

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

Showing status for apps in all organizational units

Service	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

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

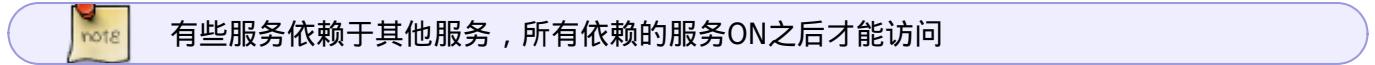
All users in this account

Service	Service Status	Actions
AI Studio	ON for everyone	
Applied Digital Skills	ON for everyone	
Blogger	ON for everyone	Turn OFF 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](#)



练习2

针对某个OU进行前面关闭的Sites功能的ON操作

Service	Status	Inherited From	Actions
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)

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

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



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.

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。

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

Groups

Search for a group

Access Sites
access.sites@trident365.com

Showing status for apps in Access Sites

Service Status

Actions

Services ↑

AppSheet

Calendar

Cloud Search

Drive and Docs

Gmail

Google Chat

Google Meet

Google Vault

Google Voice

Groups for Business

Jamboard

Keep

Migrate

Sites

Learn more about Google Chat

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，也可以包括另一个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](#)

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**



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

The screenshot shows the Google Admin Console interface for managing Gmail settings. On the left, the navigation menu is visible with 'Gmail' selected. The main content area is titled 'Smart features and personalization' with the sub-section 'Themes'. It shows a setting where users can choose their own themes, which is currently set to 'ON'. Another section, 'Email read receipts', is set to 'OFF'. The third section, 'Mail delegation', is also set to 'OFF'. The status bar at the bottom indicates '1 unsaved change' and provides 'CANCEL' and 'SAVE' buttons.

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.

[i](#) Most changes take effect in a few minutes. [Learn more](#)

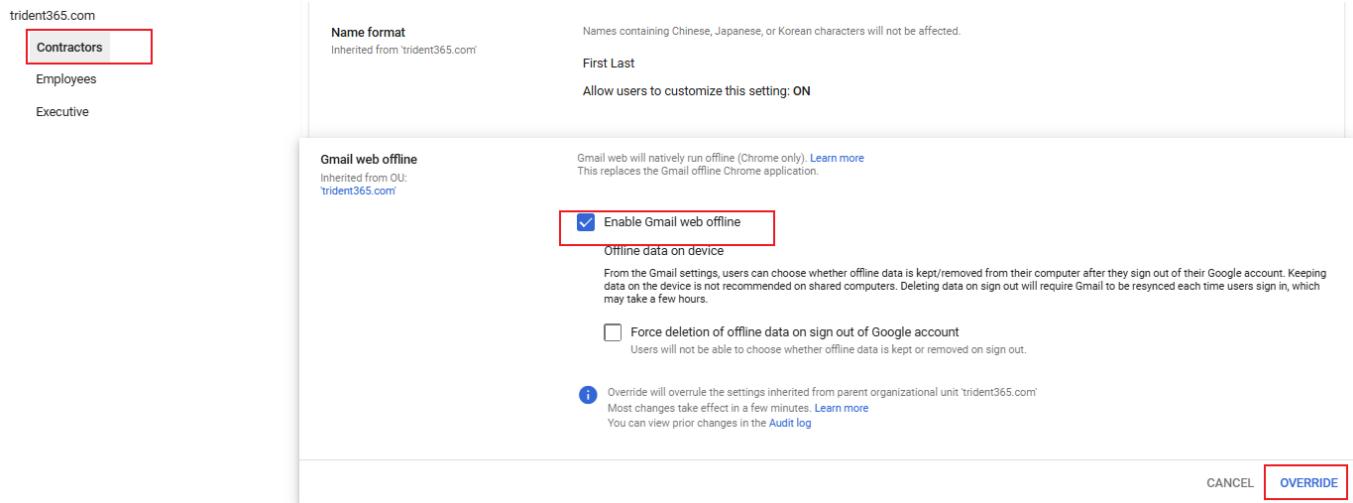
You can view prior changes in the [Audit log](#)

1 unsaved change

CANCEL

SAVE

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 (highlighted with a red box)

Employees

Executive

Name format
Inherited from 'trident365.com': First Last
Allow users to customize this setting: ON

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

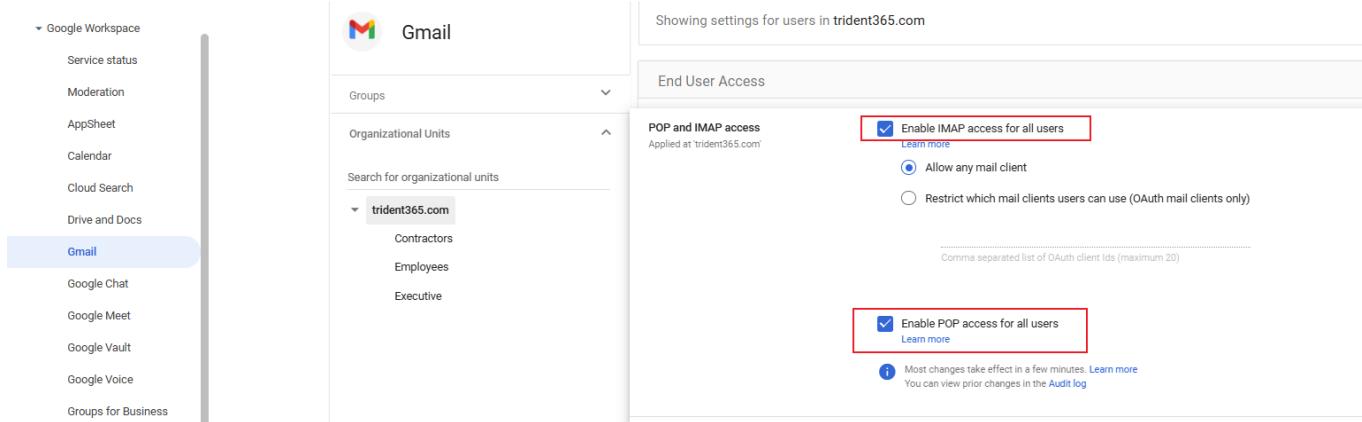
[Force deletion of offline data on sign out of Google account](#)

