三叉戟 - https://trident365.com/

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第2章管理GWS

练习1

准备GWS的域名,这个在第一章已经完成了,跳过。

练习2

Apps

打开或关闭某个Service□主要有以下几类

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

现在要针对所有用户,关闭Sites[]谷歌网站)这个服务

Overview					
▼ Google Workspace	G Google Workspace	Showing status for apps in all organizational units	Showing status for apps in all organizational units 👔		
Service status	••••••	Services 🛧	Service Status	Actions	
Moderation	All users in this account	AppSheet	ON for everyone		
AppSheet	Groups 🗸	Calendar	ON for everyone		
Calendar	Accession in the later in the later				
Cloud Search	organizational Units	Cloud Search	ON for everyone		
Drive and Docs	Search for organizational units	Drive and Docs	ON for everyone		
Gmail	trident365.com	🔲 附 Gmail	ON for everyone		
Google Chat	Contractors	Google Chat	ON for everyone	Learn more about Google Chat	
Google Meet	Evoloyees				
Google Vault	Executive	Google Meet	ON for everyone		
Google Voice		Google Vault	ON for everyone		
Groups for Business		Google Voice	ON for everyone		
Jamboard		Groups for Business	ON for everyone		
Keep		Impoard	ON for everyone		
Migrate			ON TOT EVELYONE		
Sites		C C Keep	ON for everyone		
Tasks		Migrate	ON for everyone	Turn OFF for everyone	
Additional Google services		Sites	ON for everyone	Learn more :	

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

Appo							
Overview	All users in this account			Services 🔨	Service Status		Actions
Google Workspace	Groups	~		SC Al Studio	ON for everyone		
Additional Google services	Organizational Units	^		G Applied Digital Skills	ON for everyone	Turn OFF for everyone	
Web and mobile apps	Search for organizational units	_	⇒	E Blogger	ON for everyone	Learn more	:
Marketplace apps	✓ trident365.com			Campaign Manager	ON for everyone		
LDAP	Contractore						

检查是否生效,从9个点处找到Sites[]点击后发现无权访问。

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

Sign in with a different account

有些服务依赖于其他服务,所有依赖的服务ON之后才能访问

练习2

note

针对某个OU进行前面关闭的Sites功能的ON操作

Search for organizational units		Drive and Docs	ON	Inherited	
▼ trident365.com		Gmail	ON	Inherited	
Contractors		Google Chat	ON	Inherited	Learn more about Google Chat
Executive		Google Meet	ON	Inherited	
		Google Vault	ON	Inherited	
		Google Voice	ON	Inherited	
		Groups for Business	ON	Inherited	
		Jamboard	ON	Inherited	
		с Кеер	ON	Inherited	ON (Override)
	EN .	Migrate	ON	Inherited	OFF (Override)
		Sites	OFF	Inherited	Learn more :

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

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

练习3

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

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

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



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

练习4

设置服务的发布通道(快慢)

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

测试1

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

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

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

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

3. Admin Console > Apps > Google Workspace

4. Admin Console > Apps > Marketplace apps

All Additional Google services are turned ON by default.

- 1. True
- 2. False

note

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

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

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

练习1 配置Gmail的通用用户设置

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

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

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

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

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

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

1 unsaved change CANCEL

SAVE

2025/00/07 15:25	//+0	
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 fi provides access to Free/Busy information for users at trident365.com and to Outlook's Calendar. It enables your users to use Outlook easily with Google	idelity contacts, calendar and email synchronization. It also the Global Address List for trident365.com from within 'orkspace.
	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	瞿层,再打开Sync即可。	

7/40

第2号 答理GWS

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

练习3

2025/06/07 13:23

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

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

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Add setting	
Append footer	Learn more
Trident365 compliance footer	

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

₿ <mark>₰</mark> <u>७</u> ; ₽ <u>३</u> , ₽ <u>३</u> , ₽ <u>३</u> , 2 <u>8</u> , 2,
тТ
Font
Background Color
Font Color
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
2. Add expressions that describe the content you want to search for in each 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.

