Google Workspace Fundamentals for Administrators

Course code: GWSGWF

The course provides basic orientation in the Google Workspace admin console for businesses.

Who is the course for

- New Google Workspace administrators,
- IT specialists and managers responsible for Workspace administration,
- Employees taking over the role of corporate environment administrator.

What we teach you

Participants will learn to manage user accounts, organizational units, and groups, and to configure basic security policies.

- Create and manage corporate user accounts,
- set up an organizational structure using OUs,
- manage groups and their permissions,
- apply basic security measures,
- navigate the admin console and handle common corporate environment requests.

Required skills

- Basic user knowledge of Google applications (Gmail, Drive, Docs),
- recommended access to Google Workspace with an administrator role.

Course outline

1. Introduction and Admin Console (45 min)

- Course overview and objectives
- Navigation in the Admin Console
- Basic concepts (organization, user, group, OU)

2. User Account Management (120 min)

- Creating and managing users
- Primary addresses, aliases, and secondary emails
- Importing users (individual / bulk)
- Restoring and deleting accounts
- Practical demo: creating an account, password reset, recovery flow

3. Organizational Units (90 min)

- Permission inheritance principles
- Creating organizational units
- Setting policies and rules for different user groups
- Practical demo: creating an OU and assigning users

4. Google Groups (90 min)

- Types of groups (distribution, security, application access)
- Group aliases, membership management
- Permission and sharing settings
- Practical demo: creating a group, setting access for Drive/Calendar

5. Security Fundamentals (75 min)

- Password policy and two-factor authentication
- Securing privileged and non-privileged identities
- Overview of basic settings for Gmail and Drive
- Practical demo: enabling 2FA, access review

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6. Support and Environment Management (60 min)
   - Monitoring users and applications
   - Data recovery within Workspace
   - Overview of licenses and subscription management
   - Documentation and resources for administrators
7. Questions, Answers, and Conclusion (30 min)

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