

# GOOGLE-WORKSPACE- ADMINISTRATOR<sup>Q&As</sup>

Google Cloud Certified - Professional Google Workspace Administrator

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## QUESTION 1

Your employer, a media and entertainment company, wants to provision Google Workspace Enterprise accounts on your domain for several world-famous celebrities. Leadership is concerned with ensuring that these VIPs are afforded a high degree of privacy. Only a small group of senior employees must be able to look up contact information and initiate collaboration with the VIPs using Google Workspace services such as Docs, Chat, and Calendar.

You are responsible for configuring to meet these requirements. What should you do?

- A. In the Users list, find the VIPs and turn off the User setting "Directory Sharing."
- B. Create a Group for the VIPs and their handlers, and set the Group Access Level to Restricted.
- C. In Directory Settings, disable Contact Sharing.
- D. Create separate Custom Directories for the VIPs and regular employees.

Correct Answer: D

<https://support.google.com/a/answer/7566446?hl=en>

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## QUESTION 2

Several customers have reported receiving fake collection notices from your company. The emails were received from `accounts.receivable@yourcompany.com`, which is the valid address used by your accounting department for such matters, but the email audit log does not show the emails in question. You need to stop these emails from being sent.

What two actions should you take? (Choose two.)

- A. Change the password for suspected compromised account `accounts.receivable@yourcompany.com`.
- B. Configure a Sender Policy Framework (SPF) record for your domain.
- C. Configure Domain Keys Identified Mail (DKIM) to authenticate email.
- D. Disable mail delegation for the `accounts.receivable@yourcompany.com` account.
- E. Disable "Allow users to automatically forward incoming email to another address."

Correct Answer: BC

<https://support.google.com/a/answer/33786?hl=en> <https://support.google.com/a/answer/174124?hl=en>

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## QUESTION 3

Your company's Google Workspace primary domain is "mycompany.com," and it has acquired a startup that is using another cloud provider with a domain named "mystartup.com." You plan to add all employees from the startup to your Google Workspace domain while preserving their current mail addresses. The startup CEO's email address is `andrea@mystartup.com`, which also matches your company CEO's email address as `andrea@mycompany.com`, even though they are different people. Each must keep the usage of their email. In addition, your manager asked to have all existing security policies applied for the new employees without any duplication. What should you do to implement the

migration?

- A. Create a secondary domain, mystartup.com, within your current Google Workspace domain, set up necessary DNS records, and create all startup employees with the secondary domain as their primary email addresses.
- B. Create an alias domain, mystartup.com, in your existing Google Workspace domain, set up necessary DNS records, and create all startup employees with the alias domain as their primary email addresses.
- C. Create a new Google Workspace domain with "mystartup.com," and create a trust between both domains for reusing the same security policies and sharing employee information within the companies.
- D. Create the startup employees in the "mycompany.com\" domain, and add a number at the end of the user name whenever there is a conflict. In Gmail > Routing, define a specific route for the OU that targets the startup employees, which will modify the email address domain to "mystartup.com," and remove any numbers previously added. In addition, confirm that the SPF and DKIM records are properly set.

Correct Answer: A

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#### QUESTION 4

You act as the Google Workspace Administrator for a company that has just acquired another organization. The acquired company will be migrated into your Workspace environment in 6 months. Management has asked you to ensure that the Google Workspace users you currently manage can efficiently access rich contact information in Workspace for all users. This needs to occur before the migration, and optimally without additional expenditure. What step do you take to populate contact information for all users?

- A. Bulk-upload the contact information for these users via CSV into the Google Directory.
- B. Use the Domain Shared Contacts API to upload contact information for the acquired company's users.
- C. Provision and license Google Workspace accounts for the acquired company's users because they will need accounts in the future.
- D. Prepare an uploadable file to be distributed to your end users that allows them to add the acquired company's user contact information to their personal contacts.

Correct Answer: B

The Domain Shared Contacts API lets your applications get and update external contacts that are shared with all users in a Google Workspace domain. Shared contacts are visible to all users of a Google Workspace domain and all Google services have access to the contact list <https://developers.google.com/admin-sdk/domain-shared-contacts/overview>

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#### QUESTION 5

Your organization is preparing to deploy Workspace and will continue using your company's existing identity provider for authentication and single sign-on (SSO). In order to migrate data from an external system, you were required to provision each user's account in advance. Your IT team and select users (~5% of the organization) have been using Workspace for configuration and testing purposes. The remainder of the organization can technically access their accounts now, but the IT team wants to block their access until the migrations are complete. What should your organization do?