CANCEL SAVE

Id setting
f the above expressions match, do the following
Iodify 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:



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



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 Wor	kspace > Settings for Calendar > Sharing setting	IS				
Overview							
✓ Google Workspace		Calendar		Showing settings for users in triden	t365.com		
Service status		_		Objection and the set			
Moderation		Users	~	Sharing settings			^
AppSheet		Groups	~	Working location Applied at 'trident365.com'	Allow users to set their daily working location. Learn more		
Calendar Cloud Search		Organizational Units	^		u.		
Drive and Docs		Search for organizational units		External sharing options for primary	Outside trident365.com - set user ability for primary calendars		
Gmail		▼ trident365.com		Applied at 'trident365.com'	Only free/busy information (hide event details)		
Google Chat		Contractors					
Google Meet		Employees		Internal sharing options for primary calendars	Within trident365.com - set default		
Google Vault		Executive		Applied at 'trident365.com'	Share all information		
默认对外只显	示闲/忙						
Internal sharing option	ns for primary	Within trident36	5.co	m - set default			
Applied at 'trident365 com'	ŕ	Users will be able	to ch	ange this default setting. S	uper Admins have 'Make changes and manage sharing'		
Applied at machtooo.com		access to all caler	ndars	on the domain. Learn more	•		
		No sharing					
		Only free/bus	y info	rmation (hide event details)			
			-				
		Share all infor	matio	n			
		Most changes ta	ke effe	ect in a few minutes. Learn more			
		You can view price	or char	nges in the Audit log			
						CANCEL	SAVE

再设定第二日历,对外只显示闲/忙





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。

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。



- 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)



设定白	名单,会自动跳转到这里			
• [0	Devices		Allowlisted domains (0)	Add domain
۰ III	Apps		Derreia	
• +	Generative AI		Domain	
• 🛛	Security			
• 🖈	Data			
) ili	Reporting			
• 🗖	Billing			
- @	Account			
	Account settings			
	Admin roles			
-	Domains			
	Overview			
	Manage domains			
	Allowlisted domains			
		1		

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。

 Google Workspace 	Drive and Docs	Transfer ownership
Service status		Transfer all of a user's files to another user
Moderation	Status	The original owner will retain edit access to the files following the transfer
AppSheet	ON for everyone	From user
Calendar		Search by email address
Cloud Search		To user
Drive and Docs		Search by email address
Gmail		
Google Chat		TRANSFER FILES
A		



Your Google Workspace data transfer 日 日 was successful for Samantha Morse to Ellie Gray 政件籍 ×

The Google Workspace Team <worksp... 21:37 (0分钟前) ☆ ∽ : 发送至 我 マ

2个人都会收到邮件通知

note

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

1/24 / 13/1						
↓ 活动		回收站中的内容会在	30 天后被永久删除		27 清空回	收站
👶 工作区	X	夕殺			苏车来	
• 🙆 我的云	端硬盘	山 小				
→ 四 土実子	二端面舟	今天				
	A MUPACIMI				-	
ぷ 与我共	共享	Super Import	ant Budget 🚢 🦯		8 我	:
 昼近月 	月过				更多操作 (A	dt+A)
☆ 已加星	記标 しんしょう しんしょ しんしょ					
 垃圾内 	內容					
🔟 回收站	占					
○ 存储容	间					
再用管理员	员账号,为Tim恢复	数据				
	Timothy Lee	tim.lee@trident365.com	Active (created 3 days ago)	Hasn't signed Reset passwor	rd Rename user More option	s 🔻
	Tom Edison	tom.edison@trident365.com	Active (created 3 days ago)	Hasn't signed in	Add to groups	
	Will Marconi	will.marconi@trident365.com	Active (created 3 days ago)	3 days ago	Email user	
	作庭张	zzt@trident365.com	Active (created 3 days ago)	About 23 hours ago	Suspend user	
					13	
					Restore data	
Resto	re data					
Timot	thy Lee					
Destars		مغمط بمنظلة تصغله مراجعه ل	DE deve			
Restore	data that Timothy dei	eted within the last 2	25 days.			
Learn m	iore					
Date ran	nge (GMT +9:00)					
Tue Jan	21 2025	Wed Jan 22	2025			
ruc, our		Wed, 641122	., 2020			
Applicat	tion					
Dette						
Driv	e					
Gma	ail					
		CA	NCEL RESTORE			
				— 寺了儿分钟还淡	殳 恢复,静观	