[i](#) 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** (highlighted with a red box)

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GWS（GWS与Outlook的同步）。



Google Workspace

Service status

Moderation

AppSheet

Calendar

Cloud Search

Drive and Docs

Gmail (highlighted with a blue box)

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](#)

[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](#)

[i](#) 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](#)

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，然后只选择管理层，再打开Sync即可。

https://support.google.com/a/answer/4455451?hl=zh-Hans&ref_topic=22447&sjid=1333541079275334229-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。

The screenshot shows the Google Workspace Compliance settings for the Gmail service. The left sidebar lists various services, and the 'Gmail' section is selected. The main content area is titled 'Compliance' and contains two main sections: 'Email and chat auto-deletion' and 'Comprehensive mail storage'. The 'Append footer' section is highlighted with a red box and an arrow pointing to the 'CONFIGURE' button. The 'Restrict delivery' section is also highlighted with a red box.

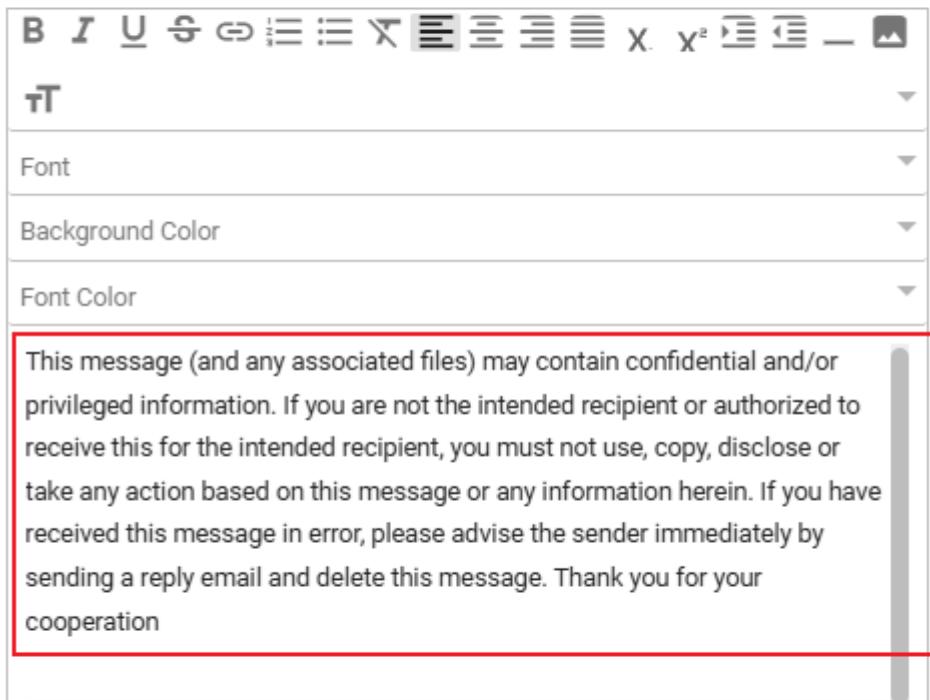
Add setting

Append footer

[Learn more](#)

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

CANCEL

SAVE

附件设定如下：

Add setting

Attachment compliance

[Learn more](#)

[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](#)

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. 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:

提示语

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

确认效果：

Test for compliance footer ➤ 收件箱 ×



 <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



8:35 PM (0 minutes ago)



to me ▾

Thx



<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)

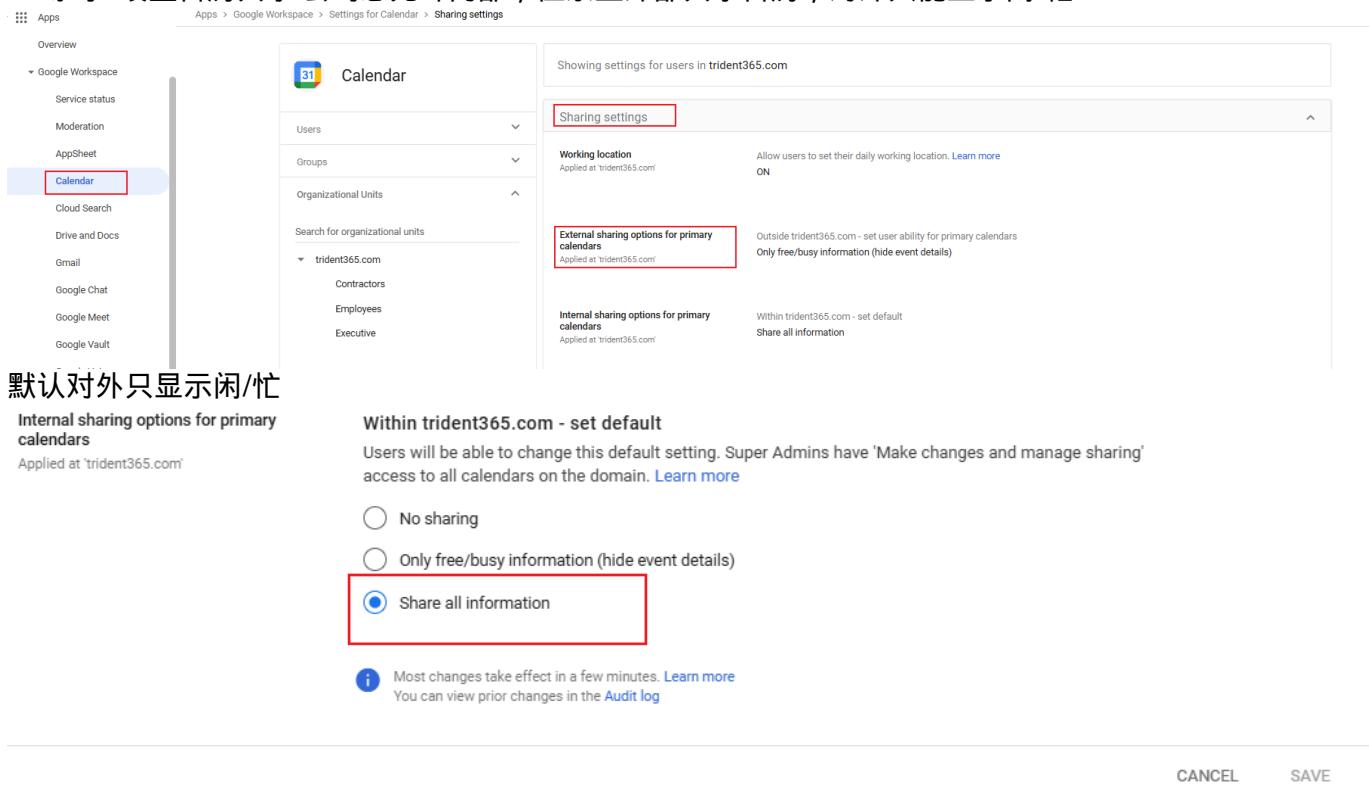
1. Create a personal email alias
2. Name format (eg. First, Last)

