标签页

● 预览

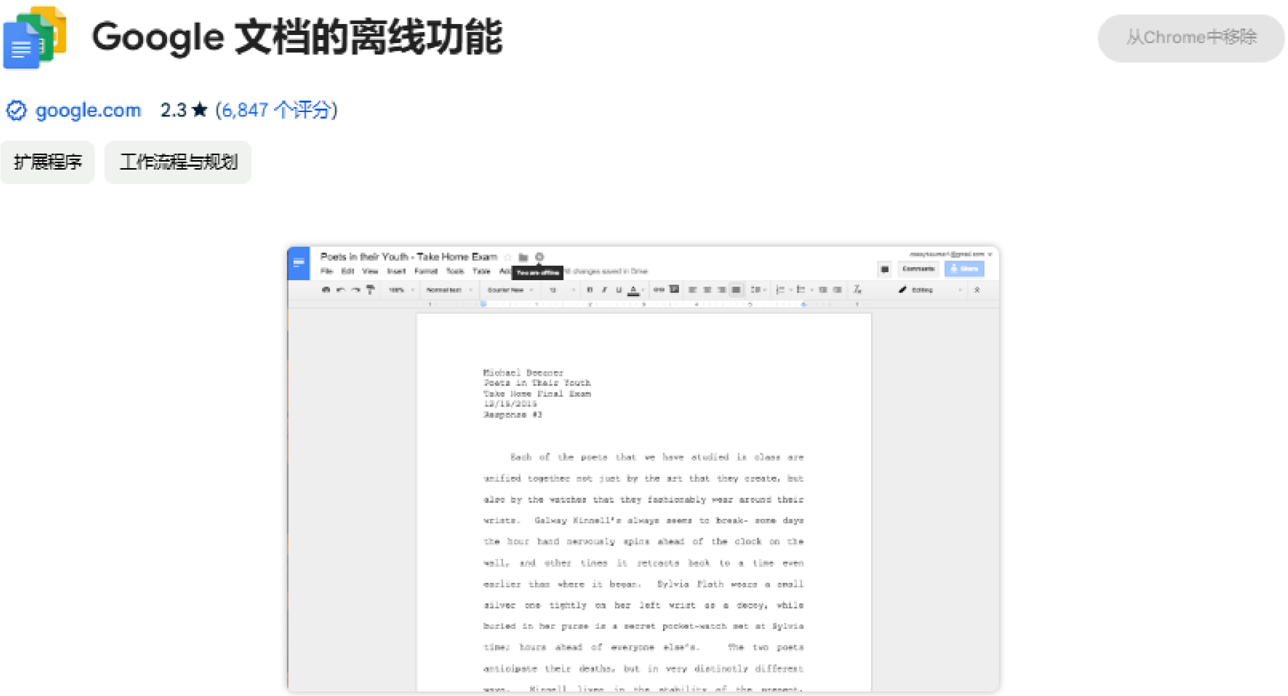
上传

☐ 将上传文件转换为 Google 文档编辑器格式

离线

☐ 即使处于离线状态，仍可在此设备上创建、打开和编辑近期的 Google 文档、表格和幻灯片文件

不建议在公共或共用的计算机上这么做。了解详情



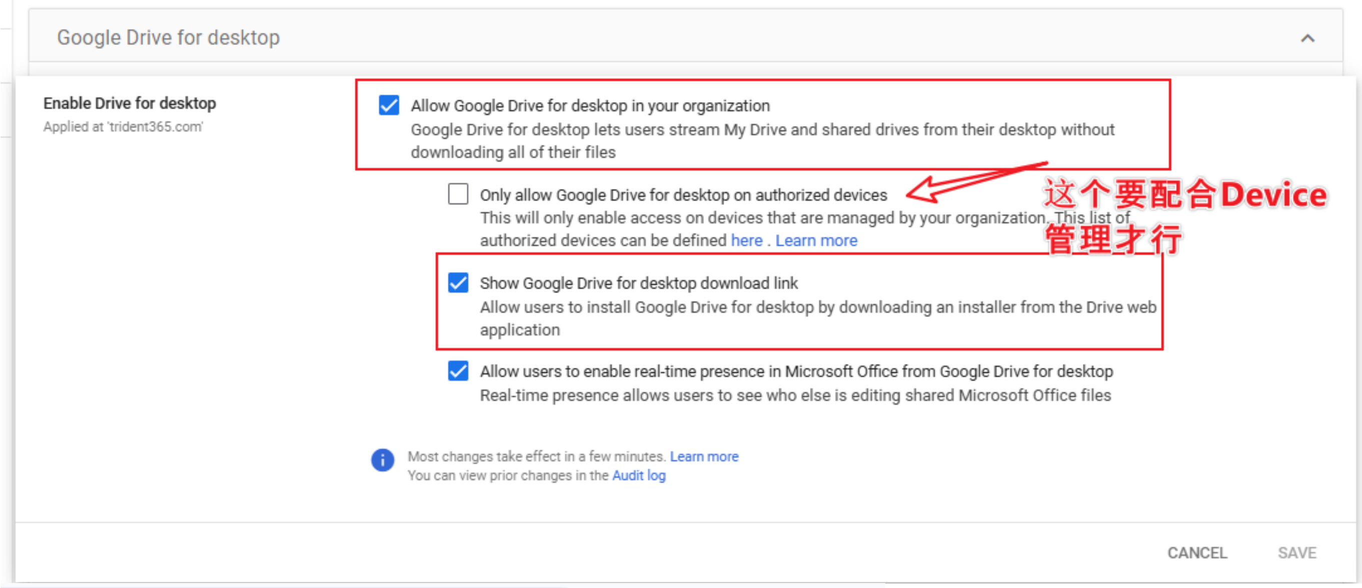
Google 文档的离线功能

google.com 2.3★ (6,847 个评分)

从Chrome中移除
扩展程序
工作流程与规划

练习5

谷歌硬盘桌面版，允许用户自己安装。



Google Drive for desktop

Enable Drive for desktop
Applied at 'trident365.com'

☑ Allow Google Drive for desktop in your organization
Google Drive for desktop lets users stream My Drive and shared drives from their desktop without downloading all of their files

