

Chapter 1: Getting Started with G Suite

G Suite by Google Cloud [CONTACT US](#) [GET STARTED](#)

Features ▾ Solutions ▾ Pricing Security Resources ▾ Support Sign in

Business name

Number of employees, including you

Just you

2-9

10-99

100-299

300+

Country

United States ▾

[NEXT](#)

First name

Last name

Current email address

NEXT

Does your business have a domain?

You'll need a domain, like *example.com*, to set up email and a G Suite account for your business. [?](#)

YES, I HAVE ONE I CAN USE

NO, I NEED ONE

Let's find a domain name for your business

Search for a domain that reflects your business's name or brand – this professional touch helps you build an online presence.

Search domain names



Try searching for your business name

The domain you want is available!

cesarstechinsights.com

Available \$12.00/year

- ✓ You'll use this domain to set up G Suite, create professional email addresses like **sales@cesarstechinsights.com**, and sign in to Gmail, Docs, Drive, Calendar and more.
- ✓ You'll be able to purchase **cesarstechinsights.com** after creating your G Suite account.

Enter your business information

Enter your business information to register your domain. [?](#)

Street address

Street address line 2

City

State



ZIP code

Business phone number



How you'll sign in

You'll use your username to sign into your G Suite account and create your business email address.

Username

@cesarstechinsights.com

Password



At least 8 characters



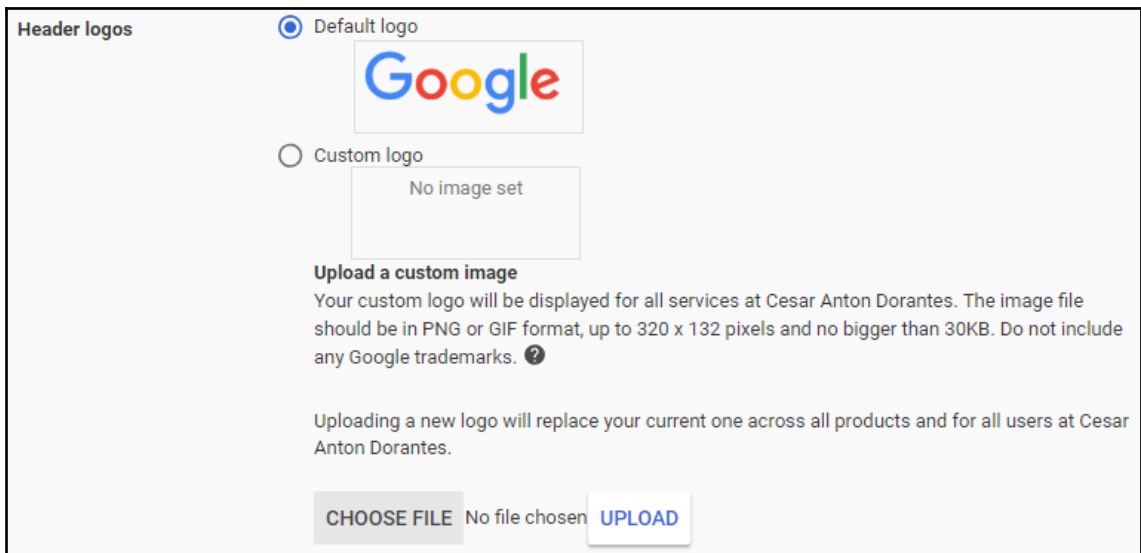
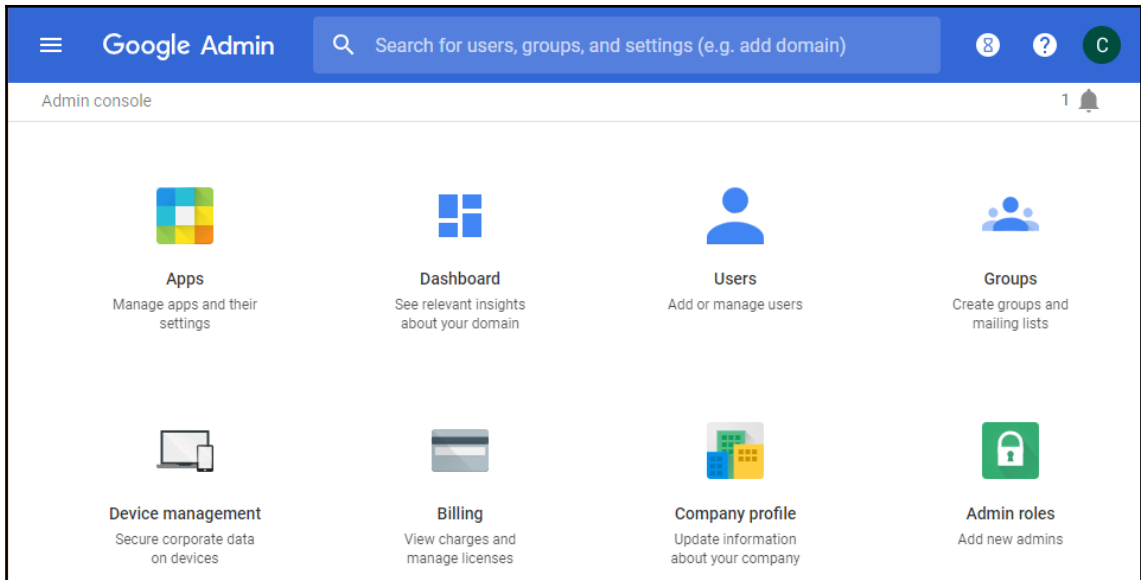
I'm not a robot



reCAPTCHA
Privacy - Terms

By clicking "Agree and continue" you agree to the [G Suite Agreement](#) and [Supplemental Terms and Conditions for G Suite Free Trial Agreement](#).


AGREE AND CONTINUE




Data regions policy

Locally applied

Set a policy for where you want to store covered data for the selected organizational unit.

 Enabling this policy involves making performance tradeoffs. [Learn more](#)

 Data regions policies cover only certain Core Services' data. [Learn more](#)

No preference

United States

Europe

Choose a custom web address to access individual G Suite services.

Gmail URL

- <https://mail.google.com/a/cesarstechinsights.net> (default)
- [http://mail _____ .cesarstechinsights.net](http://mail._____.cesarstechinsights.net) (custom)

Calendar URL

- <https://www.google.com/calendar/hosted/cesarstechinsights.net> (default)
- [http://calendar _____ .cesarstechinsights.net](http://calendar._____.cesarstechinsights.net) (custom)

Drive URL

- <https://drive.google.com/a/cesarstechinsights.net> (default)
- [http://drive _____ .cesarstechinsights.net](http://drive._____.cesarstechinsights.net) (custom)

Sites URL

- <https://sites.google.com/a/cesarstechinsights.net> (default)
- [http://sites _____ .cesarstechinsights.net](http://sites._____.cesarstechinsights.net) (custom)

Sharing settings

Decide how users can share contacts, both within your organization and externally

Contact Sharing

- Enable contact sharing**
Automatically share contacts within Cesar Anton Dorantes. Contact information will not be shared outside Cesar Anton Dorantes. ?

Choose which user email addresses should be visible to other users:

- Show all email addresses
 Hide the primary email address if the user has an alias
 Hide aliases
 Only show email addresses on the user's primary domain

Choose what is shown in the browsable "Directory" in Contact Manager:

- Show only domain profiles
 Show only domain shared contacts
 Show both domain profiles and domain shared contacts

- Disable contact sharing**
Do not automatically enable contacts to be shared within Cesar Anton Dorantes ?


Changes to contact sharing options may not take effect for up to 24 hours.

External Directory Sharing

- Only public data**
Share domain profile data that has public visibility with external apps and APIs. By default all domain data should have domain visibility and so will not be shared ?
- Domain and public data**
Share domain shared contacts data and domain profile data that has domain or public visibility with external apps and APIs ?

Changes to contact sharing options may not take effect for up to 24 hours.

Chapter 2: Administering Gmail for Business



Gmail

ON for everyone
<http://mail.cesaratechinsights.net>

[EDIT SERVICE](#)

-

Active users in last 7 days

User settings
Set name formats. Enable user preferences such as themes, read receipts, and email delegation.

Labs
Enable additional experimental Gmail features for your users.

Hosts
Add mail hosts for use in advanced routing, such as to direct messages to Microsoft Exchange.

Default routing
Create domain-wide routing rules, such as for split delivery or a catchall address.

Authenticate email
Set up email authentication (DKIM)

Manage quarantines
Create, modify, or remove email quarantines.

Safety
Configure email and spam safety features

Advanced settings »
Access other settings for controlling mail flow for the domain.

Email Read Receipts

Locally applied

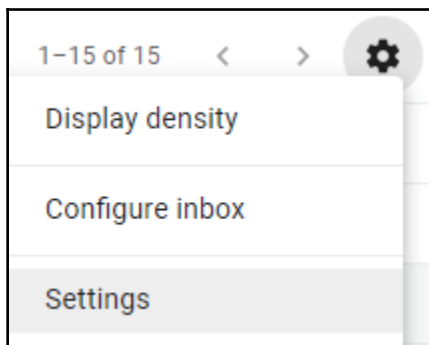
Read receipts are notifications that can be sent to and from your users to verify that mail has been read. ?

- Do not allow email read receipts to be sent.
- Allow email read receipts to be sent to all addresses in my organization as well as the following email addresses:

Enter comma separated email addresses to allow read receipts to be sent to. Maximum of 100 entries of up to 256 characters each.

- Prompt the user for each read receipt request.
Email read receipts are automatically sent unless this option is selected.

- Allow email read receipts to be sent to any email address.
Users will be prompted each time a read receipt is requested.



Grant access to your account:

(Allow others to read and send mail on your behalf)

[Learn more](#)

[Add another account](#)

- Mark conversation as read when opened by others
- Leave conversation unread when opened by others

Grant access to your account

Specify a Google Account holder to access your account.

This person will be able to sign in to your account to read, delete and send mail on your behalf. They will not be able to change your account settings or your password.

Email address:

Cancel

Next Step »

Are you sure?

You are about to grant **john@cesarstechinsights.net** access to your mail. You will be able to revoke this later.

In order to complete this process, we need to send **john@cesarstechinsights.net** a confirmation email to accept access. After accepting access to your account, they will be able to open your account.

john@cesarstechinsights.net can access your mail using HTTPS only.

Cancel

Send email to grant access

☆ Cesar Anton Dorante. Cesar has granted you access to their Cesar Anton Dorantes account – accept or deny?



Please confirm viewing and sending messages on behalf of **contact@cesarstechinsights.net**.

Click here to return to your Cesar Anton Dorantes account: <https://mail.google.com>.

Confirm

**Grant access to
your account:**

John Doe <john@cesarstechinsights.net>

accepted [delete](#)

Name format

Locally applied

First Last (example: John Smith)

Last, First (example: Smith, John)

Names containing Chinese, Japanese, or Korean characters will not be affected.

Allow users to customize this setting

Gmail web offline

Locally applied

Only available with the new Gmail

Gmail web will natively run offline (Chrome only).

[Learn more about Gmail web offline.](#)

This replaces the Gmail offline Chrome application.

Enable Gmail web offline

Offline data on device

From the Gmail settings, users can choose whether offline data is kept/removed from their computer after they sign out of their Google account.

Keeping data on the device is not recommended on shared computers. Deleting data on sign out will require Gmail to be resynced each time users sign in, which may take a few hours.

Force deletion of offline data on sign out of Google account
Users will not be able to choose whether offline data is kept or removed on sign out.

Only applicable to classic Gmail.

Gmail Labs allows your users to try out experimental new features in Gmail.

Enable Gmail Labs for my users. Advanced Labs Management

Manage labs individually. By default, new labs and labs not listed below will not be allowed.

Search <input type="text"/>		ADD ROUTE
Name	Hosts	Actions

Name

1. Specify email server

Single host

Enter host name or IP : 25 [?](#)

2. Options

Perform MX lookup on host

Require secure transport (TLS)

Require CA signed certificate

Multiple hosts

Primary	Load %	ADD
Enter host name or IP : 25 <input type="text"/> ?		Delete
Secondary	Load %	ADD
Enter host name or IP : 25 <input type="text"/> ?		Delete
Enter host name or IP : 25 <input type="text"/> ?		Delete

DELETE	DISABLE	ADD SETTING	0 - 0 of 0 < >	
<input type="checkbox"/>	Order	Disabled	Match Rules	Action

1. Specify envelope recipients to match

- Single recipient
- Pattern match
- Group membership
- All recipients

Modify message ▾

Headers

- Add X-Gm-Original-To header
- Add X-Gm-Spam and X-Gm-Phishy headers
- Add custom headers

Subject

- Prepend custom subject

Route

- Change route

Envelope recipient

- Change envelope recipient

Spam

- Bypass spam filter for this message

Attachments

- Remove attachments from message

Also deliver to

- Add more recipients

Reject message ▼

Customize rejection notice Optional

Enter customized rejection notice. (e.g. "Your email has been rejected because it violates organization policy").

- Perform this action only on non-recognized addresses
- Perform this action on non-recognized and recognized addresses

GO TO ADMIN QUARANTINE

ADD QUARANTINE

Name	Description	Actions
------	-------------	---------

Name

[Help](#)

Description

Quarantine reviewers group ?

