#### **Account Setup**

1. What type of DNS record allows receiving mail servers to verify that the sending servers are authorized to send mail on your domain’s behalf?
2. Mail Exchanger (MX) record.
3. Sender Policy Framework (SPF) record.
4. Google Site Verification record.
5. CNAME (Alias) record.
6. What must you do before you can start to use G Suite services?
7. Provide Google with proof of identity.
8. Verify that you own the domain that you want to associate with G Suite.
9. Configure MX records to point to Google.
10. All of the above.
11. Typically how long after a new features are released to the Rapid release track will they be released on the Scheduled release track?
12. At least 1 month
13. At least 2 weeks
14. At least 1 week
15. At least 3 months

**Adding Users**

1. Your company just acquired a 100-employee startup and you quickly need to add the new employees to your domain. Using the Admin console, which is the most efficient way to add new users all at once?
2. Add the new users manually
3. Have them create their own accounts with the “Invite users” option.
4. Add all the new users at once from a .csv file.
5. Use GCDS to provision your new users.
6. When adding users individually, how are passwords established?
7. G Suite requires the admin to manually add passwords for every single user that is added to the domain.
8. The admin can enter a password manually or allow the console to generate a temporary password for the new user.

C Admins need to upload a default password to G Suite before adding any users.

1. None of these.
2. Which of the following are required when adding multiple users via a CSV file?
3. First Name
4. Last Name
5. Email Address
6. Password
7. All of these
8. What is the minimal amount of characters required of G Suite passwords?
9. 10 characters
10. 6 characters
11. 8 characters
12. 12 characters
13. How does GCDS sync directory information?
14. It updates the local LDAP directory with G Suite information.
15. It updates G Suite with information from the local LDAP directory.
16. It provides a two-way sync that relies on object modified dates to determine which directory wins.
17. GCDS is used for provisioning only.

#### **Adding Groups**

1. What methods can be used to create a Google Group?
2. From the admin console.
3. Using the Groups for Business service at [groups.google.com](https://groups.google.com/" \o "groups.google.com" \t "/home/sherwinowen/Documents\\x/_blank).
4. Using GCDS.
5. All of the above.
6. You have created an Announcement group and you want to ensure that all users in your organization receive emails sent to the group. How would you do this?
7. Add all members to group individually. As new people join the organization you must manually add these.
8. Check the 'Add all current and future users of <your company> to this group' setting when adding members for the first time.
9. Once you have create the group, use GCDS to update membership.
10. Once you have created the group, use the Admin SDK to update membership
11. What type of groups can be created from the Groups for Business service?
12. Q&A groups.
13. Web forums.
14. Administration groups
15. Collaborative inboxes

#### **Adding Calendar Resources**

1. Which of the following statements are true? (Choose 2)
2. Resources are normally associated with a building so it is recommended that buildings are defined first and you choose the building when adding the resource.
3. Resources belong to a building so you cannot add a resource without a building definition.
4. Features (such as video, audio equipment) are associated with a Building.
5. Features (such as video, audio equipment) are associated with a Resource.
6. Once you have created your resources, how do you manage the resource calendar settings?
7. From the Buildings and Resources area in the admin console.
8. From Google Calendar.
9. From the admin console or Google Calendar.
10. From the Calendar service settings in the admin console.
11. What can be defined when creating a Resource? (Choose 2)
12. Name
13. Capacity
14. Email address.
15. Physical address.

#### **Managing Users**

1. When you delete a user which of the following can be transferred to a new owner?
2. Email.

B.Contacts.

C. Calendar.

D. Sites.

1. What is the behavior for a suspended user? (Choose 2)
2. The user can log in and view their account but not add any new content (emails, docs, calendar events, etc..)
3. A suspended user cannot login to their account.
4. Email and new calendar invites are blocked on a suspended users account.
5. A suspended user cannot log in to G Suite but they do continue to receive email and calendar invites.
6. How are site-based licenses assigned to users?
7. They are manually assigned by the administrator.
8. Site based licenses are automatically assigned to all users in the organization.
9. Site based licenses can be manually or automatically assigned by the administrator.
10. Under what conditions can a forgotten password be recovered by a user?
11. Never. Only administrators can recover a forgotten password.
12. By default every user can recover their password from the G Suite sign in page.
13. Only if the administrator has enabled non-admin password recovery.
14. Only if the organization is using SSO.
15. To allow a single user to receive email in their Gmail inbox addressed to multiple addresses you would add?
16. A domain alias.
17. An email alias.
18. A new account pointing to the existing user's inbox.
19. Any of the above.

#### **Organizational Structure**

1. You want to enable Google+ for your full-time employees but restrict access to your contactors. Which method could be used to do this?
2. Restrict access to Google+ in the Google+ profile for each contractor.
3. Disable the Google+ service in the user profile for each contractor.
4. Move the contractors into an OU and turn off Google+ for that OU.
5. Create a Google group, add the contractors to the group, and turn off Google+ for the group.
6. Which of these statements are true about G Suite OUs? (Choose 2)
7. A user may belong to multiple OUs.
8. A G Suite account may contain multiple OUs.
9. A user may belong to one OU only.
10. OUs are comprised of groups.
11. How do settings inherit across OUs?
12. All settings for all OUs, no matter the hierarchy, start out the same.
13. Each child OU inherits settings from its parent, which you can then customize.
14. All settings are the same for each level within the organizational hierarchy.
15. You must manually configure the settings for each new organizational unit you add to your account.

#### **Cloud Directory**

1. Users across your organization regularly email your suppliers and would like to have G Suite automatically auto-complete their email addresses in Gmail. What should you do?
2. Place these external email addresses into a Google Group and ask your users to email the group.
3. Use the Domain Shared Contacts API to add these external users to your directory.
4. Create G Suite accounts in your organization for these contacts and configure a forwarding rule for each account.
5. Ask your users to add this shared contact information to their personal contacts list.
6. What can you add to a user's profile that can be used by Google as a login challenge when they suspect that an unauthorized person is trying to access a user’s account.
7. Birthday.
8. Job title.
9. Employee ID.
10. Work location.
11. Where are custom directories defined for a user?
12. On the user's profile page.
13. In a custom directory group in which the user is a member.
14. In the users OU.
15. In the user's domain settings.
16. All of the settings below can be changed by a user from their [About me](https://myaccount.google.com/profile" \o "About me" \t "/home/sherwinowen/Documents\\x/_blank) page but which are editable by default? (Choose 2)
17. Name.
18. Birthday.
19. Photo.
20. Work Location.
21. Gender.

#### **Administrator Roles**

1. What’s the recommended way to create a custom administrator role for your domain?
2. Create a new role and choose the required privileges.
3. Create a new role based on a role template.
4. Duplicate an existing role and edit the privileges.
5. Choose custom administrator option when manually adding the user.
6. You can assign more than one administrator role to a user.

True

False  
  
3. When assigning an administrative role to a single user, where in the user's account page do you assign the role?  
  
A. Groups  
B. License  
C. Security  
D. Admin roles and privileges  
  
4. Privileges in a pre-built administrator role can be customized.

True  
False