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		Showing settings for users in	trident365.com		
Users	~	Features and Applications			^
Groups	~	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		
Organizational Units	^		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.		
Search for organizational units			 Allow users to enable offline access (recommended) Copies of recent files will be synced and saved on the use's computer and computers they trust. 		
▼ trident365.com Contractors Employaço			Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log	1	
Executive				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?

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 新标签页 隐私权 预览 \bigcirc 通知 管理应用 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

Ø google.com 2.3★ (6,847 个评分)

Google 文档的离线功能



Poets in their File Bilt Year	Youth - 1 Inset R	Take Home El amat Toris Ta	cam :: III C ole Act <mark>Techno</mark>) 1000 (* 1	hanges se	ved in t	Drive								constants	**** Sor	tailann 1 Mars
0007	185	Normal Nort	Counter New	и .	n /	۰.	<u>.</u> - e	1			10 -	j = - i t	- 38.0	Ze -	/ totals		*
			Michael Ber Pears in D Tabe loved 1 13/15/2015 Response 4: Each writte. 0 the hour 1 well, and earlier th ailver one burked in time: hour	of the princal B of the prince s watch alway H tand ne other an when o ther s alway hard ne	sth poets not ju crousl times to it ly on the is d of	tha ot b t th 's a y up it become her a se	t we y the ey fac leaye dos / retox n. 1 left cret yone	have art shoos shead sots ylvis pocks else	studie that i bly we s to b of th back (: Flot) it sp t-watc (s.	ed in hey (can be e cl to a t wes a de b met The	t ola creat round ock (time rooy, t at two	as are e, but their e days on the conall while Sylvia Sylvia					
			anticipate	their	deaths	, bi	t in	very	disti	netly	dif	ferest					
			wave. Ri	enell.	lives	in	the .	ababil.	ite e	e 15		angert.					

练习5

谷歌硬盘桌面版,允许用户自己安装。



从Chrome中移除

创建共享Drive	
Shared drive creation Prevent users in trident365.com from creating new shared drives Applied at 'trident365.com' Use this setting to protect your organization from misuse of shared drives shared drive permissions. 用户可以自己创建,	. Review best practices for 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 set change if a shared drive is moved to a different organizational unit. To overrid settings, go to Manage shared drives.	tings. The settings won't a individual shared drive
✓ 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	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 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	
取消 创建 以及协作处理文件	
创建共享云端硬盘	
如何在团队中使用共享云端硬盘 亿	然后添加共享对象

wife 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

ogle Workspace > Settings for Drive and Docs > Migration Settings

Drive and Docs		Showing settings for users in tri	dent365.com		
Users	~	Migration Settings			^
Groups	~	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 trider265 com with file adit scores will also be able to move files even by move in		
Organizational Units	^		tridenta65.com. Learn more		
Search for organizational units			Most changes take effect in a few minutes. Learn more You can view pilor changes in the Audit log		
▼ trident365.com					
Contractors				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。





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MobileDevicePolicis 背景是公司要搞BYOD

Devices > Mobile and en	ndpoints > Universal S	Settings > General
-------------------------	------------------------	--------------------

Universal Settings	Showing settings for users in trident365.com			
Organizational Units	General	^		
Search for organizational units	Mobile management	You need to set up an Apple Push Certificate for advanced IOS Set up Certificate		
 ✓ trident365.com Contractors 	Applied at 'trident365.com' Ap	ly basic or advanced management to all devices, or choose Custom to apply management by ice platform. Compare features ^[2]		
Employees	0	Basic (Agentless)		
Executive		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		
	۲	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		
	0	Turn off mobile management (Unmanaged)		
		No admin control of devices. You can still see which devices access work data.		
	0	Most changes take effect in a few minutes. Learn more You can view prior changes in the Audit log		
		2 unsaved changes CANCEL SAVE		

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Security				
ings		Send monthly report of inactive company owned devices to super administrators ON Also Notify		
	Camera 🕟 Applied at 'trident365.com'	 The setting below can take effect only when option of mobile management is set to 'Advanced'. Allow carnera ON 		
	Device approvals Applied at 'trident365.com'	Require admin approval Learn more Send approval request emails to: Izzt@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 devi Applied at 'trident365.	ces 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
tings	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		
			CANCEL	SAVE
	iOS Sync Applied at 'trident365.com'	Allow work data to sync on iOS devices. ON		



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 toolset?

