

# 第2章 管理GWS

## 练习1

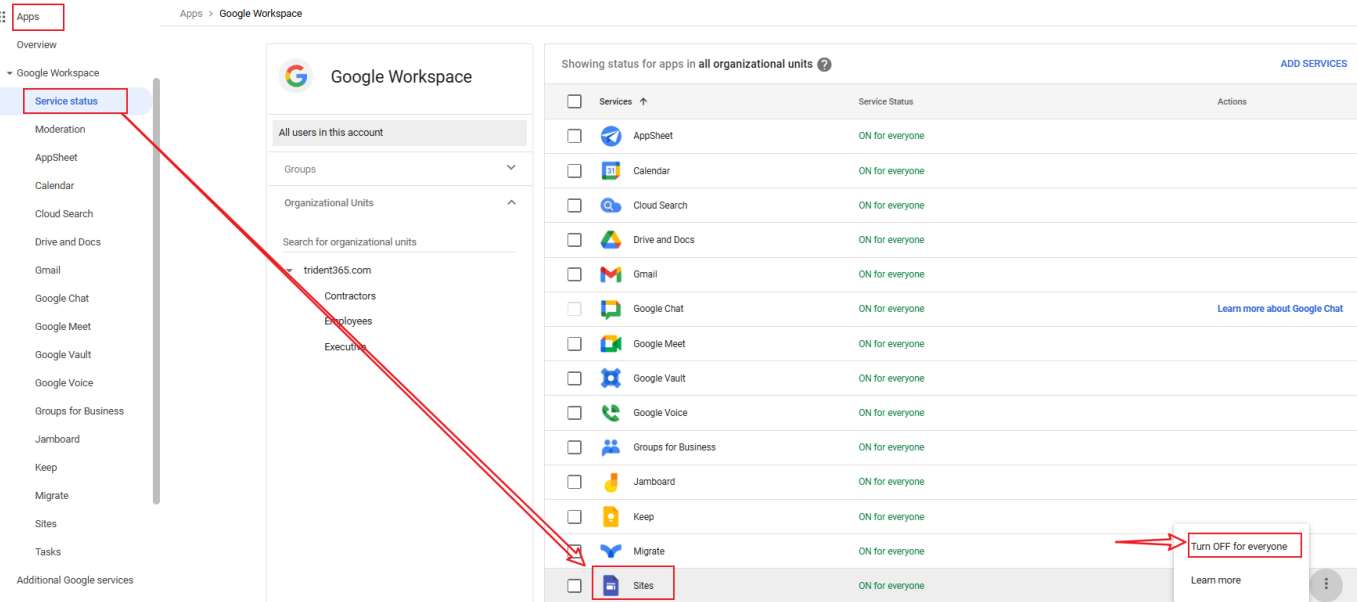
准备GWS的域名，这个在第一章已经完成了，跳过。

## 练习2

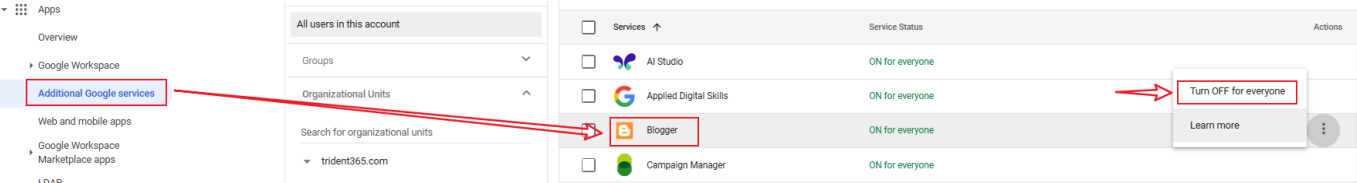
打开或关闭某个Service主要有以下几类

- 1. Google workspace,包括Gmail、Calendar,Drive,Docs等，属于核心服务
- 2. Additional Google Service,如Blogger、Google Books等，不属于GWS的技术支持范围
- 3. Marketplace apps,这些是第三方应用。

现在要针对所有用户，关闭Sites（谷歌网站）这个服务



然后再关闭Blogger服务，因为它不属于核心服务，所以要选择AdditionalGoogleService，然后找到Blogger同样的方法OFF



检查是否生效，从9个点处找到Sites，点击后发现无权访问。

We are sorry, but **you do not have access to Sites**. Please log in to your Admin Console to enable it. [Go here to learn more.](#)

[Sign in with a different account](#)