- A. Remove Google Workspace license to prevent users from accessing their accounts now.

- B. Suspend users that the organization does not wish to have access.
- C. Add the users to the OU with all services disabled.
- D. Use Context-Aware Access to simultaneously block access to all services for all users and allow access to all services for the allowed users.

Correct Answer: C

<https://support.google.com/a/answer/182449?hl=en>

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## QUESTION 6

Your organization has noticed several incidents of accidental oversharing inside the organization. Specifically, several users have shared sensitive Google Drive items with the entire organization by clicking `anyone in this group with this link can view`. You have been asked by senior management to help users share more appropriately and also to prevent accidental oversharing to the entire organization. How would you best accomplish this?

- A. Create groups, add users accordingly, and educate users on how to share to specific groups of people.
- B. Disable sharing to the entire organization so that users must consciously add every person who needs access.
- C. Determine sharing boundaries for users that work with sensitive information, and then implement target audiences.
- D. Temporarily disable the Google Drive service for individuals who continually overshare.

Correct Answer: C

<https://support.google.com/a/answer/9934697?hl=en#zippy=::~:~:text=Why%20use%20target,for%20broad%20sharing.>

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## QUESTION 7

Your organization has a new security requirement around data exfiltration on iOS devices. You have a requirement to prevent users from copying content from a Google app (Gmail, Drive, Docs, Sheets, and Slides) in their work account to a Google app in their personal account or a third-party app. What steps should you take from the admin panel to prevent users from copying data from work to non-work apps on iOS devices?

- A. Navigate to "Data Protection" setting in Google Admin Console's Device management section and disable the "Allow users to copy data to personal apps" checkbox.
- B. Disable "Open Docs in Unmanaged Apps" setting in Google Admin Console's Device management section.
- C. Navigate to Devices > Mobile and endpoints > Universal Settings > General and turn on Basic Mobile Management.
- D. Clear the "Allow items created with managed apps to open in unmanaged apps" checkbox.

Correct Answer: A

[https://support.google.com/a/answer/6328700?hl=en&ref\\_topic=6079327#managed\\_apps&zippy=%2Cdata-actions](https://support.google.com/a/answer/6328700?hl=en&ref_topic=6079327#managed_apps&zippy=%2Cdata-actions) Allow users to copy Google Workspace items to personal apps Allows users to copy content from a Google app (such as Gmail, Drive, Docs, Sheets, Slides, Chat, and Meet) to a Google app in their personal account or a third-party app. Also allows users to drag content between Google apps, for any account.

To prevent users from copying or dragging information from their work account, or using the All inboxes feature (which combines messages from multiple Gmail accounts into one inbox), uncheck the box.

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## QUESTION 8

Your organization is part of a highly regulated industry with a very high turnover. In order to recycle licenses for new employees and comply with data retention regulations, it has been determined that certain Google Workspace data should be stored in a separate backup environment.

How should you store data for this situation?

- A. Use routing rules to dual-deliver mail to an on-premises SMTP server and Google Workspace.
- B. Write a script and use Google Workspace APIs to access and download user data.
- C. Use a third-party tool to configure secure backup of Google Workspace data.
- D. Train users to use Google Takeout and store their archives locally.

Correct Answer: C

<https://cloud.google.com/solutions/partners/backing-up-g-suite-data-with-spinbackup>

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## QUESTION 9

Your client is a 5,000-employee company with a high turn-over rate that requires them to add and suspend user accounts. When new employees are onboarded, a user object is created in Active Directory. They have determined that manually creating the users in Google Workspace Admin Panel is time-consuming and prone to error. You need to work with the client to identify a method of creating new users that will reduce time and error.

What should you do?

- A. Install Google Cloud Directory Sync on all Domain Controllers.
- B. Install Google Workspace Sync for Microsoft Outlook on all employees\' computers.
- C. Install Google Cloud Directory Sync on a supported server.
- D. Install Google Apps Manager to automate add-user scripts.