- 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

\equiv Google Vault	
Home > Retention	
DEFAULT RULES CUSTOM RULES	SETTINGS NEW
	i You can now create Vault retention rules based on Drive labels. Learn more about label based retention
	No custom rules Create
	Q Filter by service, entity, condition, or actions
	Service Status Entity Conditions Duration Action after expiration

Create custom retention rule	e			
	Service	Service M Gmail		
	Scope	Organizational unit Executive		
	Conditions (Optional)	Date sent Terms 不设定时间范围		
	Vuration and action	Duration Keep messages indefinitely or purge them from Google systems when the retention period expires Retention period		
		Days Start of retention period 1825 Date when messages are sent or received		
		Action atter expiration Choose which messages to purge after the retention period expires Purge only permanently deleted messages Purge messages from Gmail mailboxes and permanently deleted messages. This rule doesn't affect drafts.		
		Purge messages from Gmail mailboxes and permanently deleted messages. This rule purges drafts.		
			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□对

一般用户,执行 Create default retention ru	1年有效 le for Gmail		
	Duration and action	Duration Keep messages indefinitely or purge them from Google systems when the retention period expires Retention period Days Start of retention period 365 Date when messages are sent or received Action after expiration Choose which messages to purge after the retention period expires Image: Purge only permanently deleted messages Image: Purge messages from Gmail mailboxes and permanently deleted messages. This rule purges drafts.	
		CR	EATE

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

Matters		
	Status Active - Owner Owned by anyone -	
	No matters Create	
	Q Filter by name or owner	
	Name Owner Last accessed	
		Create matter
		Enter a matter name
	14 A A A A A A A A A A A A A A A A A A A	Project X related messages
		Description (optional)
		CANCEL CREATE

EARCH			
	HOLDS	EXPORTS	
Search	SAVE CLEA	R	
ervice or Gmail	~		
Source All data	~		
Entity Specific acc	counts 👻		
Enter email a	son@trident365 ddresses separated	.com, jon.baird@trident365.com, by commas	
Time zone (GMT+09:0	0) Japan Standar	d Time – Tokyo 💌	0
Date sent (optional) 🕕		
Start date		End date	
Example: 201	9-03-31	Example: 2019-05-22	
Terms (opti	ional) 🕕		
Query term	S		
	m:username1 subjec	t:Hello has:attachment	
Example: fror			
Example: from	ude email drafts	0	

Name	
Include	Gmail confidential mode content 👔
Export I	linked Drive files 👔
Data region	
No preference	· •
Format	
PST	- 0
A Download	d your export promptly because it's deleted 15 days after
you start	it

Project X related messages	
SEARCH HOLDS EXPORTS	
1 hold Create	Share settings
Q Filter by name, service, or conditions	Link to share (only accessible to collaborators)
Name Servic	vault.google.com/matter/d07d3cbe-e2f0-4998-96cf-7750f8fbb0dd
🗌 Test M	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

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)

- 1. Organizational Unit (OU)
- 2. Data Type (Mail, Drive etc)
- 3. Domain
- 4. Specific Accounts

When is a default retention rule applied to a message or a file?