有些服务依赖于其他服务，所有依赖的服务ON之后才能访问

## 练习2

针对某个OU进行前面关闭的Sites功能的ON操作

Search for organizational units

trident365.com

- Contractors
- Employees
- Executive**

Service	Status	Inherited
<input type="checkbox"/> Drive and Docs	ON	Inherited
<input type="checkbox"/> Gmail	ON	Inherited
<input type="checkbox"/> Google Chat	ON	Inherited
<input type="checkbox"/> Google Meet	ON	Inherited
<input type="checkbox"/> Google Vault	ON	Inherited
<input type="checkbox"/> Google Voice	ON	Inherited
<input type="checkbox"/> Groups for Business	ON	Inherited
<input type="checkbox"/> Jamboard	ON	Inherited
<input type="checkbox"/> Keep	ON	Inherited
<input type="checkbox"/> Migrate	ON	Inherited
<input type="checkbox"/> <b>Sites</b>	OFF	Inherited

ON (Override)  
OFF (Override)  
Learn more

只选择Executive这个OU，然后选择Sites，ON，Override，即可。再关闭Google Chat，有点奇怪的Chat没有3个点可以直接OFF，需要点开后再OFF

Google Chat

Groups

Organizational Units

Search for organizational units

trident365.com

- Contractors**
- Employees
- Executive

Showing settings for users in Contractors

Service Settings

Chat

Inherited

Select which chat services are available to your users. [Learn more](#)

☒ ON for everyone

☐ OFF for everyone

Override will override the settings inherited from the parent organizational unit. Most changes take effect in a few minutes. [Learn more](#)  
You can view prior changes in the [Audit log](#)

CANCEL **OVERWRITE**

## 练习3

针对Groups，ON某一个服务，新开一个Edge浏览器的无痕浏览，然后以Ellie.gray的账号登录，确认她无法访问Google Sites



很抱歉，您无权使用 Google 协作平台。以下是一些可能的原因：

- 管理您账号的组织已为其用户停用这项服务。
- 贵组织的**管理员**可能暂时停用了您的账号。
- 您的 Google Workspace 订阅可能已不再有效。

如要使用这项 Google 服务，您可能需要尝试使用其他账号登录。如果仍需帮助，请与**贵组织的**管理员****联系。

创建一

个新Group

Group details

Group name \*

Access Sites

Enter a name that identifies the group in lists and messages.

Group email \*

access.sites

@

trident365.com

Enter an email address for the group.

Group description

Users with access to the sites service regardless of their OU setting

Enter the purpose of the group or how it's used.

Group owners

Who will have the owner role for this group.

Search for a user's name or email address

Group labels

☒ Mailing

For email and distribution lists

☐ Security

To easily identify and manage groups you apply policies to, such as access control, add the Security label to them. [Learn about security groups](#)

For controlling access to sensitive data and resources. You can't remove this label.

NEXT

添加Ellie到该组，然后切换到Apps>Google Workspace>Service Status,Groups搜索，找到Access.Sites,然后在右侧找到Sites选择TURN ON 再次访问Sites发现已经可以打开了。

Google Workspace

Service status

All users in this account

Groups

Search for a group

Access Sites  
access.sites@trident365.com

Showing status for apps in Access Sites

Services	Service Status	Actions
<input type="checkbox"/>	AppSheet	
<input type="checkbox"/>	Calendar	
<input type="checkbox"/>	Cloud Search	
<input type="checkbox"/>	Drive and Docs	
<input type="checkbox"/>	Gmail	
<input type="checkbox"/>	Google Chat	<a href="#">Learn more about Google Chat</a>
<input type="checkbox"/>	Google Meet	
<input type="checkbox"/>	Google Vault	
<input type="checkbox"/>	Google Voice	
<input type="checkbox"/>	Groups for Business	
<input type="checkbox"/>	Jamboard	
<input type="checkbox"/>	Keep	
<input type="checkbox"/>	Migrate	
<input type="checkbox"/>	Sites	<a href="#">TURN ON</a>



1.如果某个服务已经为整个组织ON了，那么在Group设定中不能把它OFF 2.一个Access Group可以包括任意OU的用户，也可以包含另一个Group（在Member里添加）

## 练习4

### 设置服务的发布通道（快慢）

Account settings > Preferences

Account settings

Preferences

Release preferences

New features

Choose how to release new product features to your organization. Learn more about [release tracks](#) and [upcoming features](#)

Scheduled release

☐ Rapid release - Your users receive new features when Google releases them

☒ Scheduled release - Your users receive new features typically 1-2 weeks after Rapid Release. You can learn about the feature and notify users before it's released

CANCEL SAVE

## 测试1

For a domain that has implemented an organizational hierarchy, at what levels can Google Workspace services such as Sites and Gmail be turned on AND off? (Choose 2)

1. At the domain level
2. At the organization level
3. **At the OU level**
4. **At the group level**

What is the correct pathway in the admin console to getting to Google Workspace core services list?