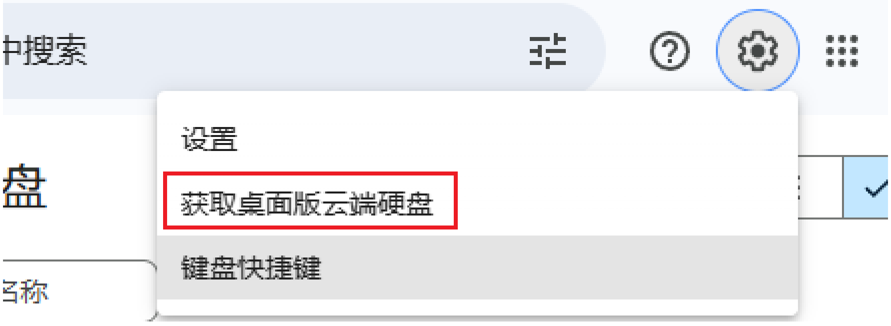
☐ Only allow Google Drive for desktop on authorized devices
This will only enable access on devices that are managed by your organization. This list of authorized devices can be defined here . Learn more

☑ Show Google Drive for desktop download link
Allow users to install Google Drive for desktop by downloading an installer from the Drive web application

☑ Allow users to enable real-time presence in Microsoft Office from Google Drive for desktop
Real-time presence allows users to see who else is editing shared Microsoft Office files