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



默认对外只显示闲/忙

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

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

Working location
Allow users to set their daily working location. [Learn more](#)
ON

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

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

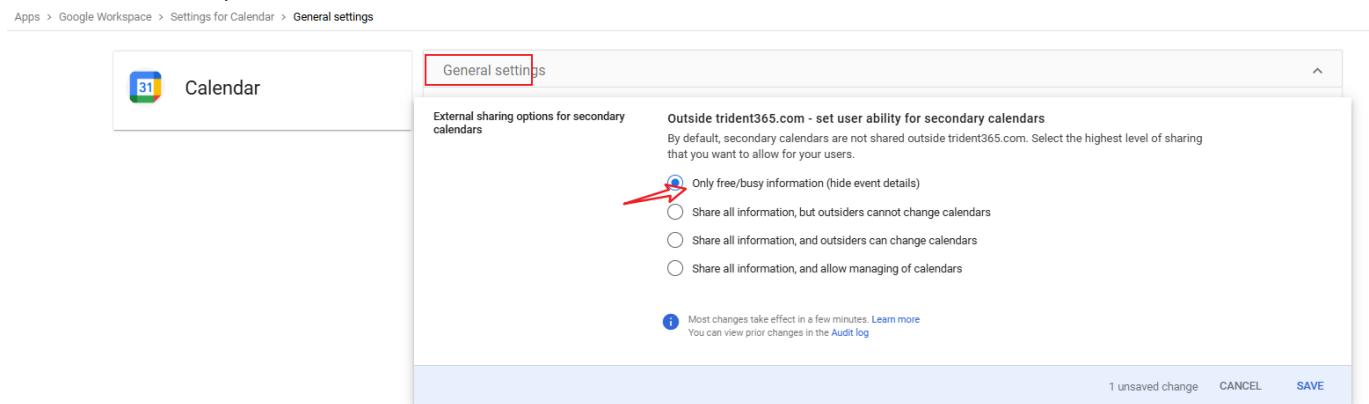
Within trident365.com - set default
Users will be able to change this default setting. Super Admins have 'Make changes and manage sharing' access to all calendars on the domain. [Learn more](#)

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



General settings

External sharing options 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P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，这类似于议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。

Showing settings for users in trident365.com

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](#)

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

[取消勾选](#) 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：



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

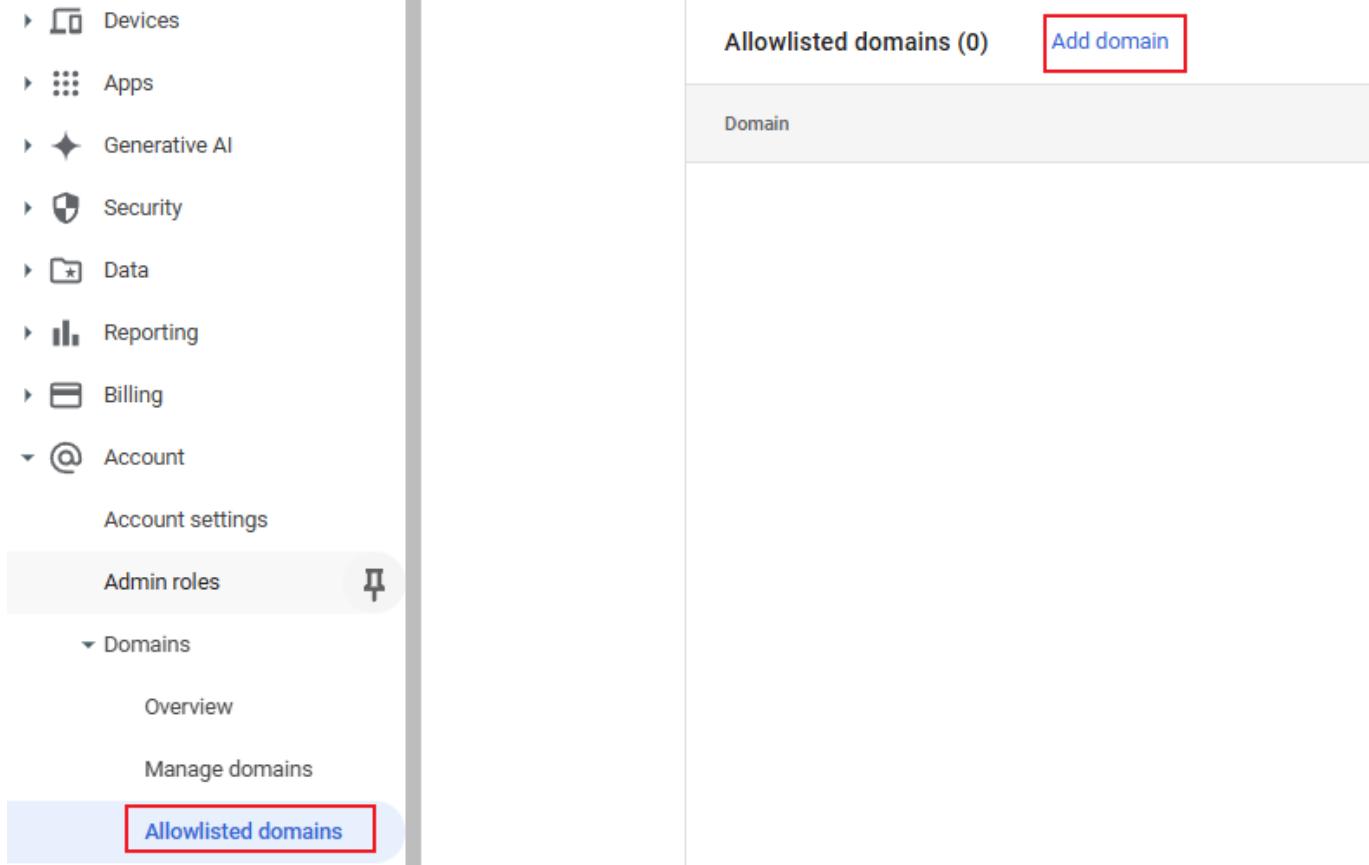
Select the highest level of sharing outside of trident365.com that you want to allow:

