Google Workspace Fundamentals for Administrators

Course code: GWSGWF

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

Affiliate	Duration	Course price	ITB
Praha	1	7 980 Kč	0
Brno	1	7 980 Kč	0
Bratislava	1	350 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
08.12.2026	1	7 980 Kč	Online	CZ/SK	TD SYNNEX Czech - Online
26.01.2027	1	7 980 Kč	Online	EN	TD SYNNEX Czech - Online
27.04.2027	1	7 980 Kč	Online	EN	TD SYNNEX Czech - Online
27.07.2027	1	7 980 Kč	Online	EN	TD SYNNEX Czech - Online
19.10.2027	1	7 980 Kč	Online	EN	TD SYNNEX Czech - Online

The prices are without VAT.

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

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- 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
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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