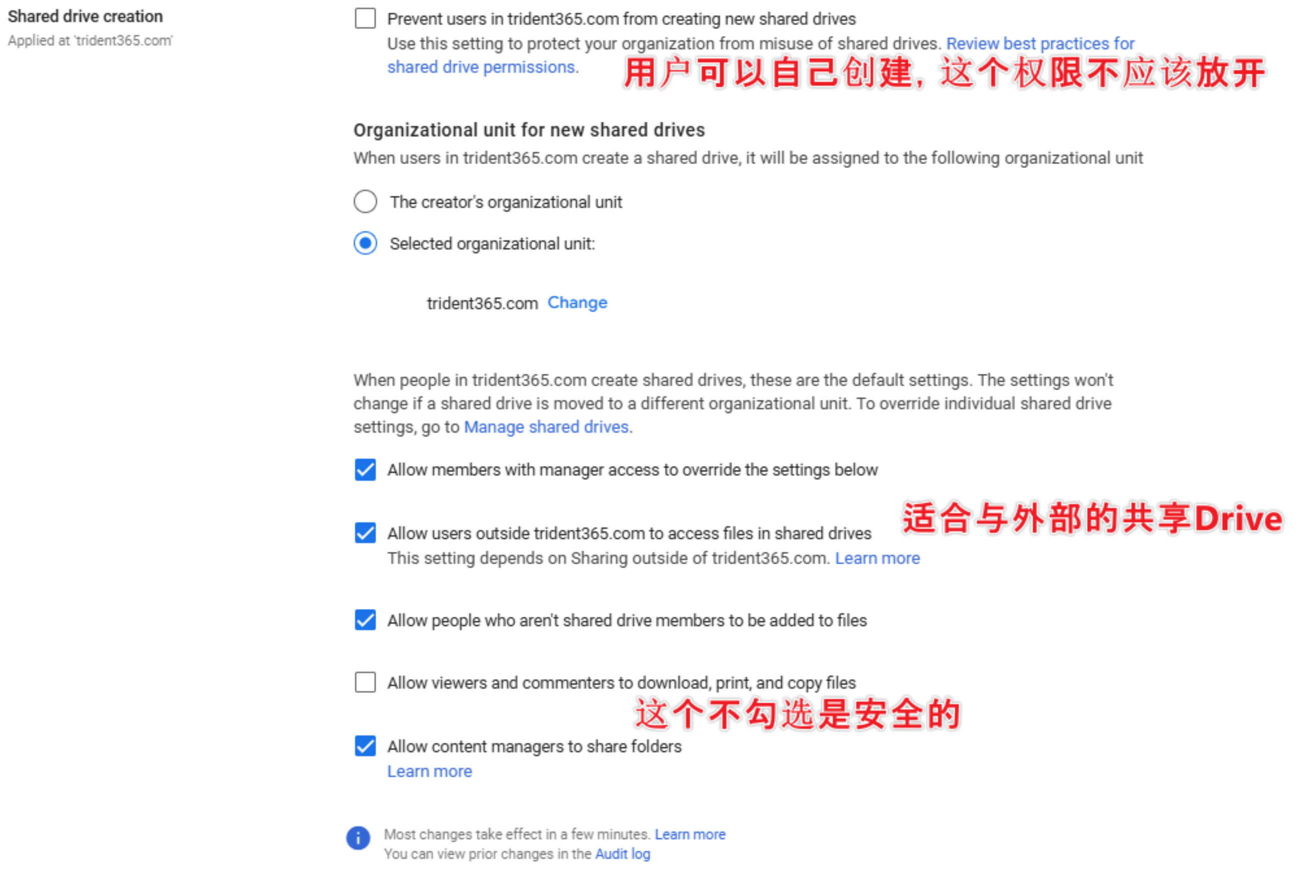
Most changes take effect in a few minutes. Learn more
You can view prior changes in the Audit log

这个要配合Device管理才行



练习6

创建共享Drive



Shared drive creation
Applied at 'trident365.com'

☐ Prevent users in trident365.com from creating new shared drives
Use this setting to protect your organization from misuse of shared drives. Review best practices for shared drive permissions.