[Manage Groups](#)

[Select groups](#)

If a group is not set or does not exist, then only super admins or delegated admins with privilege "Access Admin Quarantine" can review the quarantine

Inbound denial consequence

- Drop message
- Send the default reject message

Outbound denial consequence

- Drop message
- Send the default reject message

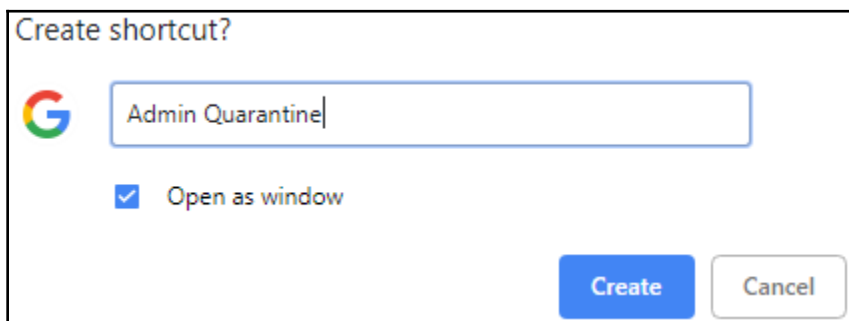
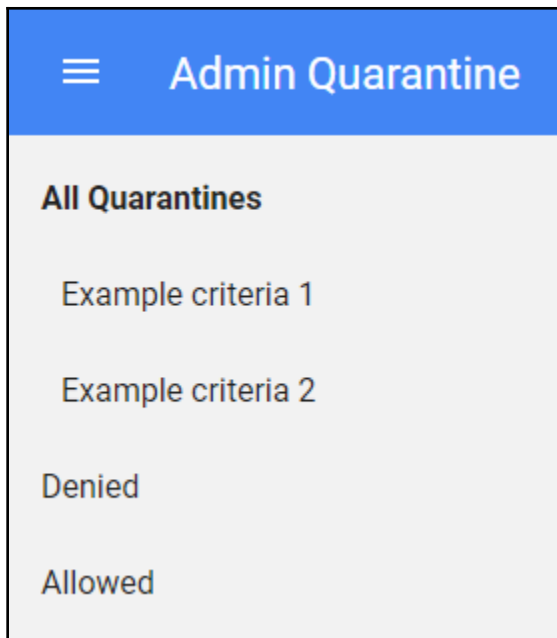
- Notify periodically when messages are quarantined ?


It may take several minutes for changes to propagate.

GO TO ADMIN QUARANTINE

ADD QUARANTINE

Name	Description	Actions
Default		Edit
Example criteria 1	First example	Edit - Delete
Example criteria 2	Second example	Edit - Delete



Attachments Locally applied	Additional policies to protect against malware in emails.  View affected emails (charts access requires G Suite Enterprise edition). <input type="radio"/> Disable all settings <input checked="" type="radio"/> Enable all settings This provides your domain with the strongest level of safety. All settings under "Customize settings" below will be enabled. Future settings will be automatically enabled.
---------------------------------------	--

Customize settings

Protect against encrypted attachments from untrusted senders
Encrypted attachments cannot be scanned for malware. Apply this action to any encrypted attachments sent by untrusted senders.

Choose an action

Move email to spam ▼

Protect against attachments with scripts from untrusted senders
Certain documents have malicious scripts that can harm your devices. Apply this action to any attachments with scripts sent by untrusted senders.

Choose an action

Move email to spam ▼

Links and external images

Locally applied

Additional settings to prevent email phishing due to links and external images. ?

Disable all settings

Enable all settings

This provides your domain with the strongest level of safety. All settings under "Customize settings" below will be enabled. **Future settings will be automatically enabled.**

Customize settings

Future recommended settings will be automatically enabled.

Identify links behind shortened URLs

Allow discovery of hidden malicious links behind shortened URLs.

Scan linked images

Allow scanning of images referenced by links to find hidden malicious content.

Show warning prompt for any click on links to untrusted domains

Gmail clients will show a warning prompt when users click on any link in email to untrusted domains (does not work on IMAP/POP email clients). If you don't activate this feature, warnings will only be shown for clicks to untrusted domains from suspicious emails.

Spoofing and authentication

Locally applied

Additional settings to reduce phishing attacks due to spoofing and unauthenticated emails. ?

[View emails affected by spoofing settings](#)

[View unauthenticated emails](#)

Charts access requires G Suite Enterprise edition.

Protect against domain spoofing based on similar domain names
Protect against messages coming from domains that look visually similar to trusted domains.

Choose an action

Move email to spam

Protect against spoofing of employee names
Protect against messages where the email sender's name is a name in your GSuite directory, but the email is not authenticated by your company's domains or domain aliases.

Choose an action
Keep email in inbox and show warning (default) ▼

Protect against inbound emails spoofing your domain
Protect against messages not authenticated (SPF or DKIM) pretending to be from your domain.

Choose an action
Move email to spam ▼

Protect against any unauthenticated emails
Protect against any message not authenticated (SPF or DKIM).

Choose an action
Move email to spam ▼

☰ **Google Admin** 🔍 Search for users, groups, and settings (e.g. create user)

Apps > G Suite > Settings for Gmail > Advanced settings

General Settings Hosts Default routing Labs Quarantines

Web address Locally applied	Your users can access Gmail at: https://mail.google.com/a/cesarstechinsights.net Change URL
---------------------------------------	--

MX Records

Locally applied


Your current MX records for cesarstechinsights.net:

Priority	Points to
1	ASPMX.L.GOOGLE.COM.
5	ALT1.ASPMX.L.GOOGLE.COM.
5	ALT2.ASPMX.L.GOOGLE.COM.
10	ASPMX2.GOOGLEMAIL.COM.
10	ASPMX3.GOOGLEMAIL.COM.

[MX setup instructions](#)

User email uploads

Locally applied

Show users the option to import mail and contacts from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts from the Gmail settings page. 
Importing is powered by ShuttleCloud. By selecting this checkbox, you agree to their [Terms of Use](#) and [Privacy Policy](#). During import, the connection to the service provider may be unencrypted.

Uninstall service

[Uninstall Gmail](#)

You can [uninstall](#) and [remove](#) this service without losing any data.

POP and IMAP access


Locally applied

[Disable POP and IMAP access for all users.](#) 

G Suite Sync

Locally applied

[Download G Suite Sync for Microsoft Outlook](#)

G Suite Sync for Microsoft Outlook is a plugin that provides high fidelity contacts, calendar, and email synchronization. It also provides access to Free/Busy information for users at Cesar Anton Dorantes and to the Global Address List for Cesar Anton Dorantes from within Outlook's Calendar. It enables your users to use Outlook easily with G Suite. 

Enable G Suite Sync for Microsoft Outlook for my users

Automatic forwarding

Locally applied

[Allow users to automatically forward incoming email to another address.](#) 

Gmail Offline Chrome plugin

Locally applied

Enable Gmail Offline Chrome plugin for my users.

Note: To enable Gmail web offline for the new Gmail, refer to the [User settings](#) section.

Allow per-user outbound gateways

Locally applied

Allow users to send mail through an external SMTP server when configuring a "from" address hosted outside your email domains.


 Mail sent via external SMTP will circumvent your outbound gateway.

Image URL proxy whitelist

Locally applied

Enter image URL patterns. Matching URLs bypass the image proxy. [?](#)

Example: `https://example.com/images`

Enter an image URL to preview. [?](#)

Example: `http://example.com/images/foo.jpg`

PREVIEW

Unintended external reply warning

Locally applied

Warn users when replying to a message with external recipients not in their contacts. [?](#)

Email whitelist

Locally applied

An email whitelist is a list of IP addresses from which you want your users to receive emails. Mail sent from these IP addresses should not be marked as spam. In order to take full advantage of Gmail's spam filtering service and for best spam classification results, IP addresses of your mail servers that are forwarding email to Gmail should be added to Inbound Gateway and not in IP Whitelist. [?](#)

Enter the IP addresses for your email whitelist.

Separate entries with commas

Enhanced pre-delivery message scanning

Locally applied

Enables improved detection of suspicious content prior to delivery. [?](#)

This may delay the delivery of certain messages.

Inbound gateway

Not configured yet

If you use email gateways to route incoming email, please enter them here to improve spam handling.

CONFIGURE

Add setting ✕

Inbound gateway Help

Required: enter a short description that will appear within the setting's summary.

1. Gateway IPs

IP addresses / ranges	ADD
No IP address added yet. Add	

- Automatically detect external IP (recommended)
- Reject all mail not from gateway IPs
- Require TLS for connections from the email gateways listed above

2. Message Tagging

- Message is considered spam if the following header regexp matches

CANCEL **ADD SETTING**

Spam Not configured yet	Create approved senders lists that bypass the spam folder.	CONFIGURE
-----------------------------------	--	------------------

Required: enter a short description that will appear within the setting's summary.

All incoming email messages are subjected to Google's spam filters. Messages detected as spam are automatically placed in the spam folder.

Modify this default behavior in the following ways

- Be more aggressive when filtering spam.
- Bypass spam filters for messages received from internal senders.

- Bypass spam filters for messages received from addresses or domains within these approved senders lists.

Bypassed list 1 (1)

Bypassed list 1

ADD

Address or domain name:

Enter comma or space delimited email addresses or domain names

Do not require sender authentication (not recommended).

CANCEL

SAVE

trusted@source.co

[Use existing or create a new one.](#)

Spam

Locally applied

Demo spam rule

EDIT

DISABLE

DELETE

ADD ANOTHER

COPY TO ORGANIZATION

Aggressive spam filtering: Yes

Bypass internal senders: Yes

Bypass approved senders: Yes

Quarantine message: No

Blocked senders

Not configured yet

Block or approve specific senders based on email address or domain.

CONFIGURE

1. Add addresses or domains that you want to automatically reject messages from

No lists used yet. Use existing or create a new one.

2. Edit the default rejection notice Optional

Enter customized rejection notice. (e.g. "Your email has been rejected because it violates organization policy").

3. Options

Bypass this setting for messages received from addresses or domains within these approved senders lists.

No lists used yet. Use existing or create a new one.

Blocked senders

Locally applied

Unwanted senders example

Blocked senders message sets: 1

Bypass approved senders: Yes

Blocked senders

Locally applied

Another unwanted senders example

Blocked senders message sets: 2

Bypass approved senders: No

Email and chat auto-deletion
Locally applied

Automatically delete email and chat messages for all users. ?

Automatically delete email and chat messages older than days

Move messages to the Trash folder ▾

Do not automatically delete messages with the following labels:

(e.g. important) Separate entries with commas

Do not delete email and chat messages automatically.

i The auto-deletion setting applies to chat and email messages in the user's inbox and archived messages. It does not apply to messages in the Trash folder, which are deleted permanently after the specified number of days.

Optical Character Recognition (OCR)
Locally applied

Enable OCR for email attachments.

i Optical Character Recognition (OCR) setting applies only to licensed users with the appropriate G Suite offering.

Comprehensive mail storage
Locally applied

Ensure that a copy of all sent and received mail is stored in associated users' mailboxes. ?


Append footer
Not configured yet

Set up outbound footer text for legal compliance, informational or promotional requirements.

CONFIGURE

Required: enter a short description that will appear within the setting's summary.

1. For all outbound email messages, append the following footer



Background ▾

Foreground ▾

Normal ▾

Size ▾

2. Options

Append the footer to messages being sent within your organization.

Restrict delivery
Not configured yet

Restrict the domains that your users are allowed to exchange email with.

CONFIGURE

Required: enter a short description that will appear within the setting's summary.

Only allow sending or receiving of email messages from addresses or domains that you specify.

1. Add addresses or domains that you want to allow

No lists used yet. [Use existing or create a new one.](#)

2. All messages to or from other addresses and domains will be rejected. Edit the default rejection notice for these messages. Optional

Enter customized rejection notice. (e.g. "Your email has been rejected because it violates organization policy").

3. Options

Bypass this setting for internal messages.

Content compliance
Not configured yet

Configure advanced content filters based on words, phrases or patterns.

CONFIGURE

2. Add expressions that describe the content you want to search for in each message

If ANY of the following match the message ▾

Expressions

ADD

- Simple content match
- Advanced content match
- Metadata match
- Predefined content match

CANCEL SAVE

A. Address lists

- Use address lists to bypass or control application of this setting
 - Bypass this setting for specific addresses / domains
 - Only apply this setting for specific addresses / domains

B. Account types to affect

- Users
- Groups
- Unrecognized / Catch-all

C. Envelope filter

- Only affect specific envelope senders
- Only affect specific envelope recipients

Objectionable content
Not configured yet

Configure content filters based on word lists.

CONFIGURE

Required: enter a short description that will appear within the setting's summary.

1. Email messages to affect

- Inbound
- Outbound
- Internal - sending
- Internal - receiving

2. Add words you want to search for in each message

Custom objectionable words [Hide](#)

Custom objectionable words

ADD

Enter words

|

CANCEL

SAVE

Modify message ▾

Headers

- Add X-Gm-Original-To header
- Add X-Gm-Spam and X-Gm-Phishy headers
- Add custom headers

Subject

- Prepend custom subject

Route

- Change route

Envelope recipient

- Change envelope recipient

Spam

- Bypass spam filter for this message

Attachments

- Remove attachments from message

Also deliver to

- Add more recipients

Encryption (onward delivery only)

- Require secure transport (TLS)

Quarantine message ▾

Move the message to the following quarantine:

Default ▾

Reject message ▼

Customize rejection notice Optional

Enter customized rejection notice. (e.g. "Your email has been rejected because it violates organization policy").

Attachment compliance

Configure attachment filters based on file type, file name and message size.

Not configured yet

CONFIGURE

Required: enter a short description that will appear within the setting's summary.

1. Email messages to affect

- Inbound
- Outbound
- Internal - sending
- Internal - receiving

2. Add expressions that describe the content you want to search for in each message

If ANY of the following match the message ▼

Expressions

ADD

No expressions added yet. [Add](#)

File type ▼

The attachment is of type

Office documents (.doc, .xls, .ppt...)

- Office documents which are encrypted
- Office documents which are not encrypted
- Video and multimedia (.mpg, .mov, .avi...)
- Music and sound (.mp3, .wav, .aiff...)
- Images (.jpg, .gif, .png...)

Compressed files and archives (.zip, .tar, .gz...)

- Compressed files and archives which are encrypted
- Compressed files and archives which are not encrypted

Custom file types - Match files based on file name extension

e.g. zip, rar

Also match files based on file format ([supported types](#))

Note: For your protection, all executables are automatically rejected.

File name ▼

The attachment file name contains

Message size ▼

The overall message (body + attachment) is greater than the following:

MB

3. If the above expressions match, do the following

- Modify message
- Reject message
- Quarantine message

Secure transport (TLS) compliance Require TLS when communicating with specified domains.
Not configured yet

CONFIGURE

Required: enter a short description that will appear within the setting's summary.

