
Google Workspace administrator

1.Introduction to Google Workspace

- 1.1 Overview of Google Workspace and its core applications.
- 1.2 Understanding the benefits of using Google Workspace for organizations.

2.Google Workspace Setup

- 2.1 Domain registration and verification.
- 2.2 Configuring DNS settings for Google Workspace.
- 2.3 Setting up user accounts and organizational units (OUs).

3.User Management

- 3.1 Creating and managing user accounts.
- 3.2 Assigning licenses and permissions.
- 3.3 Password policies and security settings.
- 3.4 User provisioning and deprovisioning.

4.Security and Compliance

- 4.1 Security best practices for Google Workspace.
- 4.2 Two-factor authentication (2FA) and single sign-on (SSO).
- 4.3 Data loss prevention (DLP) policies.
- 4.4 Audit logs and reporting.

5.Email Management

- 5.1 Configuring Gmail settings.
- 5.2 Spam and malware protection.
- 5.3 Email routing and forwarding.



6. Calendar and Collaboration Tools

- 6.1 Managing Google Calendar settings.
- 6.2 Sharing and collaborating on Google Docs, Sheets, and Slides.
- 6.3 Managing Google Drive storage and access.

7. Mobile Device Management (MDM)

- 7.1 Configuring mobile device policies.
- 7.2 Enforcing security settings on mobile devices.
- 7.3 Mobile app management

8. Google Meet and Chat

- 8.1 Setting up and managing Google Meet for video conferencing.
- 8.2 Using Google Chat for real-time communication.
- 8.3 Integration with Calendar.

9. Data Migration

- 9.1 Migrating data from legacy systems to Google Workspace.
- 9.2 Data transfer and synchronization tools.

10. Updates and New Features

- 10.1 Staying informed about Google Workspace updates
- 10.2 Managing feature releases within your organization.

11. Billing and Cost Management

11.1 Managing billing and subscription details.

11.2 Cost optimization strategies.

12. Advanced Configuration (Optional)

12.1 Customizing organizational settings.

12.2 API integrations and automation.

12.3 Advanced security configurations.