用户可以自己创建，这个权限不应该放开

Organizational unit for new shared drives
When users in trident365.com create a shared drive, it will be assigned to the following organizational unit

○ The creator's organizational unit
● Selected organizational unit:

trident365.com Change

When people in trident365.com create shared drives, these are the default settings. The settings won't change if a shared drive is moved to a different organizational unit. To override individual shared drive settings, go to Manage shared drives.

☑ Allow members with manager access to override the settings below

☑ Allow users outside trident365.com to access files in shared drives
This setting depends on Sharing outside of trident365.com. Learn more

适合与外部的共享Drive

☑ Allow people who aren't shared drive members to be added to files

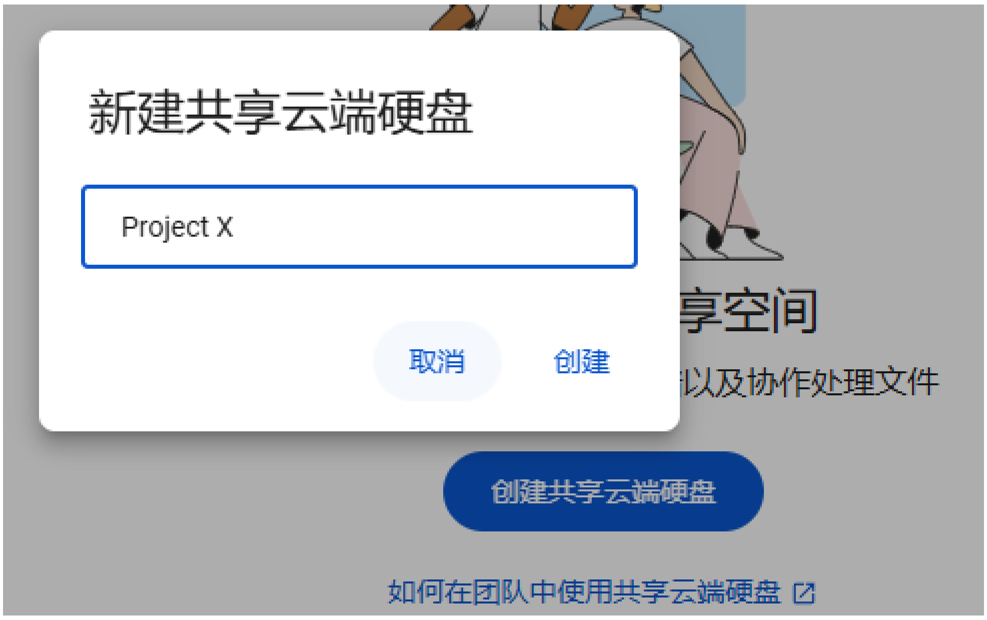
☐ Allow viewers and commenters to download, print, and copy files