1. Email messages to affect

- Inbound - all messages
- Outbound - all messages
 - Outbound - messages requiring Secure Transport via another setting

2. Use TLS for secure transport when corresponding with these domains / email addresses.

No lists used yet. [Use existing or create a new one.](#)

3. Options

- Require CA signed cert when delivering outbound to the above-specified TLS-enabled domains.

Outbound gateway Route outgoing emails to the following SMTP server: ?
Locally applied

! If you authenticate outgoing email using an SPF record or DKIM, you may need to update your configuration. ?

Routing Routing begins once you start delivering email to Google's servers.
Not configured yet

CONFIGURE

Required: enter a short description that will appear within the setting's summary.

1. Messages to affect

- Inbound
- Outbound
- Internal - sending
- Internal - receiving

2. Envelope filter

- Only affect specific envelope senders
- Only affect specific envelope recipients

3. For the above types of messages, do the following

Modify message

Reject message

Quarantine message Add header

Add X-GM-Phishy and X-Gm-Phishy headers

Recipient address map Map mail received by your users to new recipient addresses.
Not configured yet

CONFIGURE

Required: enter a short description that will appear within the setting's summary.

1. Messages to affect

- All incoming messages
- Only external incoming messages


2. Routing options

- Also route to original destination

3. For the above types of messages, rewrite the recipients:
Enter address mappings below, with each mapping on a single line: two addresses separated by a comma.

ADD

<input type="checkbox"/> Address	Map to address
<input type="text"/>	<input type="text"/>

Search Address 

4. Options

Add X-Gm-Original-To header

Inbound email journal acceptance in Vault Specify a receiving email address and access controls for accepting journal messages. CONFIGURE
Not configured yet

Required: enter a short description that will appear within the setting's summary.

1. Receive journal messages at the following address

2. Only accept journal messages from this sender Optional

3. Bounce email address for failed journal deliveries

4. Reject journal messages that are not DKIM/SPF authenticated

5. Reject journal messages for unrecognized recipients

6. Only accept journal messages from these IP ranges Optional

IP addresses / ranges

ADD

No IP address added yet. [Add](#)

7. Edit the default rejection notice Optional


Non-Gmail mailbox

Not configured yet

Reroute messages to a non-Google SMTP server. Optionally, schedule periodic delivery of summary messages, which list recently quarantined spam.

CONFIGURE

Required: enter a short description that will appear within the setting's summary.

 Emails older than the retention period may be removed. [Learn more](#)

1. Mail server

You have no receiving routes set up in the "Hosts" tab. [Add one now.](#)

Name

1. Specify email server

Single host ▼

Enter host name or IP : 25 ?

Multiple hosts ▼

Primary	Load %	ADD	
Enter host name or IP : 25 ?			Delete
_____	_____	_____	

Secondary	Load %	ADD	
Enter host name or IP : 25 ?			Delete
_____	_____	_____	

2. Message Center

Allow users to login to Message Center

3. Quarantine Summaries

Enable periodic summaries

Approximate delivery time (in the time zone configured for your domain):

12:00 AM ▾

Send each user a summary on the following days of the week:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

4. Options

Allow users to report spam (recommended)

SMTP relay service
Not configured yet

Set options for routing outbound mail through Google.

CONFIGURE

1. Allowed senders

Only registered Apps users in my domains

2. A Only addresses in my domains

Any addresses (not recommended) addresses

2. Authentication

Only accept mail from the specified IP addresses

IP addresses / ranges

ADD IP RANGE

Description | _____

IP address/range _____

Enabled

CANCEL

SAVE

NOTE: Mail sent from these IP addresses will be trusted as coming from your domains.

Require SMTP Authentication

3. Encryption

Require TLS encryption

Alternate secure route
Not configured yet

Use alternate secure route when secure transport (TLS) is required.

CONFIGURE

Required: enter a short description that will appear within the [setting's](#) summary.

When sending to recipients who are not listed in a Secure Transport (TLS) Compliance settings:

Use an alternate route when secure transport is required

You have no receiving routes set up in the "Hosts" tab. [Add one now.](#)

Google Admin Search for users, groups, and settings (e.g. create user)

Apps > G Suite > Settings for Gmail > Advanced settings

General Settings Email addresses **Hosts** Default routing Labs Quarantines

Name

1. Specify email server

Single host

Enter host name or IP : 25 ?

Multiple hosts

Primary	Load %	ADD
Enter host name or IP : 25 ?		Delete

Secondary	Load %	ADD
Enter host name or IP : 25 ?		Delete

2. Options

- Perform MX lookup on host
- Require secure transport (TLS)
- Require CA signed certificate

Chapter 3: Team Collaboration with G Suite

External sharing options for primary calendars

Locally applied

Outside Cesar Anton Dorantes - set user ability for primary calendars


By default, primary calendars are not shared outside Cesar Anton Dorantes. Select the highest level of sharing that you want to allow for your users.

- Only free/busy information (hide event details)
- Share all information, but outsiders cannot change calendars
- Share all information, and outsiders can change calendars
- Share all information, and allow managing of calendars

Internal sharing options for primary calendars

Locally applied

Within Cesar Anton Dorantes - set default

Users will be able to change this default setting. Super Admins have 'Make changes and manage sharing' access to all calendars on the domain. 

- No sharing
- Only free/busy information (hide event details)
- Share all information


Video Calls

Locally applied

- Automatically add video calls to events created by a user

External Invitations

Locally applied

- Warn users when inviting guests outside of the domain Cesar Anton Dorantes 

Resources

Define resources that are available for users to schedule on their calendars, such as meeting rooms, projectors, company cars, or other shared equipment.

Resource management > Buildings ▲

Buildings

Resources

Buildings

Buildings				↓
Id	Name	Floors	Coordinates	
tb1	Test Building 1	L, 1, 2, 3, 4	-	+

Id *

Name *

Description

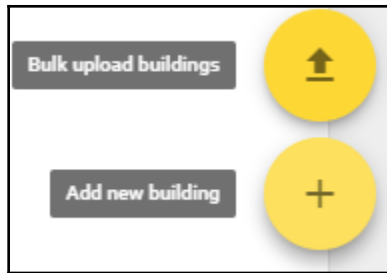
Floors *

Lowest to highest floor. Eg. L, 1, 3, 8, 9, PH

Latitude

Longitude

* indicates a required field



Add new buildings and edit existing buildings by uploading a csv file of buildings and their info. After the import a confirmation and details about upload errors will be sent to contact@cesarstechinsights.net.

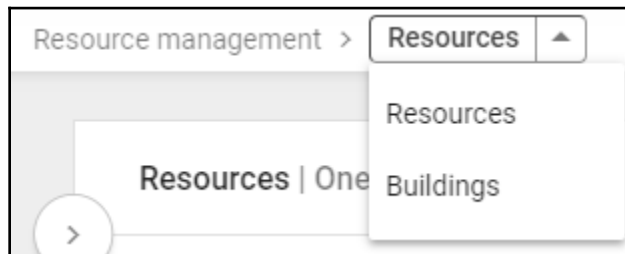
[ATTACH CSV](#)

Not sure how to get started?

Learn [how to prepare your building data](#) in our help center article.

Download blank [CSV template](#)

Download your buildings in a [CSV file](#)



Resources | One result

+ Add a filter

<input type="checkbox"/>	Resources ↑	Building	Floor	Calendar-based room release	Type
<input type="checkbox"/>	Demo room	Test Building 1	1	Off	-

Rows per page: 200

Page 1 of 1

Auto-generated resource name
Test Building 1-L-

Category * ⓘ Type

Meeting space (room, phone booth,...) ▼ e.g. phone booth, mother's room, bike etc.

Building * Floor * ▼ Floor section

Test Building 1 ▼ L ▼ Floor section

Resource name * Capacity * ▼

Features

Search features



User visible description

[Add description \(internal\)](#)

Room settings

Allow calendar-based room release

* indicates a required field

Feature	Type
Test room 2	Telephony
Testing room	Video conferencing  

Feature name

Feature type

Other

Video conferencing

Telephony

Room Insights Dashboard

Get an overview of key room usage metrics like the room usage across different dates, different times, and most/least popular rooms.

External sharing options for secondary calendars

Outside Cesar Anton Dorantes - set user ability for secondary calendars

By default, secondary calendars are not shared outside Cesar Anton Dorantes. Select the highest level of sharing that you want to allow for your users.

- Only free/busy information (hide event details)
- Share all information, but outsiders cannot change calendars
- Share all information, and outsiders can change calendars
- Share all information, and allow managing of calendars

Internal sharing options for secondary calendars

Within Cesar Anton Dorantes - set default

Users will be able to change this default setting. Super Admins have 'Make changes and manage sharing' access to all calendars on the domain. [?](#)

- No sharing
- Only free/busy information (hide event details)
- Share all information

Event cancellation/transfer

You can cancel a user's future events or transfer event ownership from one user to another (only future, non-private events with at least 1 guest or resource are transferred). This feature is useful at the time of user suspension as it can ensure that important events get a new owner and that calendar resources are not blocked. [Learn more](#)

User: _____ @cesarstechinsights.net

Cancel user's future events

Keep user's future events and:

- Release resources
- Transfer events to: _____ @cesarstechinsights.net

CANCEL EVENTS

Events of deleted users

- Silently cancel future events of deleted users
This setting ensures that users primary calendars and calendar resources are not occupied by events organized by deleted users. When enabled, all future events of deleted users, will get automatically cancelled a few days after their deletion. [Learn more](#)

Calendar Labs

Locally applied

- Enable Calendar Labs for my users. [?](#)

Exchange Web Services settings

By entering the Exchange Role Account email address and password below, you authorize Google to access the necessary information of all Microsoft® Exchange users to perform the selected interoperability functions. [Learn more](#)

Exchange Web Services URL

Example: <https://exchange.altostrat.com/ews/exchange.asmx>

Exchange Role Account

Example: name@altostrat.com

[Enter Password](#)

Sharing settings

Set policies that control public access to groups, who can create a group, and group visibility in the groups directory.

Outside this domain - access to groups

Select the highest level of access to your groups for users outside this domain:

- Public on the Internet** - Anyone on the Internet can view, search, and post to groups
- Private** - No one outside of the domain can view or search in groups, but external users may email the group if the group settings allow

Default View Topics permission

Select the default View Topics permission for groups created in Groups for Business:

- Owners only
- Owners and managers
- All members of the group
- All users in the domain
- Anyone on the Internet

Creating groups

- Anyone on the Internet can create groups (Available only if 'Public on the Internet' is selected)
- Anyone in this domain can create groups
- Only domain admins can create groups

Add a suffix to groups created by users: **group-name** _____ @cesarstechinsights.net

Member & email access

- Group owners can allow members from outside this domain
Domain admins can always add members from outside this domain
- Group owners can allow incoming email from outside this domain

Group visibility

- Group owners can hide groups from the groups directory
 - Hide newly created groups from the groups directory

[Uninstall Groups for Business](#)

You can uninstall and remove this service without losing any data.

Already Purchased Services



Groups for Business

A web application that allows your users and administrator to create, manage, and search groups. Mail sent to groups is delivered whether this service is active or not.

[ADD IT NOW](#)

[Learn More](#)

Advanced settings

Set sharing policies and default settings for profiles, posts and hangouts.

Content Sharing and Access

Locally applied

Changing this setting may affect existing Google+ content. This setting may not apply to select users at your organization. ?

- Public mode**
Show all external and internal Google+ content.
Post, +1, comment, and share everywhere.
- Private mode**
Don't show external Google+ content in search and recommendations.
Post, +1, comment, and share within your organization only.
- Hybrid mode**
Show all external and internal Google+ content.
Post, +1, comment, and share within your organization only. Read and follow externally.

Sharing posts

Locally applied

- Make the default setting for new posts restricted**
Unrestricted posts can be shared outside of Cesar Anton Dorantes. Anyone can change a post to restricted or unrestricted before sharing. This setting applies only when content sharing is allowed outside Cesar Anton Dorantes. ?

Profile discoverability



Locally applied



- Help people outside of Cesar Anton Dorantes find user profiles in search results**
This configures the default profile discoverability setting for users in Cesar Anton Dorantes. Any user can change their personal discoverability settings from this default. This setting applies only when content sharing is allowed outside Cesar Anton Dorantes. ?



Profile creation

Locally applied

- Automatically create Google+ profiles**
By checking this box, you certify that all users in this organization are 18 or older. Do not check this box if any users in this organization may be under 18. You are solely responsible for compliance with laws and regulations that apply to the provision of Google+ to end users, including the Children's Online Privacy Protection Act of 1998 where applicable. If you are a reseller you are responsible for informing the customer of this information prior to enabling this feature. ?

<input type="text"/>	SEARCH	CLEAR
Name		Profile Status
	Cesar Anton Dorantes	 Not created

Chat Locally applied	Some features of classic Hangouts, like photo sharing, may require other Google services to be enabled. 
	History 
	For all classic Hangouts conversations:
	<input checked="" type="radio"/> History is on
	<input type="radio"/> History is off
	<input type="checkbox"/> Don't allow users to change this setting.

Sharing options Locally applied	Chatting outside this organization (Within the Google network) 
	Users can automatically chat with other G Suite and Gmail users (Google network)
	<input checked="" type="checkbox"/> Display users' chat status outside Cesar Anton Dorantes
	<input checked="" type="checkbox"/> Warn users when having a Hangout outside Cesar Anton Dorantes 
	<input checked="" type="checkbox"/> Users can chat with other users outside Cesar Anton Dorantes


Chat invitations Locally applied	<input type="checkbox"/> Automatically accept invitations between users within Cesar Anton Dorantes
--	---

History Settings

*Applied at
'cesarstechinsights.net'*


History Settings in Direct Messages

Any messages synced with the original Hangouts will behave according to those settings. [Learn more](#)

- History is ON by default**
Chat history is on the record by default but users can change it
 - History is OFF by default**
Chat history is off the record by default but users can change it
 - History is always ON**
Chat history is always on the record and users cannot change it
 - History is always OFF**
Chat history is always off the record and users cannot change it
-  Changes may take up to 24 hours to propagate to all users. Prior changes can be seen in [Audit log](#)

Bots

*Applied at
'cesarstechinsights.net'*

- Allow users to install and use bots**
Users can install and use bots created by Google, by other users at cesarstechinsights.net, and by third parties. Control which third party bots can be installed from [G Suite Marketplace settings](#). [Learn more](#)
-  Changes may take up to 24 hours to propagate to all users. Prior changes can be seen in [Audit log](#)

Access Checker

When a user shares a file via a Google product other than Docs or Drive (e.g. by pasting a link in Gmail), Google can check that the recipients have access. If not, when possible, Google will ask the user to pick if they want to share the file to:

- Recipients only, Cesar Anton Dorantes, or public (no Google account required).
- Recipients only, or Cesar Anton Dorantes.
- Recipients only.