- 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



Allowlisted domains (0) [Add domain](#)

Domain

Devices

Apps

Generative AI

Security

Data

Reporting

Billing

Account

Account settings

Admin roles

Domains

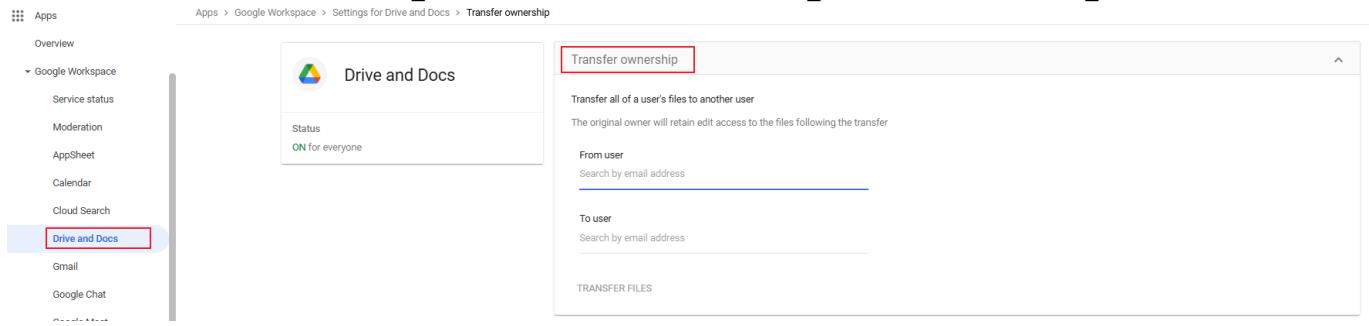
Overview

Manage domains

Allowlisted domains

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。



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

Drive and Docs

Overview

Google Workspace

Service status

Moderation

AppSheet

Calendar

Cloud Search

Drive and Docs

Gmail

Google Chat

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 [收件箱](#)

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 你可以恢复最远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

名称

今天

Super Important Budget

所有者

我

更多操作 (Alt+A)

再用管理员账号，为Tim恢复数据

<input type="checkbox"/>	Timothy Lee	tim.lee@trident365.com	Active (created 3 days ago)	Hasn't signed in	Reset password	Rename user	More options ▾
<input type="checkbox"/>	Tom Edison	tom.edison@trident365.com	Active (created 3 days ago)	Hasn't signed in	Add to groups		
<input type="checkbox"/>	Will Marconi	will.marconi@trident365.com	Active (created 3 days ago)	3 days ago	Email user		
<input type="checkbox"/>	作庭张	zlt@trident365.com	Active (created 3 days ago)	About 23 hours ago	Suspend user		

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

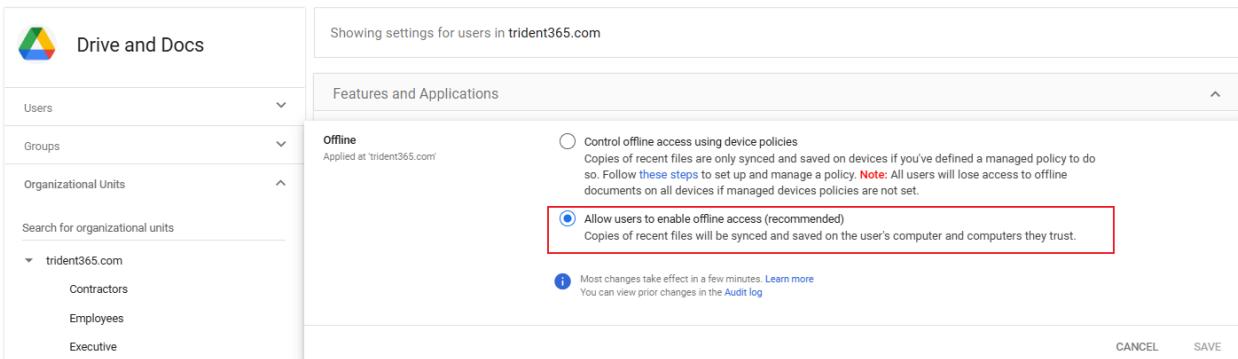
Gmail

[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)



Showing settings for users in trident365.com

Features and Applications

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](#)

CANCEL SAVE

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？

- 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

- 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

- 打开GoogleDrive
- 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

从Chrome中移除

扩展程序 工作流程与规划

File Edit View Insert Format Note Table Add-ons Help

Michael Berenst
Poets in Their Youth
Take Home Final Exam
12/15/2015
Responses #2

Each of the poets that we have studied in class are unified together not just by the art that they create, but also by the watches that they fashionably wear around their wrists. Seamus Heaney's always seems to break—some days the hour hand nervously spins ahead of the clock on the wall, and other times it retreats back to a time even earlier than where it began. Sylvia Plath wears a small silver one tightly on her left wrist as a keepsake, while buried in her purse is a secret pocket-watch set at Sylvia time: hours ahead of everyone else's. The two poets anticipate their deaths, but in very distinctly different ways. Heaney lives in the stability of the present,