1. Admin Console > Apps > Additional Google services
2. Admin Console > Apps > SAML apps

### 3. Admin Console > Apps > Google Workspace

#### 4. Admin Console > Apps > Marketplace apps

All Additional Google services are turned ON by default.

1. True
2. **False**



有少数Additional Google Service是默认OFF的，如CS First和EarlyAccessApps

Which four of these apps are Google Workspace core services that are covered in the Google Workspace Terms of Service? (Choose 3)

1. **Sites**
2. Blogger
3. Currents
4. **Google Drive**
5. **Google Calendar**

#### ## 练习1 配置Gmail的通用用户设置

1. 允许用户选择自己喜欢的主题
2. 不允许邮件发送已读回执
3. 允许用户代理访问邮箱
4. 允许离线Gmail
5. 不允许外包商代理访问邮箱或是使用离线Gmail

Gmail web offline

Applied at 'trident365.com'

Gmail web will natively run offline (Chrome only). [Learn more](#)

This replaces the Gmail offline Chrome application.

☒

Enable Gmail web offline

Offline data on device

From the Gmail settings, users can choose whether offline data is kept/removed from their computer after they sign out of their Google account. Keeping data on the device is not recommended on shared computers. Deleting data on sign out will require Gmail to be resynced each time users sign in, which may take a few hours.

☐

Force deletion of offline data on sign out of Google account

Users will not be able to choose whether offline data is kept or removed on sign out.

i

Most changes take effect in a few minutes. [Learn more](#)

You can view prior changes in the [Audit log](#)

1 unsaved change

CANCEL

SAVE

再选择Contractors的OU，关闭Gmail离线模式，也关闭邮件代理访问。

trident365.com

Contractors

Employees

Executive

Name format

Inherited from 'trident365.com'

Names containing Chinese, Japanese, or Korean characters will not be affected.

First Last

Allow users to customize this setting: ON

Gmail web offline

Inherited from OU: 'trident365.com'

☒

Enable Gmail web offline

Offline data on device

From the Gmail settings, users can choose whether offline data is kept/removed from their computer after they sign out of their Google account. Keeping data on the device is not recommended on shared computers. Deleting data on sign out will require Gmail to be resynced each time users sign in, which may take a few hours.

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i

Override will overrule the settings inherited from parent organizational unit 'trident365.com'

Most changes take effect in a few minutes. [Learn more](#)

You can view prior changes in the [Audit log](#)

CANCEL

Override

练习2

针对Executives的OU打开GWS同步功能 公司只允许对管理层开放GWSMO（GWS与Outlook的同步）。

Google Workspace

Service status

Moderation

AppSheet

Calendar

Cloud Search

Drive and Docs

Gmail

Google Chat

Google Meet

Google Vault

Google Voice

Groups for Business

Gmail

Showing settings for users in trident365.com

End User Access

POP and IMAP access

Applied at 'trident365.com'

☒

Enable IMAP access for all users

[Learn more](#)

☒

Allow any mail client

☐ Restrict which mail clients users can use (OAuth mail clients only)

Comma separated list of OAuth client ids (maximum 20)

☒

Enable POP access for all users

[Learn more](#)

i

Most changes take effect in a few minutes. [Learn more](#)

You can view prior changes in the [Audit log](#)

Apps>Google Workspace>Gmail>End User Access,找到POP and IMAP access,对整个公司关闭IMAP和POP访问。

Google Workspace Sync

Applied at 'trident365.com'

Download Google Workspace Sync for Microsoft Outlook.

Google Workspace Sync for Microsoft Outlook is a plugin that provides high fidelity contacts, calendar and email synchronization. It also provides access to Free/Busy information for users at trident365.com and to the Global Address List for trident365.com from within Outlook's Calendar. It enables your users to use Outlook easily with Google Workspace.

☐ Enable Google Workspace Sync for Microsoft Outlook for my users

[Learn more](#)

Most changes take effect in a few minutes. [Learn more](#)

You can view prior changes in the [Audit log](#)

1 unsaved change

CANCEL

SAVE

关闭Sync，然后只选择管理层，再打开Sync即可。  
[https://support.google.com/a/answer/4455451?hl=zh-Hans&ref\\_topic=22447&sjid=13335410792753334229-AP](https://support.google.com/a/answer/4455451?hl=zh-Hans&ref_topic=22447&sjid=13335410792753334229-AP) 如果公司有用户想使用Outlook而不是网页版，那么他们可以使用GWSMO。如果想把所有数据迁移至GWS，则可以使用迁移工具GWMMO。

### 练习3

配置合规性政策 IT经理想遵循Google的最佳实践，一个是在邮件末尾添加合规脚注（对外邮件），另一个是禁止用户收到包含视频，多媒体或是音乐附件的外部邮件。

Overview

Google Workspace

Service status

Moderation

AppSheet

Calendar

Cloud Search

Drive and Docs

Gmail

Google Chat

Google Meet

Google Vault

Google Voice

Groups for Business

Jamboard

Gmail

Status

ON for everyone

Organizational Units

Search for organizational units

trident365.com

Contractors

Employees

Executive

Compliance

To check how these settings are affecting email delivery and troubleshoot potential issues, go to [Email Log Search](#).