Correct Answer: C

<https://support.google.com/a/answer/6123896>

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## QUESTION 10

Your company frequently hires from five to ten interns for short contract engagements and makes use of the

same generically named Google Workspace accounts (e.g., user1@your-company.com, user2@your-company.com, user3@your-company.com). The manager of this program wants all email to these accounts routed to the manager\'s

mailbox account also.

What should you do?

- A. Setup address forwarding in each account's GMail setting menu.
- B. Set up recipient address mapping in GMail Advanced Settings.
- C. Configure an Inbound Gateway route.
- D. Give the manager delegated access to the mailboxes.

Correct Answer: B

<https://support.google.com/a/answer/6297084#address>

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## QUESTION 11

A company using Google Workspace has reports of cyber criminals trying to steal usernames and passwords to access critical business data. You need to protect the highly sensitive user accounts from unauthorized access. What should you do?

- A. Turn on password expiration.
- B. Enforce 2FA with a physical security key.
- C. Use a third-party identity provider.
- D. Enforce 2FA with Google Authenticator app.

Correct Answer: B

Reference: <https://support.google.com/a/answer/175197?hl=en>

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## QUESTION 12

Your organization is about to expand by acquiring two companies, both of which are using Google Workspace. The CISO has mandated that strict 'No external content sharing' policies must be in place and followed. How should you securely configure sharing policies to satisfy both the CISO's mandate while allowing external sharing with the newly acquired companies?

- A. Allow external sharing of Drive content for the IT group only.
- B. Create a Drive DLP policy that will allow sharing to only domains on an allowlist.
- C. Use shared drives to store the content, and share only individual files externally.
- D. Let users share files between the two companies by using the 'Trusted Domains' feature. Create an allowlist of the trusted domains, and choose sharing settings for the users.

Correct Answer: D

<https://support.google.com/a/answer/6160020?hl=en#zippy=%2Cgive-sharing-access-to-trusted-domains:-:text=only%2>

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0trusted%20domains-,Allow%20external%20sharing%20with%20only%20trusted%20domains,-Help%20and%20tips

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## QUESTION 13

You have enabled Automatic Room Replacement for your calendar resources, but it is not working for any instances of a conflict booking. What could be the issue?

- A. Automatic Room Replacement does not work on recurring events.
- B. This feature requires calendar event owners to have the Buildings and resources administrator privilege
- C. The calendar resources do not have the Resource Category configured as CONFERENCE\_ROOM
- D. The events have more than 20 attendees.

Correct Answer: A

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## QUESTION 14

User A is a Basic License holder. User B is a Business License holder. These two users, along with many additional users, are in the same organizational unit at the same company. When User A attempts to access Drive, they receive the following error: "We are sorry, but you do not have access to Google Docs Editors. Please contact your Organization Administrator for access." User B is not presented with the same error and accesses the service without issues.

How do you provide access to Drive for User A?

- A. Select User A in the Directory, and under the Apps section, check whether Drive and Docs is disabled. If so, enable it in the User record.
- B. In Apps > Google Workspace > Drive and Docs, select the organizational unit the users are in and enable Drive for the organizational unit.
- C. In Apps > Google Workspace, determine the Group that has Drive and Docs enabled as a service. Add User A to this group.
- D. Select User A in the Directory, and under the Licenses section, change their license from Basic to Business to add the Drive and Docs service.

Correct Answer: C

<https://support.google.com/a/answer/9050643>

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## QUESTION 15

You are the Workspace administrator for an international organization with Enterprise Plus Workspace licensing. A third of your employees are located in the United States, another third in Europe, and the other third geographically dispersed around the world. European employees are required to have their data stored in Europe. The current OU structure for your organization is organized by business unit, with no attention to user location. How do you configure Workspace for the fastest end user experience while also ensuring that European user data is contained in Europe?



- A. Configure a data region at the top level OU of your organization, and set the value to "Europe".
- B. Add three additional OU structures to designate location within the current OU structure. Assign the corresponding data region to each.
- C. Configure a configuration group for European users, and set the data region to "Europe".
- D. Configure three configuration groups within your domain. Assign the appropriate data regions to each corresponding group, but assign no preference to the users outside of the United States and Europe.

Correct Answer: C

<https://support.google.com/a/answer/7630496?hl=en#zippy=%2Cstep-set-the-organizational-structure> "put them in a configuration group (to set for users across or within departments)".

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