



# Fundamental Google Workspace Admin Console

Master the essentials of managing your organization's Google Workspace environment

1 Days Training

Google Workspace

## COURSE OVERVIEW

This practical, hands-on training is designed for IT administrators and technical leads who are new to managing Google Workspace. By the end of the course, participants will be equipped with the foundational skills to confidently set up, configure, and secure a Google Workspace environment using the Admin Console.

## COURSE OBJECTIVE

- Set up and configure a new Google Workspace domain and admin console.
- Manage user accounts, security settings, and core app configurations.
- Explore advanced admin tools like Chrome Management and APIs.

## RECOMMENDED FOR

Ideal for IT admins, support staff, and team leads new to managing Google Workspace environments.

## COURSE HIGHLIGHTS



Hands-on setup of a Google Workspace domain and admin console



User provisioning methods and best practices



Security management including 2-step verification



Configuration of core apps and introduction to advanced admin tools



# Course Outline

1

## Getting Started with Google Workspace

Participants will learn how to set up a new Google Workspace domain and explore the Admin Console interface to understand its core features and navigation.

2

## User Management Essentials

This module covers the different methods for provisioning users to Google Workspace, helping participants decide the most suitable approach based on their organization's needs.

3

## Security and Access Control

Participants will be guided on how to manage user passwords securely, set up and enforce 2-step verification, and assign admin roles with appropriate permissions.

4

## Configuring Core Google Workspace Apps

Learners will gain hands-on experience in configuring settings for key apps such as Gmail, Drive, Calendar, Meet, and Chat to align with organizational policies.

5

## Advanced Admin Tools and Integrations

This final module introduces advanced admin capabilities, including Chrome Management, using Google Workspace APIs, and leveraging third-party tools for enhanced control.