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](#)

CANCEL SAVE

中搜索

盘

名称

设置

获取桌面版云端硬盘

键盘快捷键

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

适合与外部的共享Drive

Allow users outside trident365.com to access files in shared drives

This setting depends on Sharing outside of trident365.com. [Learn more](#)

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



如何在团队中使用共享云端硬盘 [\[link\]](#)

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

oggle Workspace > Settings for Drive and Docs > Migration Settings

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](#)

CANCEL **SAVE**

在Drive and Docs>Manage 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

完成

Name	Organizational unit	Status	Date created	Creator	Storage used
Shared drive settings		NEW		tim.lee@trident365.com	0 KB

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

Done

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

练习1

设定MobileDevicePolicies 背景是公司要搞BYOD

The screenshot shows the 'Universal Settings' page for 'Mobile management'. The 'Custom' management level is selected for both Android and iOS. A red box highlights the 'Mobile management' section, and another red box highlights the 'Custom' management level for both platforms.

Showing settings for users in trident365.com

General

Mobile management Applied at 'trident365.com'

You need to set up an Apple Push Certificate for advanced iOS [Set up Certificate](#)

Apply basic or advanced management to all devices, or choose Custom to apply management by device platform. [Compare features](#)

Basic (Agentless)
Apply simple password controls and wipe work accounts. Includes compromised device protection. [View features](#)

Advanced (Requires the Device Policy app)
Enforce password requirements, manage apps, and remote device wipe. Includes compromised device protection. [View features](#)

Custom
Apply basic or advanced management by device platform.

Android	Advanced
iOS	Unmanaged
Google Sync	Unmanaged

Choosing Advanced will prompt your users to download the Device Policy app before they can access corporate data. [Learn more](#)

Turn off mobile management (Unmanaged)
No admin control of devices. You can still see which devices access work data.

Most changes take effect in a few minutes. [Learn more](#)
You can view prior changes in the [Audit log](#)

2 unsaved changes [CANCEL](#) [SAVE](#)

Security

Send monthly report of inactive company owned devices to super administrators
ON

Also Notify

Camera  Applied at 'trident365.com'

Allow camera
ON

Device approvals
Applied at 'trident365.com'

Require admin approval [Learn more](#)

Send approval request emails to:
zzt@trident365.com

Most changes take effect in a few minutes. [Learn more](#)
You can view prior changes in the [Audit log](#)

2 unsaved changes [CANCEL](#) [SAVE](#)

Compromised devices
Applied at 'trident365.com'

Applies only to your users with Google Workspace Business Plus licenses. [Learn more](#)

The setting below is in effect as long as option of mobile management is set to Advanced

Block compromised Android devices [Learn more](#)

The setting below can take effect only when option of mobile management is set to Advanced

Block jailbroken iOS devices.
Note: If you choose to block jailbroken iOS devices, your iOS users will need to install the Google Device Policy app. [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](#)

Data Access

Showing settings for users in **trident365.com**

Data Access

Endpoint Verification
Applied at 'trident365.com'

Monitor which devices access organization data
ON

Android Sync
Applied at 'trident365.com'

Allow work data to sync on Android devices.

Most changes take effect in a few minutes. [Learn more](#)
You can view prior changes in the [Audit log](#)

iOS Sync
Applied at 'trident365.com'

Allow work data to sync on iOS devices.
ON

[CANCEL](#) [SAVE](#)

The screenshot shows the 'Work profile' setup for an Android device. The 'Work Profile Setup' section is open, showing the following configuration:

- Enable work profile creation:** Checked (selected)
- Work profile creation will be optional:** Unchecked
- Enforce work profile creation:** Checked (selected, highlighted with a red box)

At the bottom, there is a note: "Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log".

练习2

登录一个MobileDevice 这个练习只适合于安卓手机，所以跳过（公司也全换成苹果手机了）

练习3

处理纷失或被入侵手机 这个也没有实操条件，略

测试5

What icon do you click on the admin console in order to access the Google Device Management toolkit?

1. Apps
2. Company profile
3. Mobile Management
4. **Devices**

Which of the following features are only available in advanced management? (Choose 2)

1. **Android work profiles**
2. **Device approvals**
3. Android app management
4. Remote account wipe

How can you automatically manage a device that falls out of compliance with your organization's policies?

1. Add a compliance rule
2. **Add a device management rule**

3. Add a data loss prevention (DLP) rule
4. Any of the options here

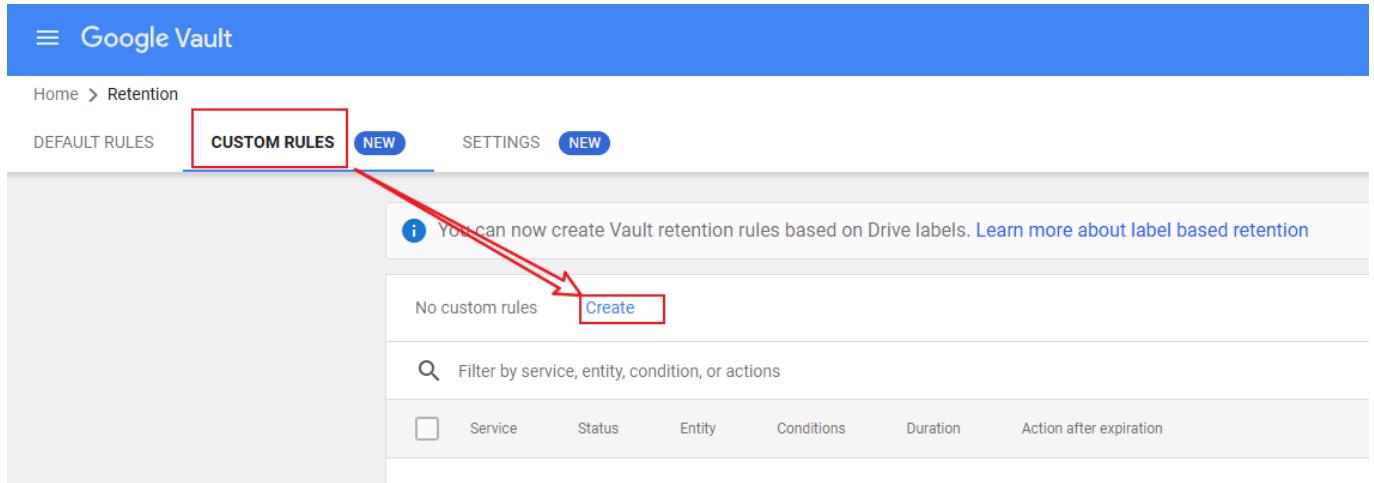
An end user in your organization has lost their device. This is a personal device with a work profile. Based on this training, what would be your next step?

