

# Managing Google Workspace

## Course Resources

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### Train your Google Workspace users

- [Google Workspace User Training - Ramp Up Kit](#)

### Preparing your Google Workspace domain

- [Protect your domain](#)
- [Set up MX records for Google Workspace email](#)
- [About SPF](#)
- [Add an organizational unit](#)
- [Add or update multiple users from a CSV file](#)

### Managing services

- [Use groups to customize service access](#)
- [Choose when users get new features](#)
- [Turn on or off new services by default](#)

### Gmail

- [Configure all Gmail settings for your users](#)
- [Add a standard footer to users' outbound messages](#)
- [Set up rules for basic email content filtering](#)

### Calendar

- [Set Calendar visibility & sharing options](#)
- [Test scheduling resources](#)

### Drive and Docs

- [Set Drive users' sharing permissions](#)
- [Share and work with others](#)
- [Restore a deleted user's Drive files](#)
- [Transfer Drive files to a new owner](#)

- [Find or recover a file](#)
- [Recover deleted files and folders for Drive users](#)
- [Work on Google Docs, Sheets, & Slides offline](#)
- [Compare Backup and Sync & Google Drive for desktop](#)
- [Use Google Drive for desktop at home, work or school](#)

## Shared drives

- [Manage shared drives](#)
- [Move content to a shared drive](#)
- [Restore deleted shared drives or their files](#)

## Device management

- [Apply settings for Android mobile devices](#)
- [Approve, block, unblock, or delete a managed device](#)
- [Set up advanced mobile management](#)
- [Add company-owned devices to the inventory](#)

## Google Vault

- [Set up Vault for your organization](#)
- [Get started with Vault search and export](#)

## Reporting

- [Highlights report](#)
- [View Apps reports on your organization](#)
- [User reports: Accounts](#)
- [Check audit logs](#)
- [Manage rules to set up alerts and actions](#)

## Email log search

- [Track message delivery with Email Log Search](#)
- [View Email Log Search result details](#)
- [Interpret Email Log Search results](#)

## Domains

- [Limitations with multiple domains](#)
- [FAQ for multiple domains](#)
- [Allow external sharing with only trusted domains](#)

## Import and export

- [Migrate your organization's data to Google Workspace](#)
- [Export your organizations data](#)
- [How to download your Google data](#)