Introduction to Google Workspace Administration

Course Resources

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Train your Google Workspace users

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

Account setup

- [Protect your domain](#)
- [Set up MX records for Google Workspace email](#)
- [About SPF](#)

Adding users

- [Add an account for a new user](#)
- [Add or update multiple users from a CSV file](#)

Adding groups

- [Groups](#)
- [Create a group](#)
- [Add or invite users to a group](#)
- [Get started managing groups for an organization](#)

Calendar resources

- [Use Google Calendar structured resources](#)

Managing users

- [Manage or delete Google Workspace users in Google Domains](#)

Organizational structure

- [Add an organizational unit](#)

- [Move, rename, or delete an organizational unit](#)
- [Move users to an organizational unit](#)

Google Workspace Directory

- [Turn Directory on or off](#)
- [Add information to a user's Directory profile](#)
- [Let Directory users change their profile photo and information](#)
- [Add employee ID as a login challenge](#)
- [Customize a directory for a team or group](#)

Administrator roles

- [Make a user an admin](#)
- [Create, edit and delete custom admin roles](#)