Transfer the ownership of all files

From: _____ @cesarstechinsights.net
To: _____ @cesarstechinsights.net

TRANSFER FILES

Enable custom templates for your organization

Allow users in your organization to find and use organization-specific templates from the Docs, Sheets, Slides, and Forms home screens

Categories

Manage the categories available for your organization's templates

- Basics
- Brochures & newsletters
- Contracts, onboarding, and other forms
- Calendars & schedules
- Finance & accounting
- Letters & faxes
- Trackers
- Reports & proposals

Add a new category

ADD

Chapter 4: Moving On with Data Migration Services

What would you like to migrate?

Email

Contacts

Calendar

Migration source Select the type of mail server you are migrating from.
If you don't know or are unsure, select 'I dont know / Other IMAP server'.

Connection protocol Select the protocol to use to talk to your mail server.
We recommend that you choose 'Auto Select (Recommended)'.

Auto select (Recommended) ▾

admin@domain.com

Password

IMAP ▾

Enter IMAP Server Name (or Name:Port)
e.g. imap.annie-antiques.com

admin@domain.com

Password

Migration start date Select start date for migration. We will migrate your email from that date to the most recent, starting with the most recent first.

Past 1 year ▼

Migration options Choose migration options as you need.

- Migrate deleted email
- Migrate junk email
- Exclude following top level folders from migration (comma separated list)
e.g. Sent Items, MyFolder

Data migration > Email

Name	IMAP email (From)	G Suite email (To)	Status
No migration in progress. Click on the start button below to select user(s) and start migration.			


Migrate From:	Migrate To:
Gmail Email address	Start typing and select from list
Authorization Code	

Sign in



to continue to **G Suite Data Migration Service**

Email or phone

G Suite Data Migration Service wants to access your Google Account

 reicek@gmail.com

This will allow **G Suite Data Migration Service** to:

 Read, compose, send, and permanently delete all 
your email from Gmail

Google

Sign in

Please copy this code, switch to your application and paste
it there:

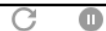


Migrate From:

Gmail Email address

Authorization Code

Data migration > Email



Name	IMAP email (From)	G Suite email (To)	Status
Cesar Anton Dorantes	reicek@gmail.com	contact@cesarstechinsights.net	Initializing

Name	IMAP email (From)	G Suite email (To)	Status
Cesar Anton Dorantes	reicek@gmail.com	contact@cesarstechinsights.net	<input type="checkbox"/> 1%

⋮
Stop Migration

Connection successful! You are almost done.
 In the next step you can select users* and migrate their contacts.

CANCEL [SELECT USERS](#)

Migrate From: Office 365 Email address _____	Migrate To: Start typing and select from list _____
---	--

Data migration > Contacts ↻ ⏸ ⋮

Name	Exchange email (From)	G Suite email (To)	Status
Cesar Anton Dorantes	lordreicek@hotmail.com	contact@cesarstechinsights.net	Initializing

+

Export contacts ?

Selected contacts (0)

Contacts (71) ▼

Export as

Google CSV

Outlook CSV

vCard (for iOS Contacts)

Cancel Export

Import contacts

To import contacts, select a CSV or vCard file. [Learn more](#)

Select file contacts.csv

Cancel Import

All done ×

contacts.csv Undo

Connection protocol	Select the protocol to use to talk to your mail server. We recommend that you choose 'Auto Select (Recommended)'. Auto select (Recommended) ▼
---------------------	---


admin@domain.com
Password

Select start date for migration. We will migrate your calendar events from that date to the most recent, starting with the most recent first.

- Past 1 year
- Past 6 months
- Past 3 months
- Past month
- Custom date

Select start date for migration. We will migrate your calendar events from that date to the most recent, starting with the most recent first.

Custom date ▼

09/07/18 

Choose migration options as you need.

- Migrate secondary calendars

-
- Email address changed for one or more users.

Please upload a comma separated value (CSV) file for only those users who have email addresses in the source system different from their G Suite email address. Also include any [resource calendars](#) that need to be migrated.

In order to help you create the file, you can download all the users in your G Suite account from the [users](#) page.

Please use the following format:

<G Suite email id>, <Source email address>


Please note:

A mapping entry in the file is needed only for users whose source email address is different from G Suite email address. We recommend that you include all such users even if you are not migrating any of them because they may appear as participants in others' meetings. Include all calendar resources, if any.

Examples:

joe@yourgoogledomain.com,bob@olddomain.com

newname@yourgoogledomain.com,oldname@olddomain.com

 ATTACH FILE

Please sign-in to G Suite Sync



[Help](#)

Sign in with your Google Account.

Email address:

Remember me

[Continue](#)

[Cancel](#)

Choose an account

to continue to

[G Suite Migration for Microsoft Outlook®](#)

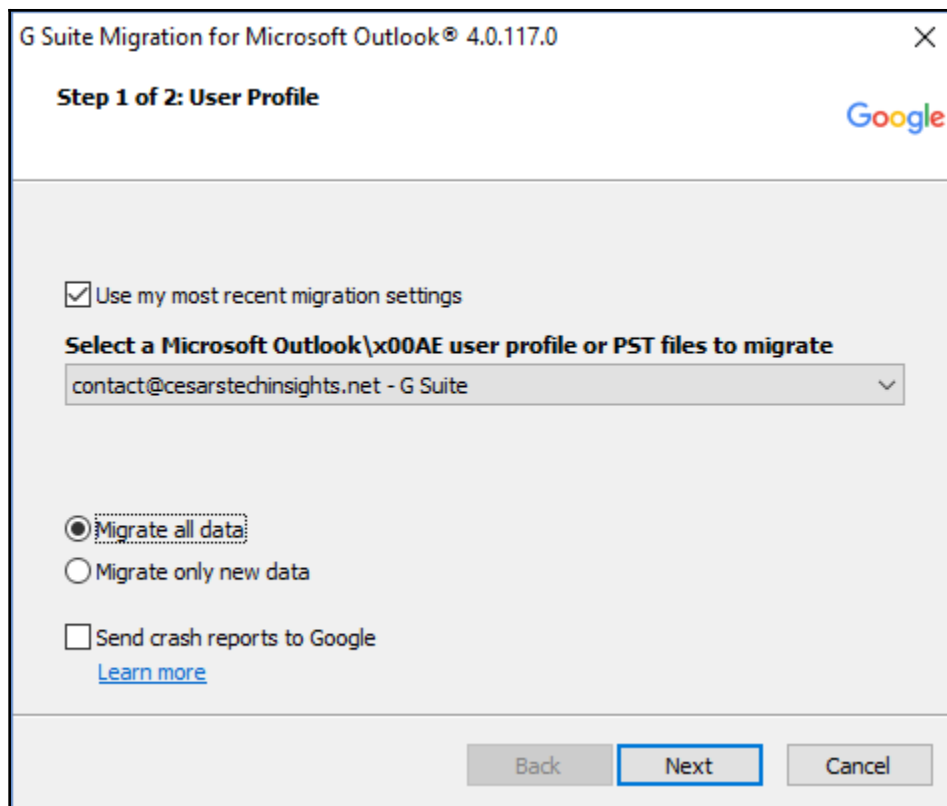
Make sure you trust G Suite Sync for Microsoft Outlook®

You may be sharing sensitive info with this site or app. Learn about how G Suite Sync for Microsoft Outlook® will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Allow



G Suite Migration for Microsoft Outlook® 4.0.117.0 ×

Step 2 of 2: Migration Settings Google

Select the data you wish to migrate

Calendar

Contacts

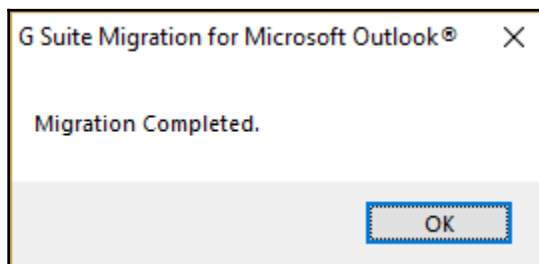
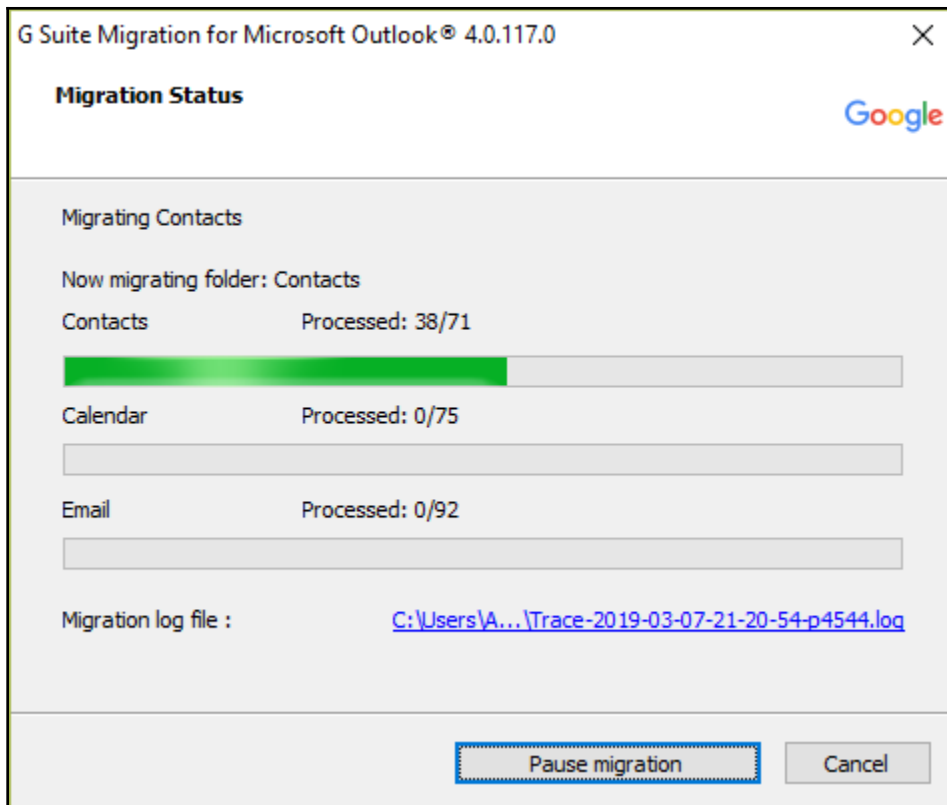
Email messages

Junk mail


Deleted items

Migrate only email sent/received on or after:

Migrate only email sent/received on or before:



Please sign-in to G Suite Sync

 [Help](#)

Sign in with your Google Account.

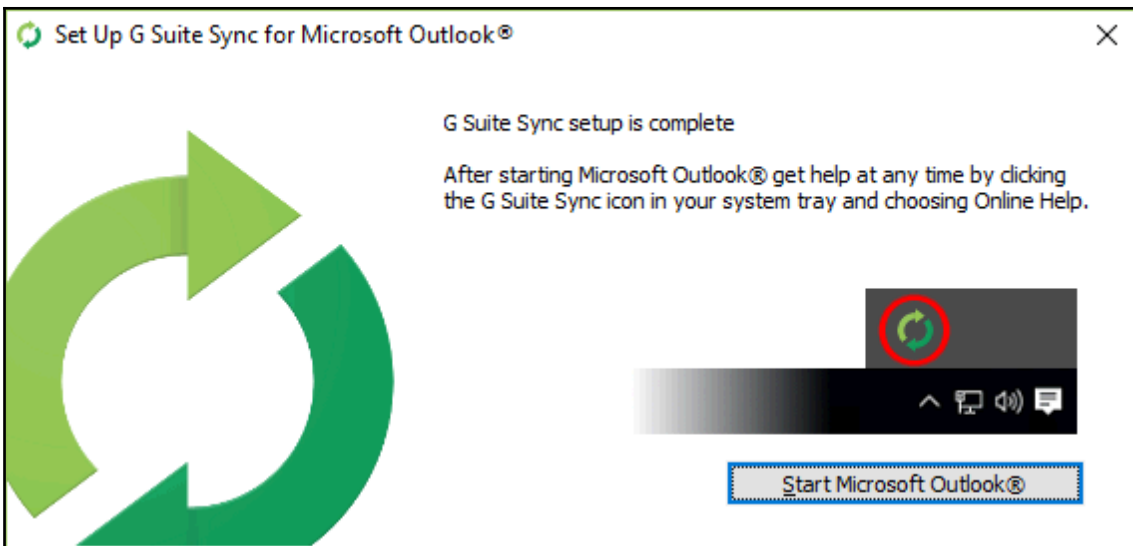
Email address:

Remember me

Make sure you trust G Suite Sync for Microsoft Outlook®


You may be sharing sensitive info with this site or app. Learn about how G Suite Sync for Microsoft Outlook® will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)



Chapter 5: Setting Up Domains and Users

Create shortcut?