1. Suspend the user
2. Immediately get your user a new mobile device
3. **Wipe the device to remove the user's work profile**
4. Ask the user where they think they lost the device, and wait for them to find it

Google Vault

主要用于组织数据的Archive和E-Discovery和法令要求，它支持Gmail,Drive,Chat,Meet,Groups等

练习1



The screenshot shows the Google Vault interface. At the top, there is a blue header bar with the Google Vault logo and a navigation menu. Below the header, the URL 'Home > Retention' is visible. The main content area has three tabs: 'DEFAULT RULES', 'CUSTOM RULES' (which is highlighted with a red box and has a red arrow pointing to the 'Create' button), and 'SETTINGS'. A message box at the top of the content area says, 'You can now create Vault retention rules based on Drive labels. Learn more about label based retention'. Below this message, it says 'No custom rules' and has a 'Create' button. There is also a search bar and a filter section at the bottom.

Create custom retention rule

Service: Gmail

Scope: Executive

Conditions (Optional):

Date sent: 不设定时间范围

Duration and action:

Duration: Keep messages indefinitely or purge them from Google systems when the retention period expires

Retention period: Days: 1825

Action after expiration: Choose which messages to purge after the retention period expires

Purge only permanently deleted messages ①

Purge messages from Gmail mailboxes and permanently deleted messages. This rule doesn't affect drafts. ①

Purge messages from Gmail mailboxes and permanently deleted messages. This rule purges drafts. ①

BACK CREATE

Create custom retention rule for Gmail

Keep messages 1825 days after sending. After expiration, purge only permanently deleted messages.

I understand the following:

- Holds still apply and take priority over custom and default retention rules.
- After expiration, this rule purges only permanently deleted messages. I might not be able to recover the messages later.

CANCEL ACCEPT

这是对高管们的Gmail

一般用户，执行1年有效

Create default retention rule for Gmail

Duration and action:

Duration: Keep messages indefinitely or purge them from Google systems when the retention period expires

Retention period: Days: 365

Action after expiration: Choose which messages to purge after the retention period expires

Purge only permanently deleted messages ①

Purge messages from Gmail mailboxes and permanently deleted messages. This rule purges drafts. ①

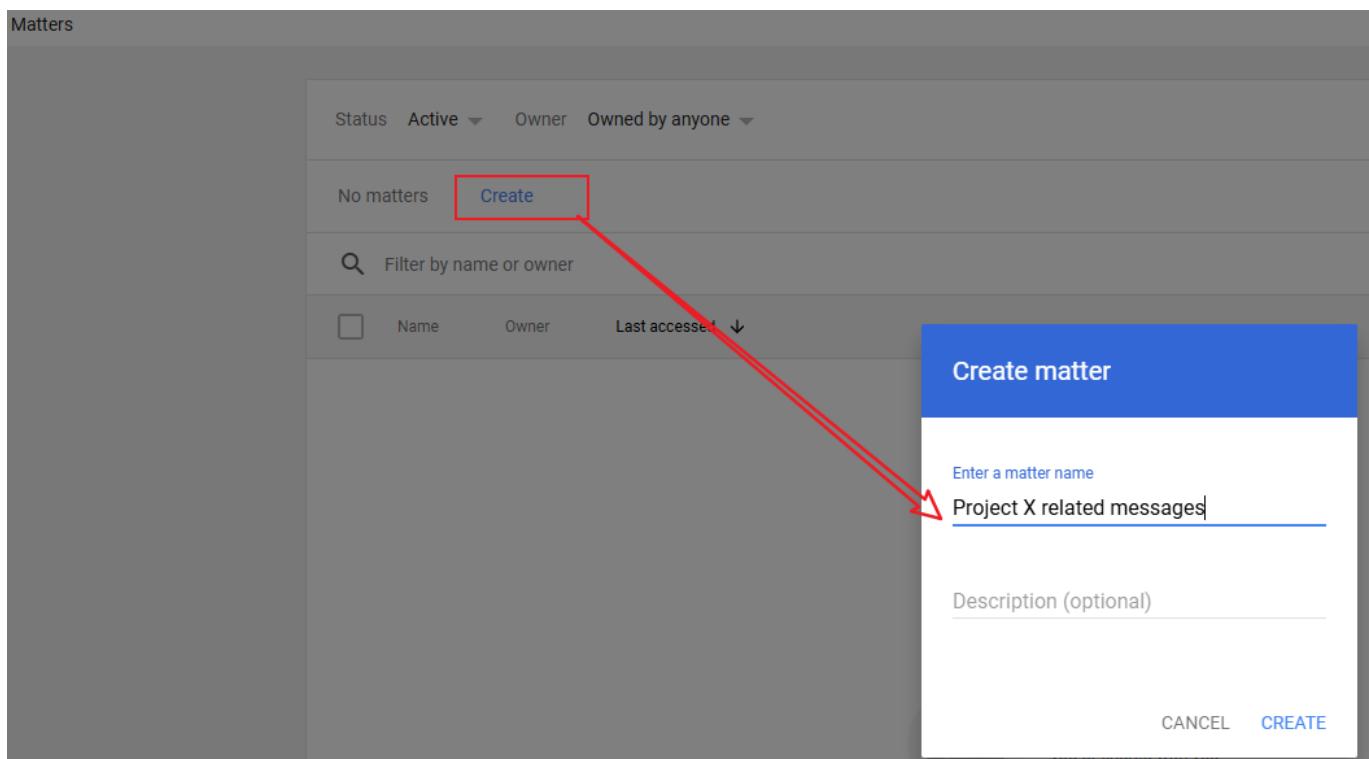
CREATE

练习2

在Vault中，Matter是一个容器，保存某一主题相关的所有数据，比如公司内调查，它包括

1. Saved search queries
2. A list of accounts with data on litigation hold
3. A list of the accounts that can access the matter
4. Export sets for the matter
5. An audit trail for the matter

