GWA

Google Workspace Admin

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GWA - Version: 1

🕐 2 days Course

Description:

In this course the user will sign up for a Google Workspace account and configure your DNS records for Google Workspace. We will learn how to provision and manage your users. The course addresses Google workspace code services such as Gmail, Calendar, and Drive & Docs. The class will gain an understanding of Google Vault, Google's ediscovery service. You will understand the various admin console reports that are available and be able to search and filter the information in these reports. The user will see how multiple domains can be used with Google Workspace and learn how to add a new domain to an account.

Intended audience:

Prerequisites:

Objectives:

Setup a Google Workspace account and access and navigate the admin console.
Describe the key properties of the Google directory, and explain how an organizational structure can be used to simplify user and service management.
Provision users, groups and calendar resources in Google Workspace, and undertakendertake common user management tasks.
Describe the types of admin roles available in Google Workspace.
Describe how to manage and configure Google Workspace services for your organization.

Understand the mobile device management options available in Google Workspace.

Describe Google Vault and learn how to use it to retain, search and export your organization's data.

Be able to navigate and interpret Google Workspace admin reports and setup administrator alerts.

Configure settings such as password policies and recovery options. Describe best practices for implementing 2-step verification in your organization.

Understand the SSO options available and identify the differences between using Google as an Identity Provider versus a 3rd party provider.

Manage the Google Workspace Marketplace for your organization to ensure only trusted applications can be installed on your devices.

Use the security and alert centers to identify, triage, and take action on security and privacy issues in your organization.

Topics:

Getting familiar with Google Gorkplace fundamentals

- Chrome
- Gmail
- Google Calendar

Google Drive & Google Docs Editors

- Docs
- Sheets
- Slides

Google Meet & Google Chat

- starting video calls and conference calls
- Sending messages and group chats
- Managing chat rooms

Introduction to Google Workspace

- account setup
- adding users
- google groups
- google calander resources
- manage users
- Organizational structures
- Google Workspace Directory
- Admin roles

Managing Google Workspace

- Google Workspace services overview
- Gmail
- Calendar
- Drive and Docs
- Device management
- Google Vault
- Reporting
- Domain management

Google Workspace Security

- Common security settings
- SSO

- Application security
- Security tools

Google workspace mail managment

- Domain Name System (DNS) records
- Enhancing email security
- Email safety and end-user access
- Preventing of spam, phishing, and malware
- Compliance
- Mail routing

Planning for a Google Workspace Deployment

- Provisioning
- Data migration
- Coexistence
- Change management