[Create](#) [Cancel](#)





Google Domains BETA [FIND A DOMAIN](#) [MANAGE MY DOMAINS](#)

[Home](#) [Find a Domain](#) [Features](#) [Learn](#) [Help](#)

My domains

Name	Services <small>?</small>	Expires/renews on	
cesarstech.com	None	🔄 Jan 21, 2020	MANAGE
+ Get a new domain			

Domain name	Pricing
<input checked="" type="checkbox"/> cesars.tech	\$40/year 
<input type="checkbox"/> cesarstech.com	Unavailable 
<input checked="" type="checkbox"/> cesarstech.net	\$12/year 
<input checked="" type="checkbox"/> cesarstech.us	\$12/year 

Availability

Show available names only

🔍 Type to filter

SELECT ALL SELECT NONE

Popular Endings

- .COM
- .NET
- .ORG

Price

No limit

cesarstech.com 

\$12/year



Privacy protection is on

Your contact info won't be available to the public. To help protect your info and prevent spam, a third party provides alternate contact info for your domain in the WHOIS directory at no extra cost. See their [terms of service](#). [Learn more](#)



Auto-renew is on

This domain will be auto-renewed around **January 22** every year. You will automatically be billed when the renewal occurs



Your information

Contact

This information is required by ICANN in order to reach you in case of problems with your registration. [Learn more](#)



Review purchase

Recommended method

Alternate methods

cesarstech.com



Verified. [Set up Google MX records](#) **Recommended**
Or, [Skip Google MX setup](#) Rarely used

REMOVE

Name

Services


Expires/renews on

cesarstech.com

None

Jan 21, 2020


[MANAGE](#)



Get a custom email address

Want an email like **you@cesarstech.com**? Use G Suite to create them for your whole team. You'll also get tools like shared calendars, video meetings, and online storage to help keep your business running smoothly.

[GET G SUITE](#)



Get custom email addresses like **you@cesarstech.com** along with calendar, docs, video meetings and more.

Create your admin account ?

Your first account will be a G Suite administrator for cesarstech.com.

Backup email address

G Suite Business \$10.00 / user / month
Get custom emails, business tools, and added controls

- Includes everything from G Suite basic
- Unlimited cloud storage (or 1 TB/user if fewer than 5 users)
- Backup emails and chats indefinitely
- Added controls and reports to help protect your business

G Suite Basic \$5.00 / user / month
Get custom emails and business tools

- Look professional with custom email addresses
- Get online tools like shared calendars, 30 GB of storage and video meetings

contact@cesarstech.com
is now set up with G Suite.

Check your email to find your temporary password to log in to G Suite. You will need to change that password after you log in to your G Suite account.

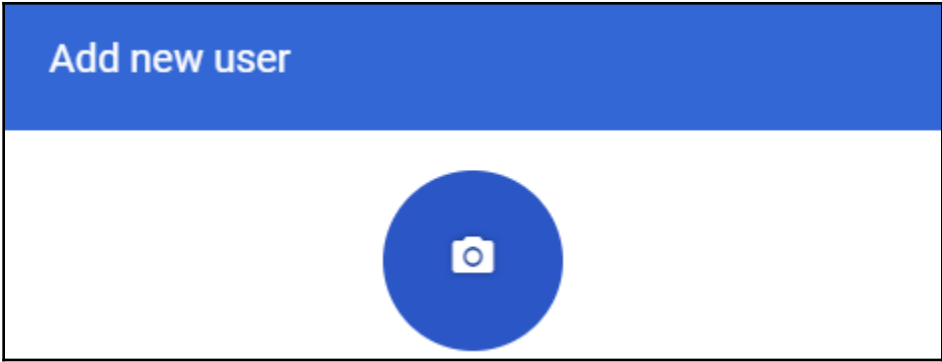


	CESAR ANTON contact@cesarstech.com
	Cesar Anton Dorantes contact@cesarstechinsights.net
<input type="button" value="Add account"/>	<input type="button" value="Sign out"/>

Users
[Add or manage users](#)

Users | Showing all users

-
-
-

A screenshot of a settings panel for password management. At the top, there is a toggle switch labeled "Automatically generate a password" which is currently turned off. Below this is a "Password" input field with a blue underline and a grey eye icon on the right side. Underneath the input field, the text "Must have at least 8 characters" is displayed. At the bottom of the panel, there is another toggle switch labeled "Ask for a password change at the next sign-in" which is currently turned on.A screenshot showing the final state of the password settings. The "Automatically generate a password" toggle is now turned on, and the "Ask for a password change at the next sign-in" toggle is now turned off.


Bulk upload users

Add or edit users by uploading a CSV file with their info such as passwords and organizational units. [Learn more](#)

Note: Required fields are First Name, Last Name, Email Address, Password and Org Unit Path.

[ATTACH CSV](#)

Name	Services ?	Expires/renews on	
cesarstech.com	None	🔄 Jan 21, 2020	MANAGE

 [Email](#)

Get a custom email address Starting from \$5 / user / month

Use the table below to manage G Suite user accounts for cesarstech.com. To sign in and set up G Suite, see the [G Suite Quick Start](#). For advanced management features or to upgrade or downgrade your G Suite service, visit the [G Suite Admin Console](#).


@cesarstech.com

User
Admin

[ADD](#)

× Complete your purchase

G Suite - cesarstech.com \$0.00
2 users on the \$5/month/user G Suite plan. \$10.00 monthly
Billing starts Feb 23, 2019



CESAR ANTON  contact@cesarstech.com Admin ▾ Reset password CANCEL SAVE

Reset password

Are you sure you want to reset the password for **contact@cesarstech.com**?

Send temporary login credentials to:

RESET PASSWORD CANCEL

Chapter 6: Monitoring Reports

USER STATUS
Latest data available for: Jan 25, 2019

2
Users

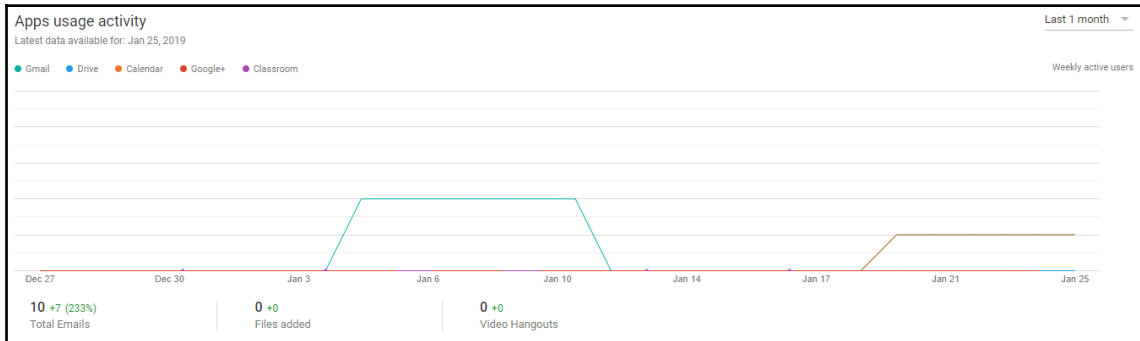
- 0 Blocked
- 0 Suspended
- 0 Archived
- 2 Active

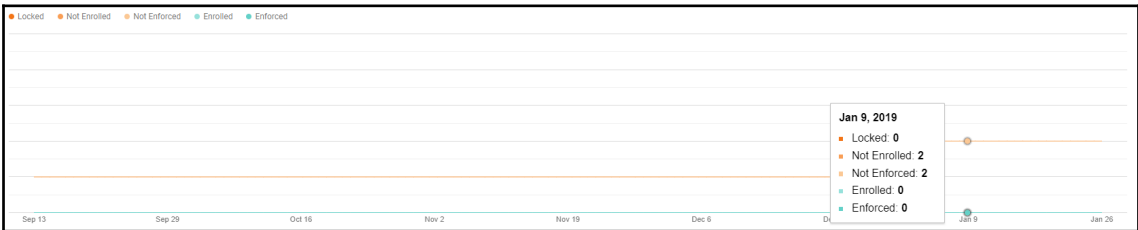
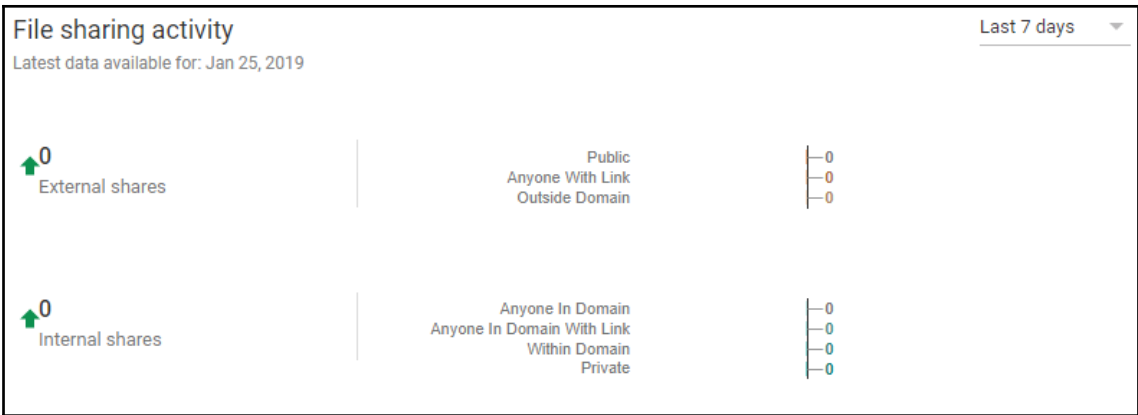
SECURITY
Latest data available for: Jan 24, 2019

1
External apps installed

2
Users not enrolled in 2 Step Verification

0
Users allowed access to less secure apps





2-Step verification enrollment

● Not Enrolled ● Enrolled

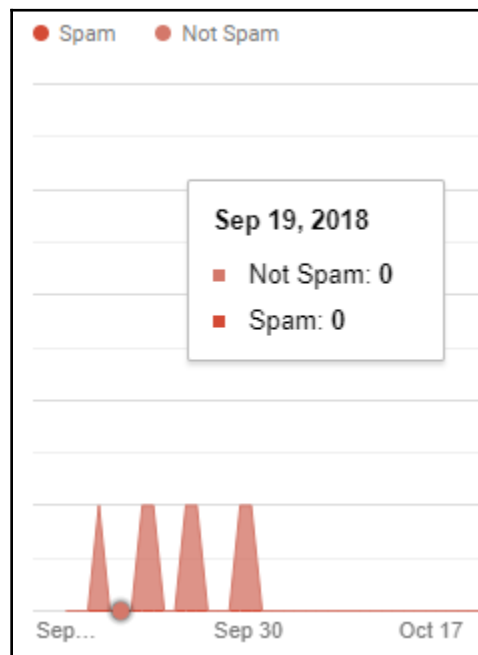
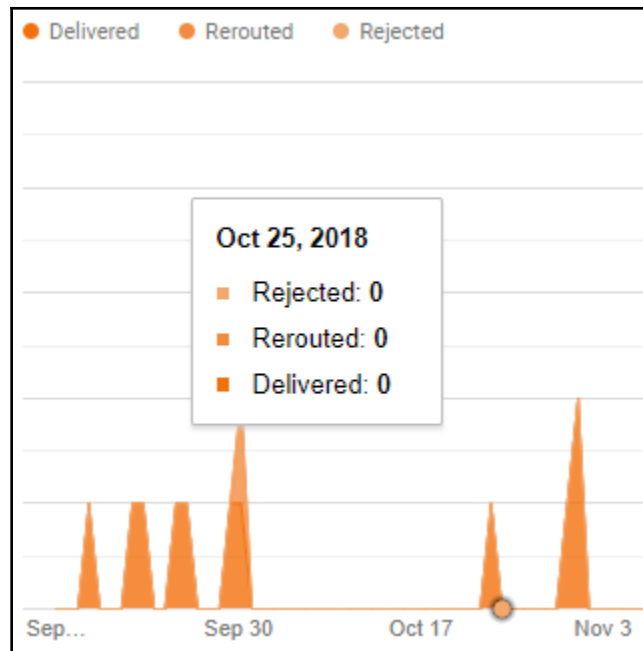
Export to Google Sheets

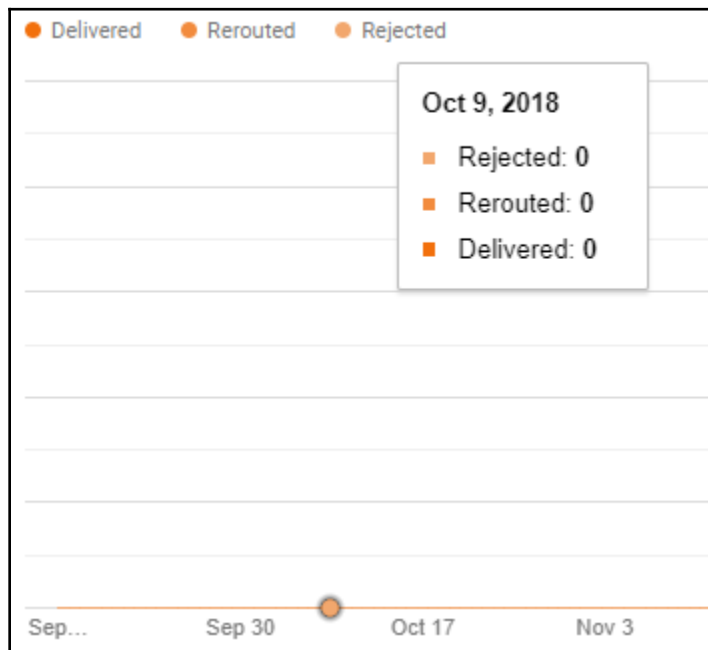
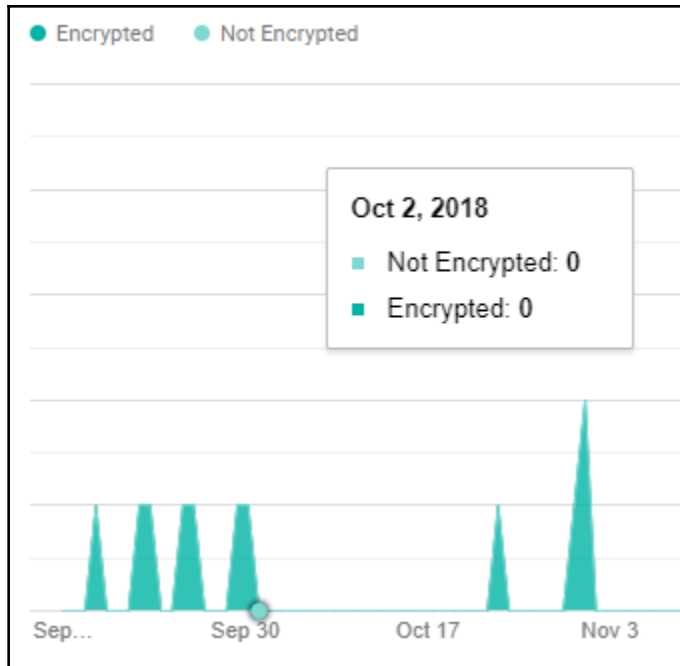
Download as CSV file

