



**Free Questions for Google-Workspace-Administrator by  
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# Question 1

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## Question Type: MultipleChoice

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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?

### Options:

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- 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.

### Answer:

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B

### Explanation:

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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>

## Question 2

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**Question Type:** MultipleChoice

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Your company is using Google Workspace Business Standard. The company has five meeting rooms that are all registered as resources in Google Workspace and used on a daily basis by the employees when organizing meetings. The office layout was changed last weekend, and one of the meeting rooms is now a dedicated room for management. The CEO is complaining that anyone can book the room and requested this room to be used only by the management team and their executive assistants (EAs). No one else must be allowed to book it via Google Calendar. What should you do?

### Options:

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- A-** As a super administrator, modify the room calendar sharing settings, and limit it to the management and EAs group.
- B-** Delete the room from Google Workspace resources, and suggest using a spreadsheet shared with the management and EAs only for the room schedule.
- C-** As a super administrator, create a group calendar named "Management Room," and share it only with the management and the EAs.

**D-** Move the room resource to the management and EAs group so that only they can use it.

**Answer:**

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A

## Question 3

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**Question Type: MultipleChoice**

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When reloading Gmail in Chrome, the web browser returns a 500 Error. As part of the troubleshooting process, Google support asks you to gather logs. How can this be accomplished?

**Options:**

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**A-** Chrome > Window Context Menu > More Tools > Developer Tools > Network Tab > Reload the page to replicate the error > "Export HAR"

**B-** Admin.google.com > Reporting > Reports > Apps Reports > Gmail

**C-** chrome://net-export > Start Logging to Disk > Confirm validity with <https://netlog-viewer.appspot.com>

**D-** Chrome > Window Context Menu > More Tools > Task Manager > Screen Capture List of Running Processes

**Answer:**

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A

**Explanation:**

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chrome://settings/syncSetup

## Question 4

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**Question Type: MultipleChoice**

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As a Workspace Administrator, you want to keep an inventory of the computers and mobile devices your company owns in order to track details such as device type and who the device is assigned to. How should you add the devices to the company-owned inventory?

**Options:**

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**A-** Download the company owned inventory template CSV file from the admin panel, enter the serial number of the devices, and upload it back to the company owned inventory in the admin panel.

**B-** Download the company owned inventory template CSV file from the admin panel, enter the Device OS, serial number and upload it

back to the company owned inventory in the admin panel.

**C-** Download the company owned inventory template CSV file from the admin panel, enter the asset tag of the devices, and upload it back to the company owned inventory in the admin panel.

**D-** Download the company owned inventory template CSV file from the admin panel, enter the Device OS, asset tag and upload it back to the company owned inventory in the admin panel.

### **Answer:**

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A

### **Explanation:**

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<https://support.google.com/a/answer/7129612?hl=en#zippy=%2Cassigning-devices%2Cadd-android-devices-for-the-most-management-features~:text=Add%20devices%20to,and%20upload%20status.>

## **Question 5**

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### **Question Type: MultipleChoice**

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Your organization does not allow users to share externally. The security team has recently approved an exemption for specific members of the marketing team and sales to share documents with external customers, prospects, and partners. How best would you achieve

this?

**Options:**

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- A-** Create a configuration group with the approved users as members, and use it to create a target audience.
- B-** Enable external sharing for the marketing and sales organizational units.
- C-** Enable external sharing only to allowlisted domains provided by marketing and sales teams.
- D-** Create a configuration group with the approved users as members, and enable external sharing for this group.

**Answer:**

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D

**Explanation:**

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<https://support.google.com/a/answer/9224126?hl=en#zippy=%2COptions-for-configurations-groups:~:text=Using%20configurations%20groups,of%20your%20organization.>

## Question 6

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**Question Type: MultipleChoice**

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Your sales team, which is organized as its own organizational unit, is prone to receiving malicious attachments. What action should you take, as an administrator, to apply an additional layer of protection in the admin console for your sales team without disrupting business operation?

**Options:**

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- A-** Configure an attachment compliance rule to send any emails with attachments received by users within the sales team organizational unit to an administrator quarantine.
- B-** Configure an attachment compliance rule to strip any attachments received by users within the sales team organizational unit.
- C-** Configure the security sandbox feature on the sales team organizational unit.
- D-** Update the Email Allowlist in the admin console to only include IP addresses of known senders.

**Answer:**

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C

**Explanation:**

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<https://support.google.com/a/answer/7676854?hl=en#:~:text=As%20an%20administrator,malicious%20attachments.>



## Question 7

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**Question Type:** MultipleChoice

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Your organization is using Password Sync to sync passwords from Active Directory to Google Workspace. A user changed their network password and cannot log in to Google Workspace with the new password. What steps should you take to troubleshoot this issue?

### Options:

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- A- Reinstall Password Sync on all domain controllers.
- B- Reauthorize the Password Sync tool in the Google Workspace Admin Console.
- C- Confirm that the Password Sync service is running on all domain controllers.
- D- Reset the user's password in Active Directory.

