

Google Workspace

Business Starter



ADMIN EDITION



User management

1. Data update, account suspension and deletion with data migration
2. Account security (2-factor verification, application password, account recovery)
3. Application control
4. Data recovery
5. Organizational units



Newsgroups

1. Examples of use
2. Access type configuration
3. Advanced settings (application interface)
4. Configuration recommendations



Human resource management in the organization

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1. Creating resources
 2. Resource management
 3. Utilizing resources (calendar)



Mobile devices management

1. Basic level
2. Management of private and corporate devices
3. Mobile device control report



Applications - G Suite Core Services



1. Gmail
 - a. Message security
 - b. Advanced settings



2. Drive
 - a. Sharing policies



3. Calendar
 - a. Calendar sharing



4. Google Meet
 - a. Meet quality tool



Security

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1. Password management
 2. Enforcing 2-factor verification
 3. Advanced settings



Control reports

1. Email search log



Domain management



Administrative roles



Data migration