这个不勾选是安全的

☑ Allow content managers to share folders
Learn more

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

使用Tim的账号创建共享Drive



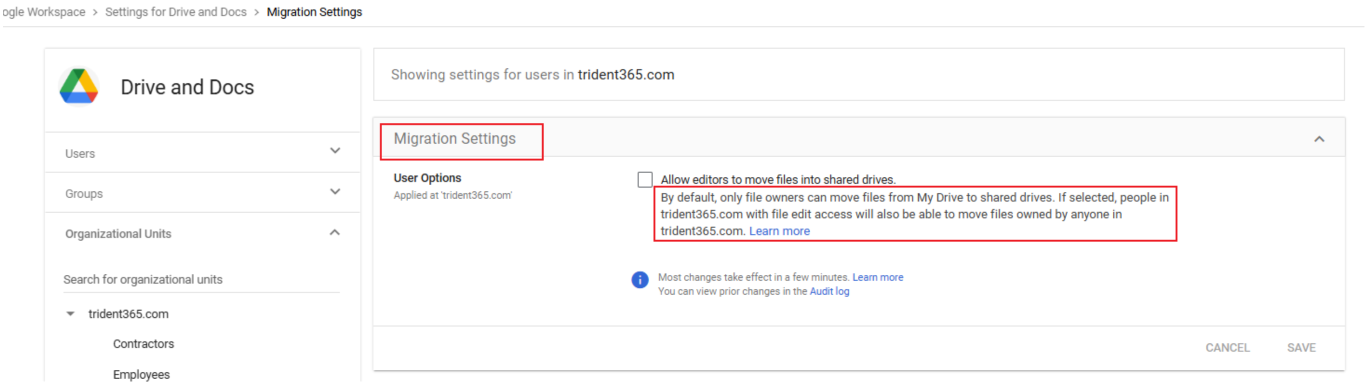
新建共享云端硬盘

Project X

然后添加共享对象

如果禁止同外部分享，则所有包含外部用户的Drive也会断开外部访问

练习7



ogle Workspace > Settings for Drive and Docs > Migration Settings

Drive and Docs

Showing settings for users in trident365.com

Migration Settings

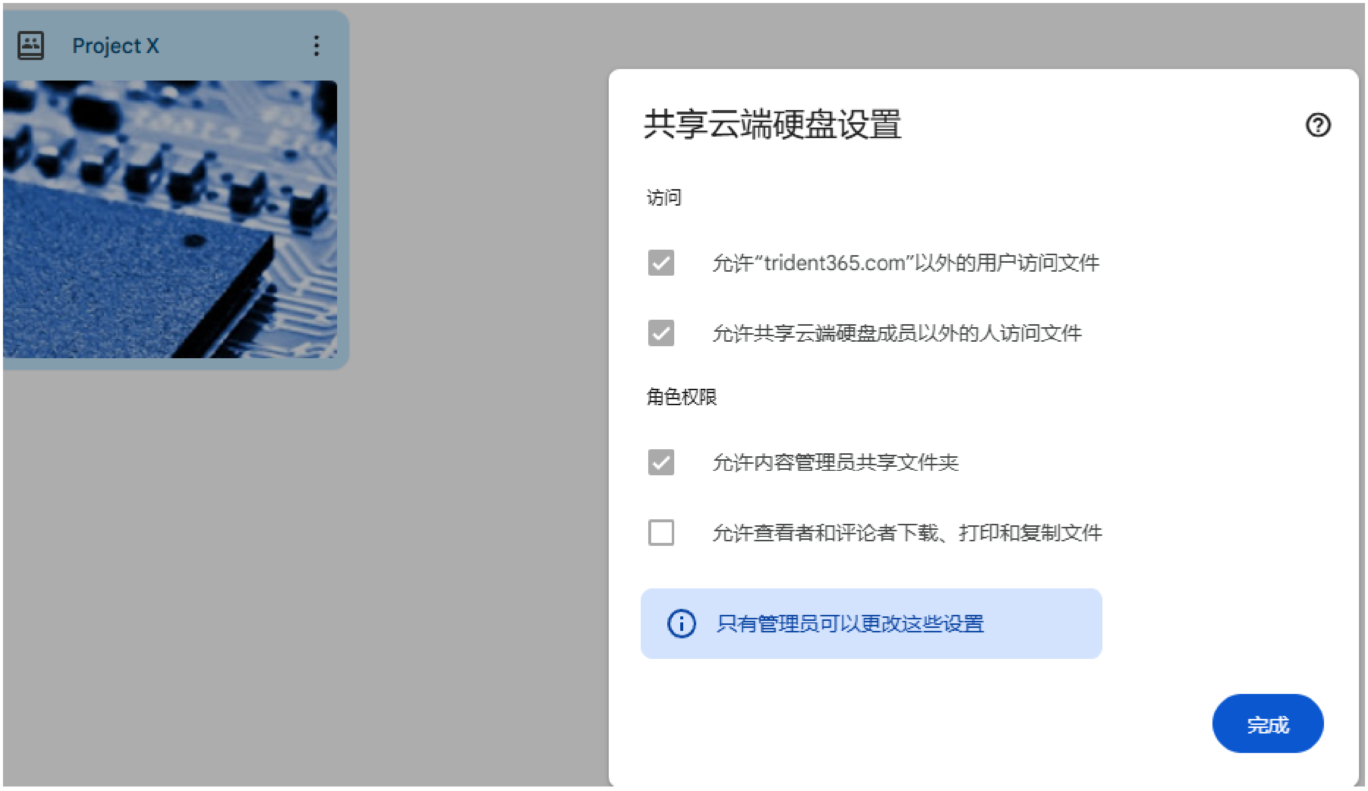
User Options
Applied at 'trident365.com'