### Answer:

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C

### Explanation:

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[https://support.google.com/a/answer/11237847?hl=en&ref\\_topic=4498019](https://support.google.com/a/answer/11237847?hl=en&ref_topic=4498019)

The network password is determined to be with AD. In this case, you must verify that password sync is installed on all domain controllers. This is the initial troubleshooting. After this troubleshooting, the logs of these connectors are taken

<https://www.youtube.com/watch?v=P-r8bvivZuM>

## Question 8

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**Question Type: MultipleChoice**

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Your IT team is being asked to fulfill a query by your organization's legal department that requires an MBOX file that will be shared to a third-party partner for eDiscovery. The query must be run on multiple users. Legal has no admin rights to Google Vault. What should you do to fulfil the request?

### Options:

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- A-** Create a Google Vault matter for each user account, and share the matters to the legal admin.
- B-** Create a Google Vault matter, search for data, and run an export for the legal department.
- C-** Use the Investigation Tool to search for the data requested, and export for the legal department.
- D-** Search for the data in Gmail, and export for the legal department.

**Answer:**

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B

**Explanation:**

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<https://support.google.com/vault/answer/2473458?hl=en>

## Question 9

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**Question Type: MultipleChoice**

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Your organization has just completed migrating users to Workspace. Many employees are concerned about their legacy Microsoft Office documents, including issues of access, editing, and viewing. Which two practices should you use to alleviate user concerns without limiting Workspace collaboration features? (Choose two.)

**Options:**

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- A-** Configure Context-Aware Access policies to block access to Microsoft Office applications.
- B-** Demonstrate the ability to convert Office documents to native Google file format from Drive.

- C-** Demonstrate and train users to use the Workspace Migrate tool.
- D-** Deliver training sessions that show the methods to access and edit native Office files in Drive, the Workspace file editors, and Drive for Desktop.
- E-** Continue to use installed Office applications along with Google Drive for Desktop.

**Answer:**

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B, D

## Question 10

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**Question Type:** MultipleChoice

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Your organization recently deployed Google Workspace. Your admin team has been very focused on configuring the core services for your environment, which has left you little time to pay attention to other areas. Your security team has just informed you that many users are leveraging unauthorized add-ons, and they are concerned about data exfiltration. The admin team wants you to cut off all add-ons access to Workspace data immediately and block all future add-ons until further notice. However, they approve of users leveraging their Workspace accounts to sign into third-party sites. What should you do?

**Options:**

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- A-** Modify your Marketplace Settings to block users from installing any app from the Marketplace.
- B-** Set all API services to "restricted access" and ensure that all connected apps have limited access.
- C-** Remove all client IDs and scopes from the list of domain-wide delegation API clients.
- D-** Block each connected app's access.

**Answer:**

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C

**Explanation:**

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<https://support.google.com/a/answer/162106?hl=en#zippy=%2Cview-edit-or-delete-clients-and-scopes:~:text=View%2C%20edit%2C%20or,immediately%20stop%20working.>

## Question 11

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**Question Type: MultipleChoice**

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A user reached out to the IT department about a Google Group that they own: info@company.com. The group is receiving mail, and each message is also delivered directly to the user's Gmail inbox. The user wants to be able to reply to messages directly from Gmail and have them sent on behalf of the group, not their individual account. Currently, their replies come from their individual account. What

would you instruct the user to do?

### Options:

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- A-** Create a new content compliance rule that matches the user's outgoing messages with the group copied, and have it modify the sender to be the group address.
- B-** Add the group as an email address that can be sent from within Gmail, and verify that the user has access. They can then choose to reply from the group.
- C-** Add the user's individual account as a delegate to the group's inbox. They can then toggle between the accounts and use the Gmail interface on behalf of the group.
- D-** Set the group address to be the default sender within the group's posting policies.

### Answer:

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B

### Explanation:

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<https://support.google.com/googlecloud/answer/10635789?hl=en>

## Question 12

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### Question Type: MultipleChoice

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Your company recently acquired an organization that was not leveraging Google Workspace. Your company is currently using Google Cloud Directory Sync (GCDS) to sync from an LDAP directory into Google Workspace. You want to deploy a second instance of GCDS and apply the same strategy with the newly acquired organization, which also has its users in an LDAP directory. How should you change your GCDS instance to ensure that the setup is successful? (Choose two.)

### Options:

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- A- Provide your current GCDS instance with admin credentials to the recently acquired organization's LDAP directory.
- B- Add an LDAP sync rule to your current GCDS instance in order to synchronize new users.
- C- Set up exclusion rules to ensure that users synced from the acquired organization's LDAP are not, suspended.
- D- Set up an additional instance of GCDS running on another server, and handle the acquired organization's synchronization.
- E- Upgrade to the multiple LDAP version of GCDS.

### Answer:

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C, D

### Explanation:

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<https://support.google.com/a/answer/7177266?hl=en#zippy=%2Ccan-i-sync-gcads-from-multiple-ldap-directories>

GCDS can only sync from a single LDAP directory. If you have multiple LDAP directories, it is recommended that you consolidate your LDAP server data into a single directory. You need to run 2 separate GCDS instances while creating exclusion rules to prevent suspensions/deletions.



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