练习3



SEARCH HOLDS EXPORTS

Search SAVE CLEAR

Service: **Gmail**

Source: **All data**

Entity: **Specific accounts**

lars.ericsson@trident365.com, jon.baird@trident365.com,
Enter email addresses separated by commas

Time zone: (GMT+09:00) Japan Standard Time – Tokyo

Date sent (optional)

Start date: Example: 2019-03-31

End date: Example: 2019-05-22

Terms (optional)

Query terms: Example: from:username1 subject:Hello has:attachment

Exclude email drafts

SEARCH COUNT EXPORT

Create export

Name

Include Gmail confidential mode content i

Export linked Drive files i

Data region

No preference ▼ i

Format

PST ▼ i

⚠ Download your export promptly because it's deleted 15 days after you start it

CANCEL EXPORT

然后可以导出结果
搜索条件，可以创建Hold

类似的

Project X related messages

SEARCH **HOLDS** EXPORTS

1 hold Create

Filter by name, service, or conditions

Name Service

Test

Link to share (only accessible to collaborators)
vault.google.com/matter/d07d3cbe-e2f0-4998-96cf-7750f8fb0dd

Invite people
Only authorized email addresses will work. [Learn more](#)

Account email addresses

Enter email addresses separated by commas

Send an email notification to all recipients and include me

Who has access

张作庭 Is owner
zzt@trident365.com

CANCEL SAVE

练习4

搜索和导出，上面已经做过了，略

测试6

How long are export files available for download?

1. **15 days**
2. Indefinitely
3. 30 days
4. Until the matter is closed

What constraints/filters are available in the search form? (Choose 3)/q> - **Organizational Unit (OU)** - **Data Type (Mail, Drive etc)** - Domain - **Specific Accounts** When is a default retention rule applied to a message or a file? - **Only when there are no applicable custom retention rules or holds in place** - Always unless the user is on hold - Always unless a custom retention rule applies - Always, default retention rules take precedence over custom retention rules and holds What data types are supported by Vault? (Choose 3) - Contacts - Blogs - **Groups** - **Drive** - **Meet** - ## 练习1 各类Reports自行查看，略## 练习2

Admin log events Filter

Event X

SEARCH: Is User Creation

SHOW: Date APPLY

显示结果 :

Showing 1–9 of 9 results Export all

Date	Event	Description	Actor
2025-01-19T10:38:15+09:00	User Creation	Mark.Jones@trident365.com created	ztt@trident365.com
2025-01-19T10:38:15+09:00	User Creation	Will.Marconi@trident365.com created	ztt@trident365.com
2025-01-19T10:38:15+09:00	User Creation	Lars.Ericsson@trident365.com created	ztt@trident365.com
2025-01-19T10:38:15+09:00	User Creation	Jon.Baird@trident365.com created	ztt@trident365.com
2025-01-19T10:38:15+09:00	User Creation	Tom.Edison@trident365.com created	ztt@trident365.com
2025-01-19T10:38:15+09:00	User Creation	alex.bell@trident365.com created	ztt@trident365.com
2025-01-19T10:38:15+09:00	User Creation	Samantha.Morse@trident365.com created	ztt@trident365.com
2025-01-19T10:38:15+09:00	User Creation	Timothy.Lee@trident365.com created	ztt@trident365.com
2025-01-19T10:38:15+09:00	User Creation	Ellie.Gray@trident365.com created	ztt@trident365.com

练习3 新建Email报警,查看预设Rules

Rules

Google protects you by default

With **system defined rules**, you will be notified when important events occur in your organization, like phishing, malware, suspicious activities, and more. [Learn more](#)

[View list](#)

Create alerts from audit logs events
Use **reporting rules** to get alerts when specific events tracked in audit logs occur. [Learn more](#)

[View list](#) [Create rule](#)

Classify and protect sensitive content
Use **data protection rules** to apply classification labels or prevent users from sharing content that meets specific conditions. [Learn more](#)

[View list](#)

Rules [Create rule](#) [Investigate](#) [Download](#)

+ Add a filter

Name	Status	Rule type	Actions	Alerts	Last modified
[Default] United States - Social Security Number Detects when a document containing "United States - Social Security Number" ...	Active	Data protection	Warn on external sharing	Off	1/19/25 9:56 AM
[Default] United States - Passport Detects when a document containing "United States - Passport" has been shar...	Active	Data protection	Warn on external sharing	Off	1/19/25 9:56 AM
[Default] United States - National Provider Identifier (NPI) Detects when a document containing "United States - National Provider Identif...	Active	Data protection	Warn on external sharing	Off	1/19/25 9:56 AM
[Default] United States - Individual Taxpayer Identification Number Detects when a document containing "United States - Individual Taxpayer Ident...	Active	Data protection	Warn on external sharing	Off	1/19/25 9:56 AM

<note> 有3类Rules 一类是Activity rules,但是在试用版中无法使用,另一类是Data Protection rules,同样的试用版中无法使用</note> 但Reporting Rules可以创建

Create new rule

ule details and scope — 2 Conditions — 3 Actions — 4 Review

Conditions
Create or modify the conditions for this rule.

Admin log events Filter

Event X

Is User Suspension

APPLY

Select a severity level to group rule incidents together in alert center and email notifications.

