#### **G Suite Services Overview**

1. For a domain that has implemented an organizational hierarchy, at what levels can G Suite services such as Sites and Gmail be turned on AND off? (Choose 2)
2. At the group level
3. At the organization level
4. At the OU level
5. At the individual level
6. At the domain level
7. Which four of these apps are G Suite core services that are covered in the G Suite Terms of Service? (Choose 4)
8. Google Drive
9. Sites
10. Google Calendar
11. Google+
12. Blogger
13. What is the correct pathway in the admin console to getting to G Suite's core services list?
14. Admin Console > Apps > Additional Google services
15. Admin Console > Apps > Marketplace apps
16. Admin Console > Apps > G Suite
17. Admin Console > Apps > SAML apps
18. All Additional Google services are turned ON by default.  
      
    True  
    False

#### **Gmail**

1. Which of the following settings cannot be set from the Gmail service settings?
2. Allow users to set Gmail themes
3. Default language
4. Allow users to delegate access to their mailbox
5. Name format
6. Which of these settings are controlled by the users from their Gmail settings? (Choose 2)
7. Display language for the Gmail interface
8. Name format (eg. First, Last)
9. Create a personal email alias
10. Add POP3 accounts to the user’s inbox
11. In order to allow users to add experimental, pre-release features to their Gmail, what do you need to enable?
12. Gmail Experiments
13. Gmail Labs
14. Gmail-X
15. Gmail Incognito
16. Which of the following actions can be taken on a message when an attachment compliance rule is matched? (Choose 3)
17. Modify message
18. Deliver message
19. Reject message
20. Quarantine message

#### **Calendar**

1. Which Calendar settings can an administrator control for everyone in the organization? (Choose 2)

A. Highest level of external sharing for primary calendars

1. Time zone selections for calendar display
2. Default level of internal sharing for primary calendars
3. Calendar delegation to other users
4. Access to individual calendar labs
5. What are Calendar Resources? (Choose 2)
6. Calendar dates
7. Contacts
8. Bookable equipment
9. Bookable conference rooms
10. What can users control when it comes to their Calendar?
11. Users control what they share externally from their primary calendar
12. Users can create their own resources
13. Users control what they share externally from their secondary calendars
14. Users control what they share internally
15. What are recommended to be configured before adding resources to the organization? (Choose 2)

A. Features

1. Locations
2. Buildings
3. Groups to provide access to each resource

#### **Drive and Docs**

1. Your company wants to implement the policy that new documents will be shared internally with everyone in the company. This way users won’t have to explicitly share new documents with others. What’s the recommended way to set this up?
2. Change Link Sharing Defaults to "ON - Anyone at your organization with the link"
3. Have users save their docs to a shared drive that everyone belongs to
4. Have users save their docs to a Google Group that everyone belongs to
5. Have users save their docs to a My Drive folder that is shared with everyone
6. Your company allows external sharing of documents but your CEO is concerned about how documents are shared externally. As the administrator, which additional protections might you put in place? (Choose 2)
7. Ensure users are only allowed to share with users in the global directory.
8. Require a Google sign in when viewing a shared file
9. Enable the feature that warns users when sharing outside the organization
10. Allow users to share publicly
11. A user left your company last month and you deleted their G Suite account 15 days ago. You have been contacted as the administrator and asked if you can recover the deleted user's documents, What should do?
12. Advise the requester that you cannot restore a deleted user's files.
13. Restore the files from the deleted user's account
14. Advise the requestor that 14 days after account deletion, all data is purged so you cannot recover any documents
15. Restore the user, transfer the files to a new owner, and delete the user again.
16. From which places can you transfer file ownership from one user to another? (Choose 2)
17. The user's profile in the admin console
18. When deleting a user from the admin console
19. From the Drive and Docs service settings page
20. From the user's My Drive folder
21. What actions can you take as administrator from the Managed shared drives area in the admin console? (Choose 3)
22. Restore a deleted drive or files
23. Delete a shared drive
24. View drive contents
25. Manage shared drive sharing settings
26. Manage members

#### **Device Management**

1. What icon do you click on the admin console in order to access the Google Device Management toolset?
2. Company profile
3. Apps
4. Mobile Management
5. Devices
6. Which of the following features are only available in advanced management? (Choose 2)
7. Android app management
8. Device approvals
9. Android work profiles
10. Remote account wipe
11. An end user in your organization has lost their device. This is a personal device with a work profile. Based on this training, what would be your next step?
12. Ask the user where they think they lost the device, and wait for them to find it
13. Immediately get your user a new mobile device
14. Wipe the device to remove the user's work profile
15. Suspend the user
16. How can you automatically manage a device that falls out of compliance with your organization's policies?
17. Add a data loss prevention (DLP) rule
18. Add a device management rule
19. Add a compliance rule
20. None of the above

#### **Google Vault**

1. What data types are supported by Vault? (Choose 3)
2. Sites  
   B. Groups  
   C. Drive  
   D. Contacts  
   E. Meet
3. When is a default retention rule applied to a message or a file?  
     
   A. Always, default retention rules take precedence over custom retention rules and holds  
   B. Only when there are no applicable custom retention rules or holds in place  
   C. Always unless the user is on hold  
   D. Always unless a custom retention rule applies
4. What constraints/filters are available in the search form? (Choose 3)  
     
   A. Data Type (Mail, Drive etc)  
   B. Domain  
   C. Organizational Unit (OU)  
   D. Specific Accounts
5. How long are export files available for download?  
     
   A. Indefinitely  
   B. 30 days  
   C. 15 days  
   D. Until the matter is closed

#### **Reporting**

1. What information can you find on the main report (the highlights) page? (Choose 2)

1. Apps usage
2. Users account status
3. Admin account status
4. File sharing
5. Your IT manager would like to know what changes have been made to your G Suite organizations settings. Where would you find this information?
6. Admin audit log
7. Refer to the audit log for each service and build an aggregated report
8. Use a BigQuery export
9. What is editable in a System Defined Rule.
10. Scope
11. Condition
12. Actions
13. None of the above

#### **Domain Management**

1. Your organization has just purchased another company that has their own domain. They will be using G Suite and you want them to be able to continue receiving email to their existing address. What approach would you take?
2. Add the new domain as a domain alias to your G Suite account.
3. Add the new domain as a subdomain to your G Suite account
4. Add the new domain as a new (secondary) domain to your G Suite account.
5. Create a new G Suite account and add the domain as the primary domain for that account.
6. Your company regularly works with another company that also uses G Suite and you wish to make it easier for users to collaborate using Drive. What action would you take?
7. Add their domain name to your list of trusted domains
8. Create a domain alias using their domain name in your G Suite account
9. Add their primary domain, subdomains and any aliases to your list of whitelisted domains
10. Add their primary domain to your list of whitelisted domains
11. Which of the following are true about a domain alias? (Choose 2)
12. Domain aliases require additional G Suite licenses
13. Domain aliases do not require additional G Suite licenses
14. Domain aliases can be applied to the primary and any secondary domains from the admin console
15. Domain aliases can only be applied to the primary domain from the admin console