

The Ultimate Admin Training Guide



A Training Guide for Google Apps Admins, from The Gooru

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***For in depth training on everything Google Apps, please visit [Gooru University](#)*

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Introduction



The life of a domain Admin is not an easy one. You are the first one on the chopping block when something goes wrong and it goes unnoticed when you are doing everything right. There is a plethora of tools available to Google Apps Admins that, if used correctly, keep everything running smoothly and your feet far from the fire.

The Google Admin Console offers a variety of the standard management features such as the ability to add new users from your domain and managing user devices. Beyond the basics, powerful third-party tools can leverage your administrative capabilities, allowing you to secure your domain's Google Drive, push out standardized email signatures, and much more. By utilizing these tools you can shave serious time off of your daily work day

Getting Started

These are the first steps to familiarize yourself with before you start managing your domain on Google Apps.

- [Create a Google Apps Domain](#) - Go through the steps of creating a Google Apps domain.
- [Get Support](#) - Everyone needs a little help sometimes. Here are three ways to contact Google Apps support.
- [Adjust Settings](#) - Before you start managing your users you should make sure you have all domain settings set to your preference.

The screenshot displays the Google Admin Panel interface. At the top, it says "Thanks for choosing Google Apps" and "Welcome to your Google Admin Panel". Below this, there is a "Start Setup" button. The main area is divided into several sections:

- Users:** 1 users, 0 invites sent
- Company Profile:** BetterCloud
- Billing:** View charges and manage subscriptions
- Google Apps:** Manage the way Google Apps works for you
- Mobile Devices:** Mobile Devices
- Domains:** Active domain- bettercloud.mygbiz.com
- Support:** Need help with a task?

On the right side, there are sections for "ACTIVITIES IN LAST 7 DAYS" (0 Active users, 0 Docs created), "TOOLS" (Find a Partner, Google Apps Marketplace, Check the status of your apps), and "COMMON TASKS" (Get more apps and services, Review Email quota, Customize Appearance). At the bottom, there is a "More controls" link and copyright information for 2013 Google Inc.

Management

Basic Management

The basic domain management skills every Admin should know.

- [Add New Users](#) - Add new users individually to your domain.
 - **Bonus:** [Add Multiple Users In Bulk](#)
- [Delete Users](#) - Delete users from your domain after they have left your organization.
 - **Bonus:** [5 Thing To Do When An Employee Leaves Your Organization](#)
- [Manage Devices](#) - Manage the Chrome devices on your domain.
 - **Bonus 1:** [Manage Device Security](#)
 - **Bonus 2:** [The Perfect Mobile Device Rollout](#)

Management

Advanced Management

Management tools for more experienced Admins.

- **Standardize Email Signatures** - Create and push out a standardized email signature to your entire domain.
 - **Bonus:** [Add Drive Images To An Email Signature](#)
- **Block Inappropriate Emails** - Set up an email quarantine so you can block inappropriate emails on your domain from ever reaching their recipient.
 - **Bonus:** [Monitor a User's Inbox](#)
- **Audit Groups** - Run a report on all the groups in your domain and their memberships so you can see which groups are active and which are empty.
- **Damage Control** - Sometimes a disgruntled user on your domain will attempt to cause harm to the system, here is what you should do.

Manage Your Inbox

Tools for enhancing your domain's security.

- [2-Step Verification](#) - 2-step verification adds an additional security level to user log-ins beyond their password.
- [Control Add-ons](#) - Admins can control which third-party add-ons their user's install
- [Drive Security](#) - Ensure sensitive information is not being shared on your domain's Drive.
- [Chromebook Security](#) - If a Chromebook is lost or stolen you can put it into a disabled state to ensure it is not accessed until you recover it.



Tips specifically for Admins managing EDU domains.

- [Google Classroom](#) - Classroom is a tool designed for teachers to assign and collect assignments and interact with their students.
- [Adding Teachers In Google Classroom](#) - As an Admin you can add teacher accounts to your domain's Classroom.
- [Add Multiple Teachers To A Class In Google Classroom](#) - Add multiple teachers to a single class for increased collaboration.
- [Prepare For The Upcoming Year](#) - These are 7 things every EDU Admin should do before a new school year begins.



Training Sessions

A collection of Admin focused training sessions, presented by Google Apps experts.

- [Training Your Users To Train Themselves](#) - Take the legwork out of getting your users set-up on Google Apps.
- [User Horror Stories: How To Prevent Them](#) - Prevent end users from causing damage to your domain.
- [Optimizing Your Mobile Workforce](#) - Selecting and implementing the mobile device management policy that is best for your organization.
- [Save Time While Increasing Security In Google Apps](#) - By delegating access to certain aspects of the Admin Console you can outsource some of your tasks while adding security to your domain.
- [Admin Roundtable](#) - 3 Google Apps Admins of varying experience discuss solutions they have implemented on their domains.

Admin Certification

The Google Apps Admin Certification isn't just a badge of honor for all Google Apps Admins out there, it's also an extremely helpful learning tool. Preparing for, and taking the exam will provide you with ample opportunities to learn more about the Admin Console and what goes into proper domain management.

- [The Admin Certification Exam Overview](#)
- [Take The Admin Certification Exam](#)

The End



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