GOT IT

Email and chat auto-deletion

Automatically delete email and chat messages for all users. [Learn more](#)

Applied at 'trident365.com'

Do not delete email and chat messages automatically.

The auto-deletion setting applies to email and chat messages in the user's inbox and archived messages. It does not apply to messages in the Trash folder, which are deleted permanently after the specified number of days.

Comprehensive mail storage

[Learn more](#)

Inherited

Ensure that a copy of all sent and received mail is stored in associated users' mailboxes: OFF

Set up outbound footer text for legal compliance, informational or promotional requirements.

Most changes take effect in a few minutes. [Learn more](#)

You can view prior changes in the [Audit log](#)

Append footer

Restrict delivery

Restrict the domains that your users are allowed to exchange email with.

CONFIGURE

三叉戟 - <https://www.trident365.com/>

Add setting

[Learn more](#)

Trident365 compliance footer

1. For all outbound email messages, append the following footer

A screenshot of an email client interface. At the top is a toolbar with various icons for text formatting (bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, link, unlink, text color, background color) and a small image icon. Below the toolbar are four dropdown menus labeled 'Font', 'Background Color', 'Font Color', and 'Text Color'. The main content area of the email is highlighted with a red rectangular border. Inside this border, the text reads: "This message (and any associated files) may contain confidential and/or privileged information. If you are not the intended recipient or authorized to receive this for the intended recipient, you must not use, copy, disclose or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by sending a reply email and delete this message. Thank you for your cooperation".

## 2. Options

☐ Append the footer to messages being sent within your organization.

公司内部邮件不添加

SAVE

附件设定如下：



## Add setting

Attachment compliance

[Learn more](#)

### Remove video and music attachments

#### 1. Email messages to affect



Inbound



Outbound



Internal - Sending



Internal - Receiving

#### 2. Add expressions that describe the content you want to search for in each message

If ANY of the following match the message ▼

Expressions

No expressions added yet. [Add](#)

[ADD](#)

## Add setting

File type ▼

The attachment is of type

Office documents (.doc, .xls, .ppt...)

- ☐ Office documents which are encrypted
- ☐ Office documents which are not encrypted

☒ Video and multimedia (.mpg, .mov, .avi...)

☒ Music and sound (.mp3, .wav, .aiff...)

☐ Images (.jpg, .gif, .png...)

Compressed files and archives (.zip, .tar, .gz...)

- ☐ Compressed files and archives which are encrypted
- ☐ Compressed files and archives which are not encrypted

Custom file types - Match files based on file name extension

e.g. zip, rar

☐ Also match files based on file format ( [supported types](#) )

Note: For your protection, all executables are automatically rejected.

CANCEL

SAVE

## Add setting

3. If the above expressions match, do the following

Modify message ▾

### Headers

- ☐ Add X-Gm-Original-To header
- ☐ Add X-Gm-Spam and X-Gm-Phishy headers
- ☐ Add custom headers

### Subject

- ☐ Prepend custom subject

### Route

- ☐ Change route

### Envelope recipient

- ☐ Change envelope recipient

### Spam

- ☐ Bypass spam filter for this message

### Attachments

- ☒ Remove attachments from message

Append this text to notify recipients that attachments have been removed:

<<< Attachments were removed because of an administrator policy. >>>

提示语

确认效果：

Test for compliance footer

📧 收件箱 x



🖨️ 📄

 <zzt@trident365.com> 20:33 (0分钟前) ☆ 😊 ↩️ ⋮

发送至 我 ▾


Test

This message (and any associated files) may contain confidential and/or privileged information. If you are not the intended recipient or authorized to receive this for the intended recipient, you must not use, copy, disclose or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by sending a reply email and delete this message. Thank you for your cooperation

  8:35 PM (0 minutes ago) ☆ ↩️ ⋮

to me ▾

Thx

 <zzt@trident365.com> 于2025年1月22日周三 20:33写道:

Test

This message (and any associated files) may contain confidential and/or privileged information. If you are not the intended recipient or authorized to receive this for the intended recipient, you must not use, copy, disclose or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by sending a reply email and delete this message. Thank you for your cooperation

<<< Attachments were removed because of an administrator policy. >>>

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