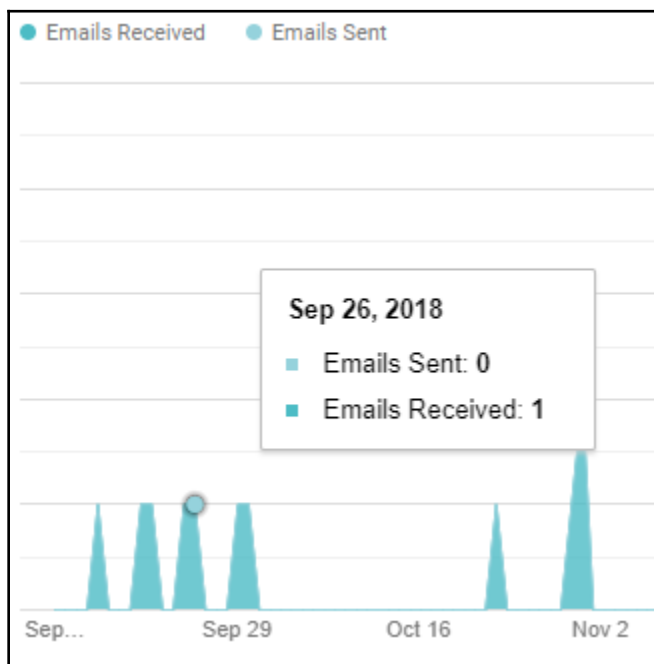
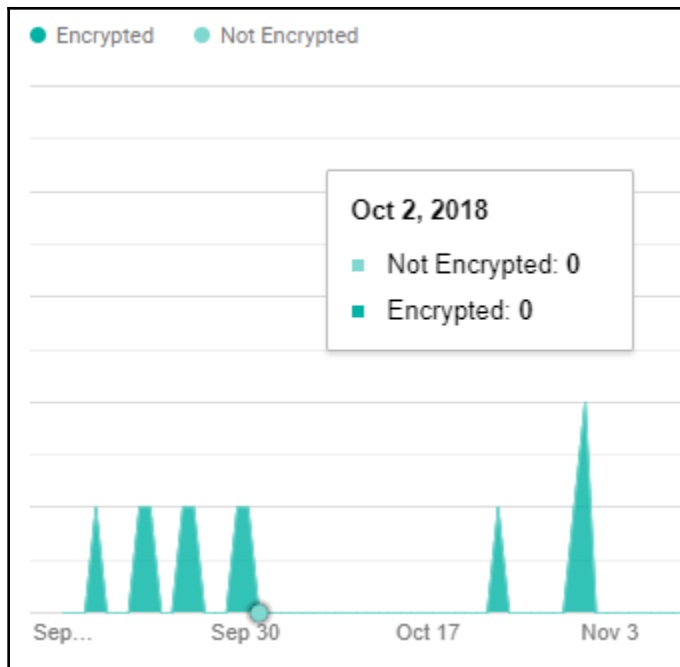
Export Completed

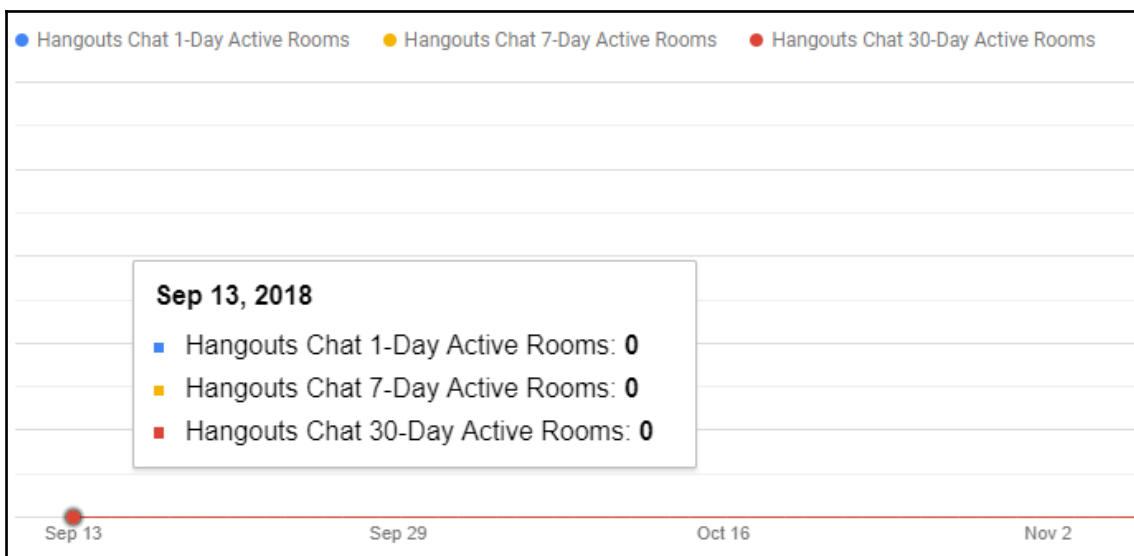
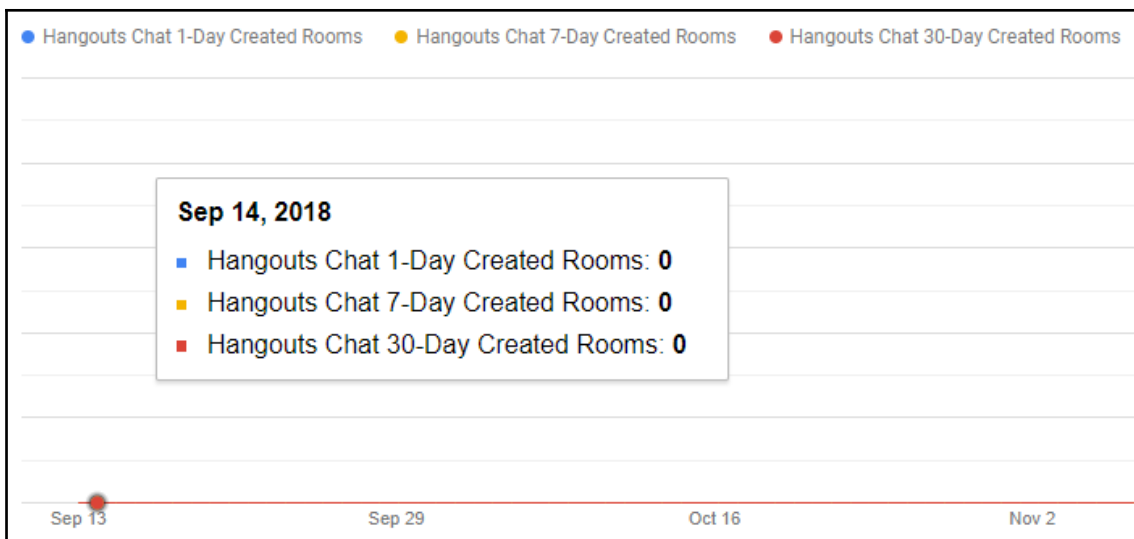
Report has been exported to [AggregateUsageReport-20190127-1300](#)

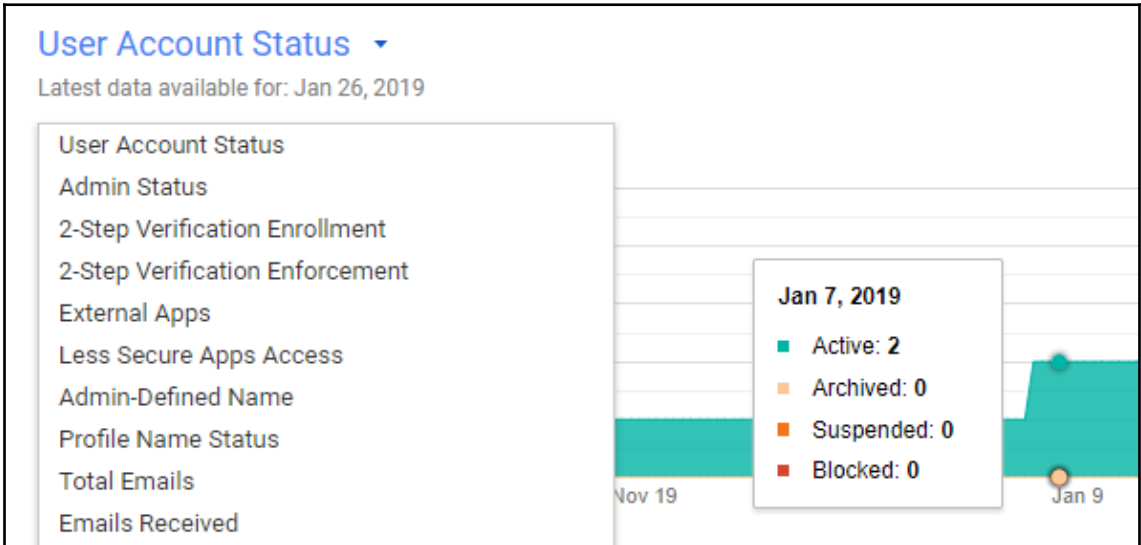
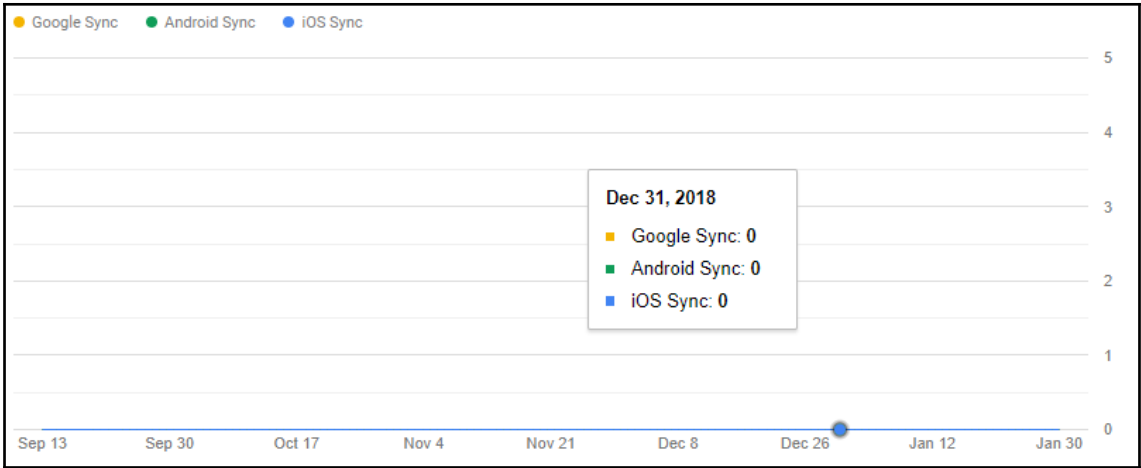
CANCEL OPEN



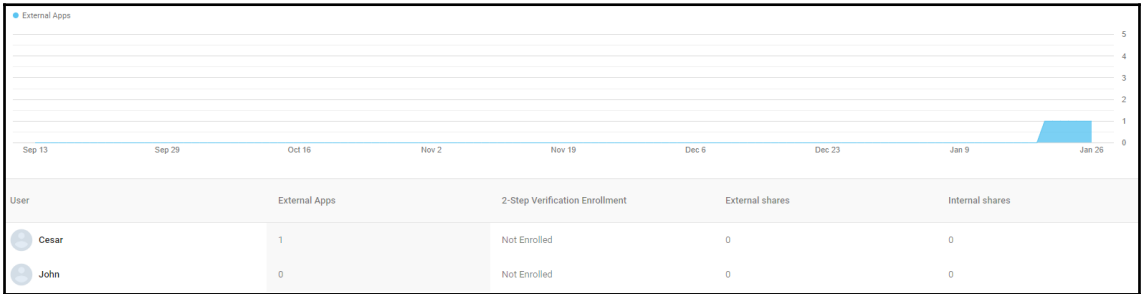
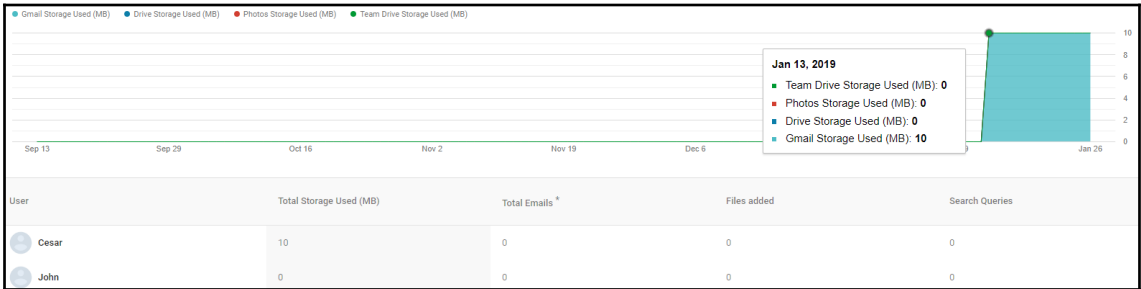
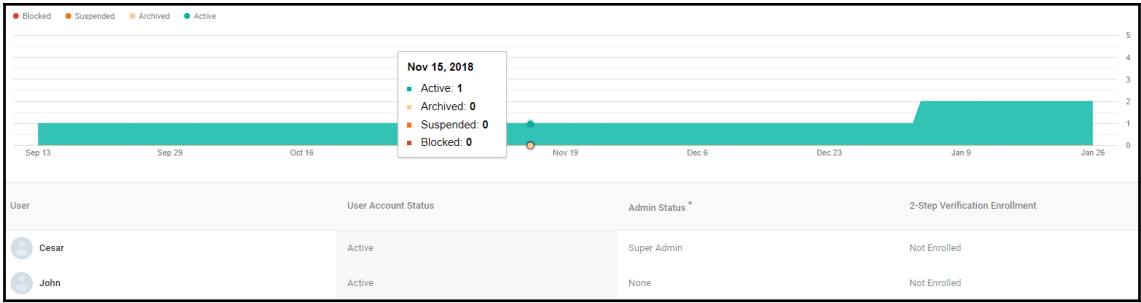








