TechyEdz Solutions

Training | Consulting | Developement | Outsourcing

ℹ To help teams stay connected while working remotely, we are extending Hangouts Meet premium features to all customers through 1 July 2020. Learn more ›

Dashboard
See relevant insights about your organisation

Users
Add or manage users

Groups
Create groups and mailing lists

Organisational units
Add, remove, rename, move or search for an organisational unit

Buildings and resources
Manage and monitor buildings, rooms and resources

Devices
Secure corporate data on devices

Apps
Manage apps and their settings

Security
Configure security settings

Reports
Monitor usage across your organisation

Billing
Manage subscriptions and billing

Company profile
Update information about your company

Admin roles
Manage administrative roles

Domains
Manage your domains

Data migration
Manage migration

Support
Talk to our support team

Set up Hangouts Meet video calling
Provides easy-to-join video calling for working remotely

LEARN MORE   NO, THANKS

Tools

Admin console setup
Hangouts Meet video calling setup
Get help from a partner
G Suite Marketplace
G Suite Status Dashboard
The G Suite Referral Programme
Data Export
Transfer tool for unmanaged users

Google Admin on mobile

GET IT ON Google Play   Download on the App Store

Get the Admin console app for Android and iOS devices.

G Suite Admin Console

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✉ contact@techyedz.com

🌐 www.techyedz.com

Admin Console Training

✚ Course Overview

This specialization has been developed to help administrators master the foundations of establishing and managing G Suite for their organization.

You will setup a new G Suite account, and explore provisioning options. You will learn how to manage users and become familiar with organizational structures and core services such as Gmail and Calendar. You will learn how to configure these services to meet your own needs for different parts of the organization.

You will be introduced to Google's best practices to protect your users and data. You will examine user and application security and become familiar with the Single Sign On (SSO) options available for your organization. You will be able to use the tools provided to identify security events and risks and mitigate problems that may arise.

You will configure email compliance and implement measures to protect your organization from spam, spoofing, phishing and malware attacks. You will also become familiar with the various mail routing options available.

Finally, you will learn Google's best practices for deploying G Suite into your organization.

✚ Course Outline:

Let's Start with G Suite

➢ Why G Suite ? and What is G Suite ?
➢ Admin Console overview
➢ DNS Configuration(MX,SPF,DKIM and DMARC)

Manage your Organization

➢ User Creation and Deletion
➢ Bulk Upload using Admin and Third-Party Tool
➢ Managing Users, restore data, restore user, reset password etc

> ➢ Admin Roles and Custom Admin

Google Groups

> ➢ Overview of Google Groups
> ➢ Manage Members
> ➢ Group Settings (Moderation, Posting, Auto Reply etc)
> ➢ Google Groups Tricks(No Email, Allow Posting for particular users)

Organizations Unit

> ➢ Importance of organizations Unit
> ➢ Control using OU
> ➢ OU Structure

Buildings and resources

> ➢ Overview of Buildings and resources
> ➢ Manage buildings and resources
> ➢ Demo using Google Calendar

Manage Google Application and Settings.

1. **Calendar**

> ➢ Service control using OU and Groups
> ➢ Control on external sharing
> ➢ Working Hours
> ➢ External Invitations

2. **Drive and Docs**

> ➢ Service control using OU and Groups
> ➢ Sharing control and link sharing
> ➢ Shared drive settings
> ➢ Transfer ownership

- Applications, features and templates

3. Gmail

- User settings and labs
- Host
- Default Routing
- Quarantine
- Safety features
- End-User control on Gmail
- Routing Rules
- Content Compliance Rule
- Append Footer
- Block Sender
- SMTP configuration

4. Hangout and Meet

- Chat Settings and control
- Meet Settings and Video Settings
- Advanced features of Meet (Live Stream and Recording)
- Meet Quality Tool

Device Management

- MDM: Basic Mode and Advanced Mode
- Work Profile and importance of Work Profile
- Chrome Management including policies

Security

- 2 Step Verification
- Less Secure Apps
- Password Management
- SSO
- Investigation Tool

- ➤ Alert Center
- ➤ Data Protection only overview
- ➤ API control

Reports and Audit Logs

- ➤ Admin and User reports
- ➤ Email Log Search
- ➤ Google Meet
- ➤ Drive
- ➤ Calendar
- ➤ Groups
- ➤ User Login

Domain Management

- ➤ Add Secondary Domain
- ➤ Add Domain Alias

Email and Data Migration

- ➤ DMS - Setup and configuration
- ➤ DMS - Migration reports

Learning Outcomes and Objectives:

- ➤ Understand Basic Concepts of Admin
- ➤ Managing Day to Day Activities using Admin Console
- ➤ Resolving L1 and L2 Queries

Advantages:

- ➤ Clear explanation on each topics
- ➤ Improve efficiency on managing Admin Console
- ➤ Interesting tips and tricks of Admin and Users
- ➤ Realized technology improvement

Prerequisites:

- There is no prerequisites

Who Can Attend:

- Any one can attend this course

Number of Hours: 25hrs

Key Features:

- ➢ One to One Training
- ➢ Online Training
- ➢ Fastrack & Normal Track
- ➢ Resume Modification
- ➢ Mock Interviews
- ➢ Video Tutorials
- ➢ Materials
- ➢ Real Time Projects
- ➢ Virtual Live Experience
- ➢ Preparing for Certification