



GOOGLE-WORKSPACE- ADMINISTRATOR^{Q&As}

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QUESTION 1

Your company is using Google Workspace Business Standard. The company has five meeting rooms that are all registered as resources in Google Workspace and used on a daily basis by the employees when organizing meetings. The office layout was changed last weekend, and one of the meeting rooms is now a dedicated room for management. The CEO is complaining that anyone can book the room and requested this room to be used only by the management team and their executive assistants (EAs). No one else must be allowed to book it via Google Calendar. What should you do?

- A. As a super administrator, modify the room calendar sharing settings, and limit it to the management and EAs group.
- B. Delete the room from Google Workspace resources, and suggest using a spreadsheet shared with the management and EAs only for the room schedule.
- C. As a super administrator, create a group calendar named "Management Room," and share it only with the management and the EAs.
- D. Move the room resource to the management and EAs group so that only they can use it.

Correct Answer: A

QUESTION 2

Your company frequently hires from five to ten interns for short contract engagements and makes use of the same generically named Google Workspace accounts (e.g., user1@your-company.com, user2@your-company.com, user3@yourcompany.com). The manager of this program wants all email to these accounts routed to the manager's mailbox account also.

What should you do?

- A. Setup address forwarding in each account's GMail setting menu.
- B. Set up recipient address mapping in GMail Advanced Settings.
- C. Configure an Inbound Gateway route.
- D. Give the manager delegated access to the mailboxes.

Correct Answer: B

Explanation: <https://support.google.com/a/answer/6297084#address>

QUESTION 3

Your organization has enabled spoofing protection against unauthenticated domains. You are receiving complaints that email from multiple partners is not being received. While investigating this issue, you find that emails are all being sent to quarantine due to the configured safety setting. What should be the next step to allow uses to review these emails and reduce the internal complaints while keeping your environment secure?

- A. Add your partner domains IPs to the Inbound Gateway setting.



- B. Change the spoofing protection to deliver the emails to spam instead of quarantining them.
- C. Add your partner sending IP addresses to an allowlist.
- D. Change the spoofing protection to deliver the emails to inboxes with a custom warning instead of quarantining them.

Correct Answer: B

<https://support.google.com/a/answer/9157861?hl=en#:~:text=Move%20email%20to,with%20this%20action.>

QUESTION 4

Your organization syncs directory data from Active Directory to Google Workspace via Google Cloud Directory Sync. Users and Groups are updated from Active Directory on an hourly basis. A user's last name and primary email address have to be changed. You need to update the user's data.

What two actions should you take? (Choose two.)

- A. Add the user's old email address to their account in the Google Workspace Admin panel.
- B. Change the user's primary email address in the Google Workspace Admin panel.
- C. Change the user's last name in the Google Workspace Admin panel.
- D. Change the user's primary email in Active Directory.
- E. Change the user's last name in Active Directory.

Correct Answer: DE

<https://support.google.com/a/answer/106368?hl=en>

QUESTION 5

The CEO of your company has indicated that messages from trusted contacts are being delivered to spam, and it is significantly affecting their work. The messages from these contacts have not always been classified as spam. Additionally, you recently configured SPF, DKIM, and DMARC for your domain. You have been tasked with troubleshooting the issue.

What two actions should you take? (Choose two.)

- A. Obtain the message header and analyze using Google Workspace Toolbox.
- B. Review the contents of the messages in Google Vault.
- C. Set up a Gmail routing rule to whitelist the sender.
- D. Conduct an Email log search to trace the message route.
- E. Validate that your domain is not on the Spamhaus blacklist.

Correct Answer: AC



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