User	User Account Status	Admin Status *	2-Step Verification Enrollment	2-Step Verification Enforcement	External Apps
Cesar	Active	Super Admin	Not Enrolled	Not Enforced	1
John	Active	None	Not Enrolled	Not Enforced	0



- Event Description
- Admin
- Date
- IP Address

- IP Address
- Date
- Login Type

<input checked="" type="checkbox"/> Application name	<input checked="" type="checkbox"/> Initiated by
<input checked="" type="checkbox"/> Date	<input type="checkbox"/> Event Name
<input type="checkbox"/> User	<input type="checkbox"/> Organization name
<input type="checkbox"/> Failure type	<input type="checkbox"/> Response status
<input type="checkbox"/> Response second level status	<input type="checkbox"/> IP Address

<input checked="" type="checkbox"/> Event Name	<input checked="" type="checkbox"/> Application Name
<input type="checkbox"/> Application Id	<input type="checkbox"/> User
<input checked="" type="checkbox"/> Date	<input type="checkbox"/> IP Address
<input type="checkbox"/> Attributes	<input type="checkbox"/> Deref Aliases
<input type="checkbox"/> Base Object	<input type="checkbox"/> Connection Id
<input type="checkbox"/> Filter	<input type="checkbox"/> Is Types Only
<input type="checkbox"/> Result Code	<input type="checkbox"/> Message ID
<input type="checkbox"/> Name	<input type="checkbox"/> Request Controls
<input type="checkbox"/> Result Controls	<input type="checkbox"/> Scope
<input type="checkbox"/> Size Limit	<input type="checkbox"/> Time Limit
<input type="checkbox"/> Version	

<input checked="" type="checkbox"/> Event Description	<input type="checkbox"/> User
<input checked="" type="checkbox"/> Date	<input type="checkbox"/> Event Name
<input type="checkbox"/> Item Id	<input type="checkbox"/> Item Type
<input type="checkbox"/> Owner	<input type="checkbox"/> Prior Visibility
<input type="checkbox"/> Visibility	<input type="checkbox"/> IP Address

<input checked="" type="checkbox"/> User	<input type="checkbox"/> Calendar Id
<input type="checkbox"/> Event Title	<input type="checkbox"/> Event Id
<input type="checkbox"/> API Kind	<input type="checkbox"/> User Agent
<input type="checkbox"/> Recipient Email	<input type="checkbox"/> Message Id
<input type="checkbox"/> Remote EWS URL	<input type="checkbox"/> Error Code
<input type="checkbox"/> Requested Window Start	<input type="checkbox"/> Requested Window End
<input type="checkbox"/> Date	<input type="checkbox"/> IP Address

<input type="checkbox"/> Event Name	<input type="checkbox"/> User
<input type="checkbox"/> Device Type	<input type="checkbox"/> Application hash

<input type="checkbox"/> Event Name	<input type="checkbox"/> User
<input type="checkbox"/> Application Name	<input type="checkbox"/> Client Id
<input type="checkbox"/> Scope	<input type="checkbox"/> IP Address
<input checked="" type="checkbox"/> Date	

<input checked="" type="checkbox"/> Event Description	<input checked="" type="checkbox"/> User
<input checked="" type="checkbox"/> Date	

<input checked="" type="checkbox"/> Event Description	<input checked="" type="checkbox"/> User
<input checked="" type="checkbox"/> Date	

<input checked="" type="checkbox"/> Event Description	<input checked="" type="checkbox"/> Date
<input type="checkbox"/> User	<input type="checkbox"/> Post Visibility
<input type="checkbox"/> Attachment Type	<input type="checkbox"/> +1 Context
<input type="checkbox"/> Post Resource Name	<input type="checkbox"/> Comment Resource Name

<input checked="" type="checkbox"/> Meeting Code	<input checked="" type="checkbox"/> Participant Identifier	<input type="checkbox"/> Screencast Receive Bitrate Mean in kbps	<input type="checkbox"/> Screencast Receive FPS Mean
<input checked="" type="checkbox"/> Participant Outside Organisation	<input checked="" type="checkbox"/> Client Type	<input type="checkbox"/> Screencast Receive Long Side Median	<input type="checkbox"/> Screencast Receive Packet Loss Max
<input checked="" type="checkbox"/> Organizer Email	<input checked="" type="checkbox"/> Product Type	<input type="checkbox"/> Screencast Receive Packet Loss Mean	<input type="checkbox"/> Screencast Receive Duration
<input checked="" type="checkbox"/> Duration	<input checked="" type="checkbox"/> Call Rating out of 5	<input type="checkbox"/> Screencast Receive Short Side Median	<input type="checkbox"/> Screencast Send Bitrate Mean in kbps
<input checked="" type="checkbox"/> Participant Name	<input checked="" type="checkbox"/> IP Address	<input type="checkbox"/> Screencast Send FPS Mean	<input type="checkbox"/> Screencast Send Long Side Median
<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> Country	<input type="checkbox"/> Screencast Send Packet Loss Max	<input type="checkbox"/> Screencast Send Packet Loss Mean
<input checked="" type="checkbox"/> Network Round Trip Time Mean in ms	<input checked="" type="checkbox"/> Transport Protocol	<input type="checkbox"/> Screencast Send Duration	<input type="checkbox"/> Screencast Send Short Side Median
<input type="checkbox"/> Estimated Upload Bandwidth in kbps	<input type="checkbox"/> Estimated Download Bandwidth in kbps	<input type="checkbox"/> Video Receive FPS Mean	<input type="checkbox"/> Video Receive Long Side Median
<input type="checkbox"/> Audio Receive Packet Loss Max	<input type="checkbox"/> Audio Receive Packet Loss Mean	<input type="checkbox"/> Video Receive Packet Loss Max	<input type="checkbox"/> Video Receive Packet Loss Mean
<input type="checkbox"/> Audio Receive Duration	<input type="checkbox"/> Audio Send Bitrate Mean in kbps	<input type="checkbox"/> Video Receive Duration	<input type="checkbox"/> Video Receive Short Side Median
<input type="checkbox"/> Audio Send Packet Loss Max	<input type="checkbox"/> Audio Send Packet Loss Mean	<input type="checkbox"/> Network Congestion Ratio	<input type="checkbox"/> Video Send Bitrate Mean in kbps
<input type="checkbox"/> Audio Send Duration	<input type="checkbox"/> Calendar Event Id	<input type="checkbox"/> Video Send FPS Mean	<input type="checkbox"/> Video Send Long Side Median
<input type="checkbox"/> Conference ID	<input type="checkbox"/> Network Recv Jitter Mean in ms	<input type="checkbox"/> Video Send Packet Loss Max	<input type="checkbox"/> Video Send Packet Loss Mean
<input type="checkbox"/> Network Recv Jitter Max in ms	<input type="checkbox"/> Network Send Jitter Mean in ms	<input type="checkbox"/> Video Send Duration	<input type="checkbox"/> Video Send Short Side Median

Date: GMT-05:00

Sender: Sender IP:

Recipient: Recipient IP:

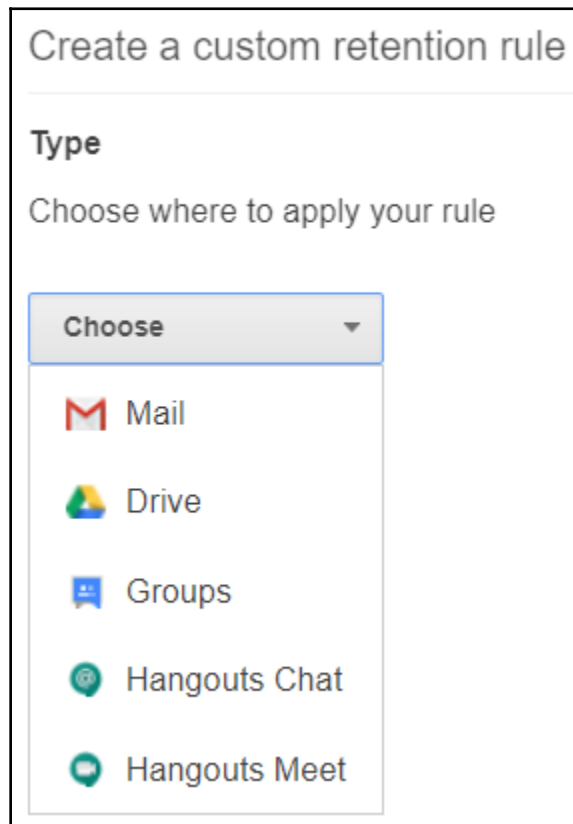
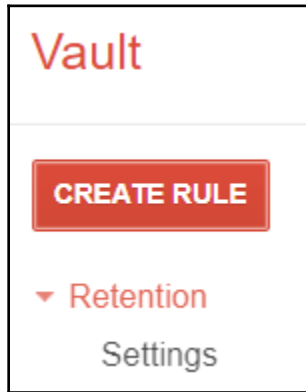
Subject:

Message ID:

It may take a few minutes for a message to be logged and appear here.

Alert name	Email recipients	Status
TLS failure	Super Administrator(s)	<input type="checkbox"/>
User deleted	Super Administrator(s)	<input checked="" type="checkbox"/>
User granted Admin privilege	Super Administrator(s)	<input type="checkbox"/>

Chapter 7: Archiving with Vault



Apply your rule to an organizational unit

cesarstechinsights.net ▼

Choose what conditions must be met for messages to be covered by your rule

Sent date:

to

Terms: ⓘ

Exclude drafts

Choose how long to keep messages

Indefinitely

days from when the message was sent.

▼ Custom retention rules

Create specific rules for how long to keep data, based on certain conditions like organizational unit or terms.

TYPE	ENTITY	CONDITIONS	DURATION	ACTION AFTER EXPIRATION	
<input type="checkbox"/>	Mail	cesarstechinsights.net	sent between 2019-01-01 and 2019-01-11 org:(cesarstechinsights.net)	600 days	Expunge deleted messages

Apply your rule to an entity like an organizational unit or a Team Drive

Organizational unit▼

Organizational Unit

All Team Drives

Specific Team Drives

Apply your rule to an entity like an organizational unit or a Team Drive

Specific Team Drives▼

Team Drives: ⓘ

Find Team Drives

Find Team Drives

Choose a member of the Team Drive you're looking for, then choose the specific Team Drive.

Step 1: Choose a Team Drive Member

"Cesar Anton Dorantes" <contact@cesarstechinsights.net>

Next

Cancel

Step 2: Choose Team Drives



Test Team Drive

1 member

Created on 2019-02-12

Team Drives: ⓘ

Find Team Drives

Test Team Drive ×

Choose how long to keep files

Indefinitely

days from when the file was

▼ Custom retention rules

Create specific rules for how long to keep data, based on certain conditions like organizational unit or terms.

TYPE	ENTITY	CONDITIONS	DURATION	ACTION AFTER EXPIRATION
<input type="checkbox"/> Drive	Test Team Drive		600 days after last modified date	Expunge deleted files

Apply your rule to specific group accounts or to all groups in an organization

All groups ▼

Group accounts

All groups

Choose what conditions must be met for messages to be covered by your rule

Sent date:

to

Terms: ⓘ

Choose how long to keep messages

Indefinitely

days from when the message was sent.

Apply your rule to DMs with users from an organizational unit or to all Rooms

Choose ▾

Organizational Unit

All Rooms

Choose how long to keep messages

Indefinitely

days from when the message was sent.

Vault

CREATE

▶ Retention

▼ **Matters**

My matters

Shared with me

Closed



Trash

Matter name

Description

Create new matter

Cancel

Vault  

CREATE HOLD Testing matter





	HOLD NAME	TYPE	CONDITIONS	USERS	LAST MODIFIED
<input type="checkbox"/>	test hold	Mail		One user	Feb 9

Holds
Search
Export
Audit

Name
Choose a name for your hold

Type
Choose where to apply your hold

Choose ▾

-  Mail
-  Drive
-  Groups
-  Hangouts Chat

Apply your hold to accounts or organizational units

Accounts ▼

For example: user1@cesarstechinsights.net,
user2@cesarstechinsights.net

Apply your hold to accounts or organizational units

Organization ▼

cesarstechinsights.net ▼

Apply your hold to accounts or organizational units

Accounts ▼

For example: user1@cesarstechinsights.net,
user2@cesarstechinsights.net

Apply your hold to accounts or organizational units

Organization ▼

cesarstechinsights.net ▼

Group accounts ▼

For example: user1@cesarstechinsights.net,
user2@cesarstechinsights.net

Apply your hold to accounts or organizational units

Accounts ▼

For example: user1@cesarstechinsights.net,
user2@cesarstechinsights.net

Apply your hold to accounts or organizational units

Organization ▼



cesarstechinsights.net ▼


Mail ▼ All Data ▼ Specific Accounts ▼

- Mail
- Drive
- Groups
- Hangouts Chat


M Mail ▾ **All Data** ▾ **All Accounts** ▾

Sent date:

 to 

Time zone for this search: 

GMT+00:00 ▾

Terms: 

has:attachment is:sent -label:drafts

Exclude drafts

Search ▾ **Count** **Export**

Drive ▾ All Data ▾ Specific Accounts ▾

Accounts:
For example: user1@cesarstechinsights.net, user2@cesarstechinsights.net

Include results from Team Drives ⓘ

Date modified:
[calendar icon] to [calendar icon]

Time zone for this search: ⓘ
GMT+00:00 ▾


Terms: ⓘ
type:document owner:user1@cesarstechinsights.net

Version Date:
[calendar icon] ⓘ

Search ▾ Export

Choose Team Drives

test



 Test Team Drive
1 member Created on 2019-02-12


Groups ▾ **All Data** ▾ **Groups** ▾

Groups


For example: user1@cesarstechinsights.net, user2@cesarstechinsights.net

Sent date:

 to 

Time zone for this search: 

GMT+00:00 ▾

Terms: 

has:attachment from:group1@cesarstechinsights.net

Search ▾ **Count** **Export**

Hangouts Chat All Data Specific Accounts

Accounts:
For example: user1@cesarstechinsights.net, user2@cesarstechinsights.net

Include results from Rooms ⓘ

Sent date:
[Calendar] to [Calendar]

Time zone for this search: ⓘ
GMT+00:00 ▾

Terms: ⓘ
Terms

Search ▾ **Export**

Choose a Room Member

cesar

"Cesar Anton Dorantes" <contact@cesarstechinsights.net>

Next **Cancel**

Choose a member of the Room you're looking for, then choose the specific Room.