☐ Allow editors to move files into shared drives.
By default, only file owners can move files from My Drive to shared drives. If selected, people in trident365.com with file edit access will also be able to move files owned by anyone in trident365.com. Learn more

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

Users
Groups
Organizational Units
Search for organizational units
trident365.com
Contractors
Employees
CANCEL
SAVE

在Drive and Docs>Mange shared drives处可以管理所有共享Drive□设定里可以允许Managers来修改设定。 这里取消勾选，然后保存。 再用Tim账号登录，发现已经变成灰色，不能更改了。



共享云端硬盘设置

访问

☑ 允许“trident365.com”以外的用户访问文件

☑ 允许共享云端硬盘成员以外的人访问文件

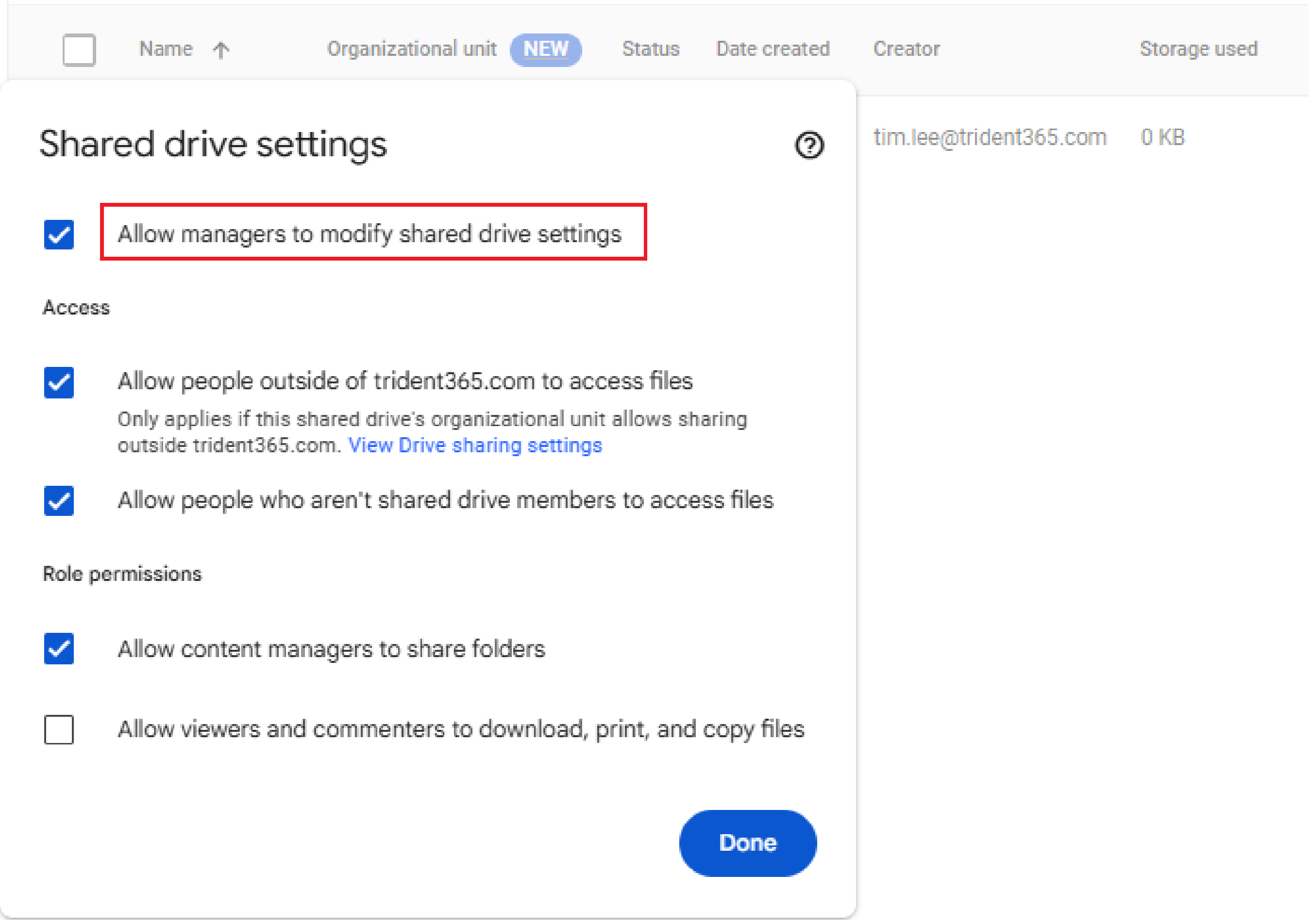
角色权限

☑ 允许内容管理员共享文件夹

☐ 允许查看者和评论者下载、打印和复制文件

只有管理员可以更改这些设置

Project X
完成



Shared drive settings

☑ Allow managers to modify shared drive settings

Access

☑ Allow people outside of trident365.com to access files
Only applies if this shared drive's organizational unit allows sharing outside trident365.com. View Drive sharing settings

☑ Allow people who aren't shared drive members to access files

Role permissions

☑ Allow content managers to share folders

☐ Allow viewers and commenters to download, print, and copy files

测试4

Your company allows external sharing of documents but your CEO is concerned about how documents are shared externally. As the administrator, which additional protections might you put in place? (Choose 2)

1. **Require a Google sign in when viewing a shared file**
2. **Enable the feature that warns users when sharing outside the organization**
3. Allow users to share publicly
4. Ensure users are only allowed to share with users in the global directory.