Severity: Medium

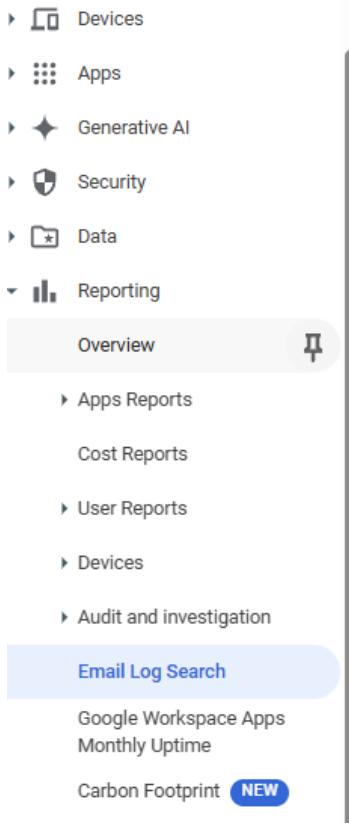
Send to alert center
Alerts in alert center include additional in-depth details that enable you to take action against issues and support collaborative resolution with other administrators in your domain. We recommend enabling this setting. [Learn more](#)

Send email notifications
 All super administrators

Add email recipients +

CANCEL NEXT: VIEW REVIEW

练习4 Email 日志搜索 Email Log search, 工作中经常用, 略



The sidebar on the left contains the following navigation items:

- Devices
- Apps
- Generative AI
- Security
- Data
- Reporting
 - Overview
 - Apps Reports
 - Cost Reports
 - User Reports
 - Devices
 - Audit and investigation
- Email Log Search** (selected)
- Google Workspace Apps
- Monthly Uptime
- Carbon Footprint NEW

Email log search

Use email log search to find email messages your users send and receive. [Learn about email log search](#)

Predefined search [Custom search](#)

Select an option*
All messages from today

Search

0 results

Subject (or Message ID)

测试7 What is editable in a System Defined Rule? - Scope - Scope and Actions - **Actions** - Condition Your IT manager would like to know what changes have been made to your Google Workspace organizations settings. Where would you find this information? - **Admin audit log** - Refer to the audit log for each service and build an aggregated report - Use a BigQuery export What information can you find on the main report (the highlights) page? (Choose 3) - **Apps usage** - Admin account status - **Users account status** - **External file sharing** ## 域名别名 它能给所有用户提供多一个邮件地址## 练习1 添加域名别名和新增域 我手上目前确实还有2个域名，但添加域名所需的TXT记录等操作比较麻烦，就不做了。

Add a domain

If your organization owns multiple domains, add them all to your organization's Google account. Let users at different domains share Google services as one organization, or give them an identity at multiple domains. [Learn more](#)

1 Domain name



2 Select a domain type

Secondary domain

Manage separate teams of users at different domains you own, or replace `trident365.com` (primary domain) with `zhangzt315.com`

 zzt@trident365.com	Primary domain
 joe@ 	Secondary domain

For example, if you signed up for Google Workspace with `trident365.com` (primary domain), you can add `zhangzt315.com` for a separate team you manage.

- Each domain has a separate set of users
- Users you add to the secondary domain get an email address for that domain
- Users in different domains can collaborate with services, such as Google Drive, Meet, and Chat, as one organization
- You can make a secondary domain the primary domain for your organization's Google account

User alias domain

Give users an alternate email address (alias) at a different domain you own at no extra cost

 primary email	zzt@trident365.com
 email alias	<code>zhangzt315.com</code>

For example, if you signed up for Google Workspace with `trident365.com` (primary domain), you can add `zhangzt315.com` to give users an additional identity.

- Each user gets an email address at both your primary and user alias domain
- Users can send and receive email with either address
- Each mailing group gets an email address at both your primary and user alias domain

[Cancel](#)

[Add domain & start verification](#)

Let's set up your domain

• Verify you own min

Once we verify ownership, you can start using Google Workspace apps and unlock advanced features

• Start using Gmail with your domain 10 min

We'll help you set up Gmail so that all email addresses

 will start receiving emails in Gmail. Completing this step is essential for receiving emails in Gmail. You will be asked to include all email addresses that are already set up with your domain.

[Get started](#)

练习2 信赖一个域互相信赖的两个域之间，可以共享GoogleDrive文件

Admin>Account>.Domains>Allowlisted domains <note>1.添加的域必须是GWS域（即经过认证）

2.Primary 域名的子域或别名不会被自动添加的，需要手动添加，每次最多添加200个</note> ## 测试8
Your company regularly works with another company that also uses Google Workspace and you wish to make it easier for users to collaborate using Drive. What action would you take? - **Add their primary domain, subdomains and any aliases to your list of trusted/allowed domains** - Add their primary domain to your list of allowed domains - Create a domain alias using their domain name in your Google Workspace account - Add their domain name to your list of trusted domains Your organization has just purchased another company that has their own domain. They will be using Google Workspace and you want them to be able to continue receiving email to their existing address. What approach would you take? - Create a new Google Workspace account and add the domain as the primary domain for that account. - **Add the new domain as a new (secondary) domain to your Google Workspace account.** - Add the new domain as a subdomain to your Google Workspace account - Add the new domain as a domain alias to your Google Workspace account. Which of the following are true about a domain alias? (Choose 2) - Domain aliases can be applied to the primary and any secondary domains from the admin console - **Domain aliases do not require additional Google Workspace licenses** - Domain aliases require additional Google Workspace licenses - **Domain aliases can only be applied to the primary domain from the admin console** ## 数据导入与导出几种迁移工具### 管理员用 (多数人需求) - GWMME: GWS Migration for Microsoft Exchange - GWM: GWS Migrate - GWMHN: GWS for HCL Notes - DMS: Data Migration Service ### 用户用(少数人需求) - GWMMO: GWS Migration for Microsoft Outlook - 其他账户导入Calendar/Contacts ### 导出管理员：导出Gmail, Docs等到GoogleCloudStorage 用户：导出Gmail, Calendar, Contacts等## Troubleshooting GWS - Status dashboard - Connect with help Assistant - View important alerts - Search for help - Contact Google support 其他工具 - Google admin toolbox <https://toolbox.googleapps.com/apps/main/> - Browser Debugger

From:

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