

# Google Professional Workspace Administrator



## Online Course

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## Course Modules

### 1. Managing objects

- Managing account lifecycles by using provision & deprovision
- Configuring Google Drive
- Managing calendar and calendar resources
- Configuring and managing Groups for business



### 2. Configuring services

- Implement & manage Google Workspace configurations
- Configuring Gmail
- Configuring basic mail routing scenarios for split delivery
- Configuring a mail host
- Configuring end-user access to Gmail
- POP & IMAP access to align with corporate policies & reqmt
- Configuring administrator access for mail forwarding
- Enabling email delegation for an OU

### 3. Troubleshooting

- Troubleshooting mail delivery problems reported by users
- Thoot & collect logs & rprts needed to engage wth sprrt team
- Identify, classify, tshooting, & mitigating basic email attacks
- Tshooting Google Workspace access & performance issues



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## 4.Data access and authentication

- Config policies for all devices
- Config & implement Gmail DLP & sharing access control lists
- Managing third-party applications
- Configuring user authentication

## 5.Supporting business initiatives

- Using Vault to support legal initiatives
- Creating and interpreting reports for the business
- Supporting data import and export



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in terms of time management,  
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