Your company wants to adopt the policy that new documents will be shared internally with everyone in the company. This way users won’t have to explicitly share new documents with others. What’s the recommended way to set this up?

1. Have users save their docs to a Google Group that everyone belongs to
2. Have users save their docs to a shared drive that everyone belongs to
3. **Change Link Sharing Defaults to “ON - Primary target audience with the link”**
4. Have users save their docs to a My Drive folder that is shared with everyone

From which places can you transfer file ownership from one user to another? (Choose 2)

1. From the user's My Drive folder
2. The user's profile in the admin console
3. **From the Drive and Docs service settings page**

4. **When deleting a user from the admin console**

A user left your company last month and you deleted their Google Workspace account 15 days ago. You have been contacted as the administrator and asked if you can recover the deleted user's documents. What should you do?

1. Advise the requester that you cannot restore a deleted user's files.
2. Advise the requestor that 14 days after account deletion, all data is purged so you cannot recover any documents
3. **Restore the user, transfer the files to a new owner, and delete the user again.**
4. Restore the files from the deleted user's account

Which of the following actions can you NOT take as administrator from the Managed shared drives area in the admin console?

1. **View drive contents**
2. Manage members
3. Delete a shared drive
4. Restore a deleted drive or files
5. Manage shared drive sharing settings

From:
https://trident365.com/ - 三叉戟

Permanent link:
https://trident365.com/doku.php?id=resources:courses:gws_c2&rev=1737553006

Last update: **2025/01/22 22:36**