

# GOOGLE-WORKSPACE-ADMINISTRATOR<sup>Q&As</sup>

Google Cloud Certified - Professional Google Workspace Administrator

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# **QUESTION 1**

You are a Workspace Administrator with a mix of Business Starter and Standard Licenses for your users. A Business Starter User in your domain mentions that they are running out of Drive Storage Quota. Without deleting data from Drive, what two actions can you take to alleviate the quota concerns for this user? (Choose two.)

- A. Add other users as "Editors" on the Drive object, thus spreading the storage quota debt between all of them.
- B. Manually export and back up the data locally, and delete the affected files from Drive to alleviate the debt.
- C. Make another user the "Owner" of the Drive objects, thus transferring the storage quota debt to them.
- D. Perform an API query for large storage drive objects, and delete them, thus alleviating the quota debt.
- E. Move the affected items to a Shared Drive. Shared Drives transfer ownership of the drive item to the domain itself, which alleviates the quota debt from that user.

Correct Answer: CE

#### **QUESTION 2**

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

## **QUESTION 3**

Your organization does not allow users to share externally. The security team has recently approved an exemption for specific members of the marketing team and sales to share documents with external customers, prospects, and partners. How best would you achieve this?

- A. Create a configuration group with the approved users as members, and use it to create a target audience.
- B. Enable external sharing for the marketing and sales organizational units.



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- C. Enable external sharing only to allowlisted domains provided by marketing and sales teams.
- D. Create a configuration group with the approved users as members, and enable external sharing for this group.

Correct Answer: D

#### **QUESTION 4**

All Human Resources employees at your company are members of the "HR Department" Team Drive. The HR Director wants to enact a new policy to restrict access to the "Employee Compensation" subfolder stored on that Team Drive to a small subset of the team.

What should you do?

- A. Use the Drive API to modify the permissions of the Employee Compensation subfolder.
- B. Use the Drive API to modify the permissions of the individual files contained within the subfolder.
- C. Move the contents of the subfolder to a new Team Drive with only the relevant team members.
- D. Move the subfolder to the HR Director\\'s MyDrive and share it with the relevant team members.

Correct Answer: C

"Inherited permissions can\\'t be removed from a file or folder in a shared drive". ref: https://developers.google.com/drive/api/v3/manage-sharing

## **QUESTION 5**

A user is reporting that external, inbound messages from known senders are repeatedly being incorrectly classified as spam. What steps should the admin take to prevent this behavior in the future?

- A. Modify the SPF record for your internal domain to include the IPs of the external user\\'s mail servers.
- B. Update the spam settings in the Admin Console to be less aggressive.
- C. Add the sender\\'s domain to an allowlist via approved senders in the Admin Console.
- D. Instruct the user to add the senders to their contacts.

Correct Answer: C

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