$1. \ \mbox{Only when there are no applicable custom retention rules or holds in place$

2. Always unless the user is on hold

- 3. Always unless a custom retention rule applies
- 4. Always, default retention rules take precedence over custom retention rules and holds

What data types are supported by Vault? (Choose 3)

- 1. Contacts
- 2. Blogs
- 3. Groups
- 4. Drive
- 5. Meet

练习1 各类Reports[]自行查看,略

练习2

▼ III Reporting	Reporting > Audit and investigation
Overview	- In the coming months, the Audit and I
 Apps Reports 	the Reports privilege before this chan
Cost Reports	
 User Reports 	Search Create reporting rule
Devices	Admin log events
 Audit and investigation 	Adminiogievents
Admin data action lo events	+ Add a filter
Admin log events	
Calendar log events	SEARCH

Admin	log events 👻	▼ Filter	≔ Condition builder		
	Event	×			
SEARC	ls	•			
Shov	Event	•			
Date	Search		Description		
2025-01-	PINNED	[For Mobile Devi		
2025-01-	No pinned items		For Mobile Devi		
2025-01-		<u>^</u>	For Mobile Devi		
2025-01-		~	For Mobile Devi		
2025-01-	2-Step Verification Scratch	n Codes De	For Mobile Devi		
2025-01-	025-01- 2-Step Verification Scratch Codes G		For Mobile Devi		
2025-01-	D1. 3-Legged OAuth Device Tokens Revo For Mobile				
2025-01-	2025-01- 3-Legged OAuth Token Revoke		For Mobile Devi		

Admin log events

∓ Filter



Showing	1-9 of	9	results	Export all
---------	--------	---	---------	------------

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

新建Email报警,查看预设Rules

Rules			
ified ↓			
9:56 AM			
ified 9:56 9:56 9:56			



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

但Reporting Rules可以创建



Email日志搜索 Email Log search,工作中经常用,略

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		,		

) 		Devices Apps		Email log search Use email log search to find email messages your users send and receive. Learn about email log search
•	+	Generative AI		Predefined search Custom search
•	0	Security		
•	*	Data		Select an option*
٣	ıl.	Reporting		All messages from today
		Overview	Ŧ	
	•	Apps Reports		
		Cost Reports	1	Search
	Þ	User Reports		
	•	Devices		0 results
	•	Audit and investigation		Subject (or Message ID)
		Email Log Search		
		Google Workspace Apps Monthly Uptime		
		Carbon Footprint		

测试7

What is editable in a System Defined Rule?

- 1. Scope
- 2. Scope and Actions
- 3. Actions
- 4. 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?

- 1. Admin audit log
- 2. Refer to the audit log for each service and build an aggregated report
- 3. Use a BigQuery export

What information can you find on the main report (the highlights) page? (Choose 3)

- 1. Apps usage
- 2. Admin account status
- 3. Users account status
- 4. External file sharing

域名别名

它能给所有用户提供多一个邮件地址

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



Cancel

Add domain & start verification

Let's set up your domain

- Verify you own 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
 Image: Image

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



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

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?

- 1. Add their primary domain, subdomains and any aliases to your list of trusted/allowed domains
- 2. Add their primary domain to your list of allowed domains
- 3. Create a domain alias using their domain name in your Google Workspace account
- 4. 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?

1. Create a new Google Workspace account and add the domain as the primary domain for that account.

- 2. Add the new domain as a new (secondary) domain to your Google Workspace account.
- 3. Add the new domain as a subdomain to your Google Workspace account
- 4. 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)

- 1. Domain aliases can be applied to the primary and any secondary domains from the admin console
- 2. Domain aliases do not require additional Google Workspace licenses
- 3. Domain aliases require additional Google Workspace licenses
- 4. 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)

- 1. GWMME: GWS Migration for Microsoft Exchange
- 2. GWM: GWS Migrate
- 3. GWMHN: GWS for HCL Notes
- 4. DMS: Data Migration Service

用户用(少数人需求)

- 1. GWMMO: GWS Migration for Microsoft Outlook
- 2. 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

- 1. Status dashboard
- 2. Connect with help Assistant
- 3. View important alerts
- 4. Search for help
- 5. Contact Google support

其他工具

- 1. Google admin toolbox https://toolbox.googleapps.com/apps/main/
- 2. Browser Debugger

From: https://trident365.com/ - 三叉戟

Permanent link: https://trident365.com/doku.php?id=resources:courses:gws_c2&rev=1737607325



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