Choose Rooms

test



Test chat room

1 member

Created on 2019-02-18 00:52:50 +00:00

Count results

One account searched. Completed count in 00:02 at a rate of 0.5 accounts per second.

Count

Accounts with matches

108

1

[Download accounts with matches](#)

Search

Count

Export

Reset

Duplicate search form

Save query Export results Showing items 1 - 3 of 3 Share Settings

Testing matter

Search Results Elapsed time: 00:01

The dates and times of the results are shown in GMT+00:00 time zone.

Create a saved query

Enter the name for this saved query:

Save Cancel

- Holds
- ▼ Search
 - Test query
- Export
- Audit

Export results

Export name

Data region [Learn more](#)

No preference ▼

Format

Choose ▼



Exports are deleted 15 days from when they are started. To avoid losing your exports, download them as soon as they're available.

Start export

Cancel

Sharing Settings



Paste this link in email or IM:

<https://ediscovery.google.com/discovery/u/0/#LitigationHoldsPlace:9>

Permissions:



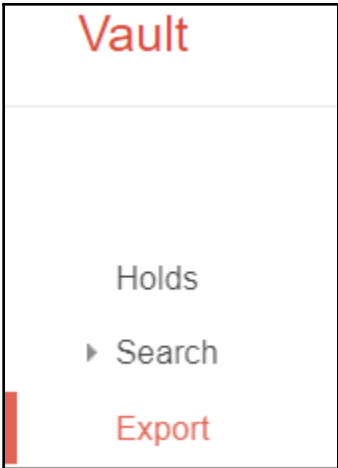
Cesar Anton Dorantes

Accounts:

Only authorized user email addresses will work.

- Send email notifications (recommended)
- Send a copy to myself

Save and close



Testing matter

	NAME	EXPORTED BY	COUNT	SIZE	EXPORT DATE	DAYS UNTIL EXPORT FILES ARE DELETED
<input type="checkbox"/>	Another mail export <input type="text"/> 0% Show query Run query Show options	contact@cesarstechinsights.net	0	0	2019-02-17 20:43	Less than 15 days
<input type="checkbox"/>	Test drive exports View 4 completed files Show query Run query Show options	contact@cesarstechinsights.net	3	535k	2019-02-17 15:51	Less than 15 days
<input type="checkbox"/>	Test mail export View 4 completed files Show query Run query Show options	contact@cesarstechinsights.net	108	6.3M	2019-02-16 21:24	Less than 15 days

Another mail export
[Hide files](#) [Show query](#) [Run query](#) [Show options](#)

✓ Another_mail_export-1.zip (6.2M) [Download](#)

Another_mail_export-metadata.xml (132k) [Download](#)

Another_mail_export-results-count.csv (35) [Download](#)

File checksums [Download](#)

Vault

▶ Retention

▶ Matters

▼ Reports

Audit

Domain Holds

User Holds

Group Holds

Select date range:

Start date:

End date:

Select Vault users:

Download CSV


Clear

Select action types:

[Select all](#) [Select none](#)

- Search
- Export
- Document view
- Hold
- Matter
- Saved query
- Retention
- Audit

Chapter 8: Setting Up Security

Two-step verification 2-Step Verification adds an extra layer of security to your managed Google Accounts. After entering a password, users must provide a second authentication factor to verify their identity. 



Allow users to turn on 2-step verification

[Go to advanced settings to enforce 2-step verification >>](#)

Security > Advanced security settings

ORGANIZATIONS

cesarstechinsights.net

 Group Filters  SELECT

No admin groups selected.

Select a group to apply filter

SEARCH CLEAR

Classroom Teachers	classroom_teachers@cesarstechinsights.net
Objectives	objectives@cesarstechinsights.net

Security > Advanced security settings

ORGANIZATIONS

SETTINGS for cesarstechinsights.net, Classroom Teachers

cesarstechinsights.net

Enforcement ⓘ

- Turn on enforcement from date
 - Turn on enforcement now
 - Turn off enforcement
- Review [enrollment report](#) to verify selected users have enrolled for 2-step verification prior to making it a policy or users could be locked out

New user enrollment period:

- None
- 1 day
- 1 week
- 2 weeks
- 1 month
- 2 months

Gives newly created users an opportunity to complete 2-step verification before enforcement is applied. Period starts after first successful login.

Allowed 2-step verification methods

Select allowed 2-step verification methods. [Learn more](#)

- Any
- Only Security Key

2-step verification policy suspension grace period:

Allowed 2-step verification methods

Select allowed 2-step verification methods. [Learn more](#)

- Any
- Only Security Key

ⓘ Please ensure that [users have registered security keys](#) before enforcing.

2-step verification policy suspension grace period:

- 1 day
- 2 days
- 5 days
- 1 week

ⓘ When users are placed in the grace period, they will be required to use 2-step verification backup codes in addition to security keys

Password length

Passwords must be between 8 and 100 characters.

Minimum length

8

Maximum length

100

Password strength and length enforcement

Changes to length and strength requirements are applied the next time an affected user changes their password. To apply changes immediately, start enforcement the next time a user signs in.

Start password policy enforcement at next sign in

Password reuse

Allow password reuse

Password expiration

Password reset frequency

Never expires



30 days

60 days


90 days

180 days

1 year


NAME	PASSWORD LENGTH	PASSWORD STRENGTH
Cesar Anton Dorantes	13	
Rudolph Almeida	8	


ADMIN


 **Cesar Anton Dorantes**
contact@cesarstechinsights.net

Active
Last sign in: A minute ago
Created: Sep 13, 2018

Organizational Unit
cesarstechinsights.net

 RESET PASSWORD

 RENAME USER

 MORE

Reset password for Cesar Anton Dorantes

- Automatically generate a password
- Ask for a password change at the next sign-in

CANCEL **RESET**

Login challenges

Locally applied

Login challenges are additional security measures to verify a user's identity if a suspicious attempt to access their account is detected. Specific login challenges presented to the user, such as entering their employee ID, are only issued if Google has relevant details for that user. [Learn more](#)

Use employee ID to keep my users more secure

API access

Allows access to various Admin SDK APIs.

Enable API access

Admin SDK

The Google Admin SDK allows developers to write applications to manage your Cloud Directory, migrate from and integrate with existing IT infrastructure, create users, update settings, audit activity, and more.

Choose from either option to setup Google as your identity provider. Please add details in the SSO config for the service provider. [Learn more](#)

SSO URL

Entity ID

Certificate 1



Expires Feb 20, 2024

DOWNLOAD CERTIFICATE

DOWNLOAD IDP METADATA

Certificate 2

To setup third party as your identity provider, please provide the information below.

Sign-in page URL

URL for signing in to your system and G Suite

Sign-out page URL

URL for redirecting users to when they sign out

Change password URL

URL to let users change their password in your system; when defined here, this is shown even when Single Sign-on is not enabled

Verification certificate

No file chosen

The certificate file must contain the public key for Google to verify sign-in requests.

Use a domain specific issuer

Network masks

Network masks determine which addresses will be affected by single sign-on. If no masks are specified, SSO functionality will be applied to the entire network. Use a semicolon to separate the masks. Example: (64.233.187.99/8; 72.14.0.0/16). For ranges, use a dash. Example: (64.233.167-204.99/32). All network masks must end with a CIDR.

Session control
Locally applied

Web session duration
Duration after which the web session expires and users are prompted for credentials. [Learn more](#)

- ⓘ This setting does not affect native mobile applications and some mobile browser sessions.
- ⓘ A new duration setting applies when the user signs out or when the current session expires.

8 hrs
12 hrs
20 hrs

^ **Advanced settings**

Authentication [Manage API client access](#)
Allows admins to control access to user data by applications that use OAuth protocol.

Authorized API clients The following API client domains are registered with Google and authorized to access data for your users.

Client Name One or More API Scopes [Learn more about registering new API clients](#)

Example: www.example.com Example: http://www.google.com/calendar/feeds/ (comma-delimited)

G Suite

Gmail Enable Disable All Access
1 app, 1 user

Drive Enable Disable All Access
1 app, 1 user

INSTALLED		TRUSTED			
Filters	App Name	App Id	App Type	Permissions	Users
API Permission Select one	G Suite Sync for Microsoft Outlook®	1095133494869.apps.googleusercontent.com	Web Application	Gmail, Drive, Calendar, Contacts, Admin	1
App Name Enter App Name					
User Count Greater than 0					
<input type="button" value="RESET"/> <input type="button" value="SEARCH"/>					

API Permission

Select one

- Gmail
- Drive
- Calendar
- Contacts
- Admin**

App Name

Enter App Name

User Count

Equals 0

Greater than


Greater than or equals

Less than

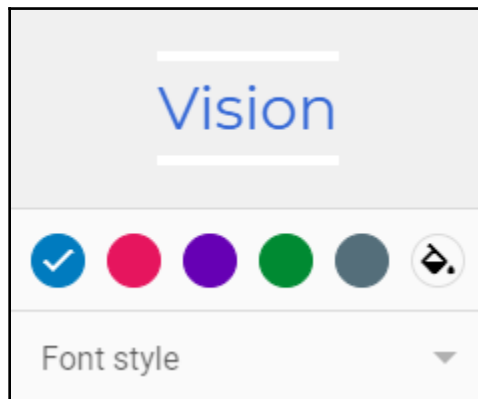
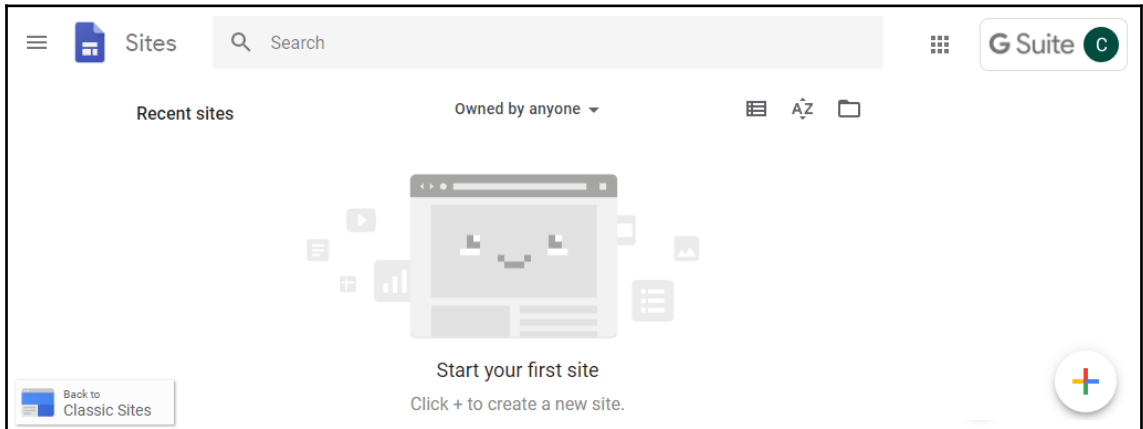
Less than or equals

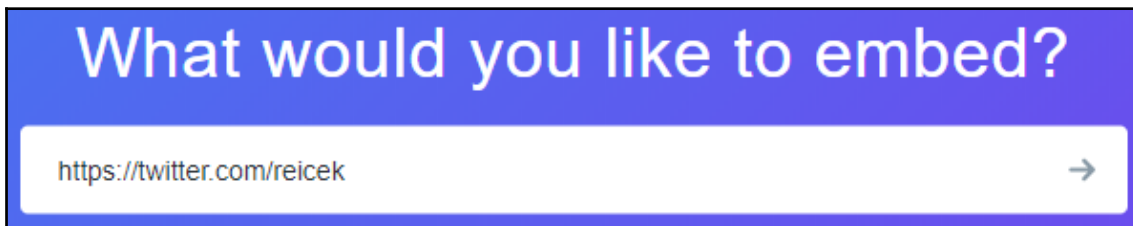
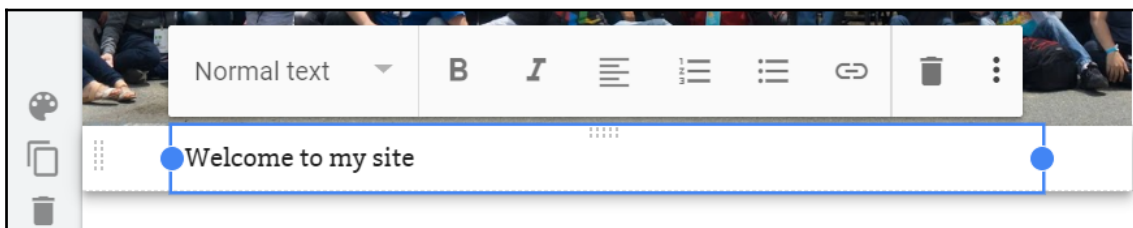
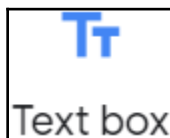
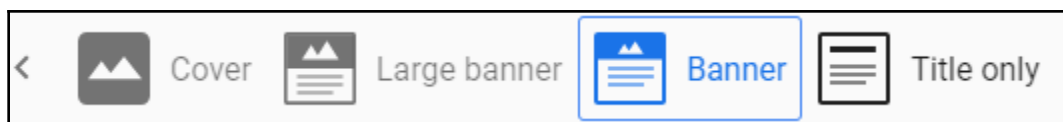
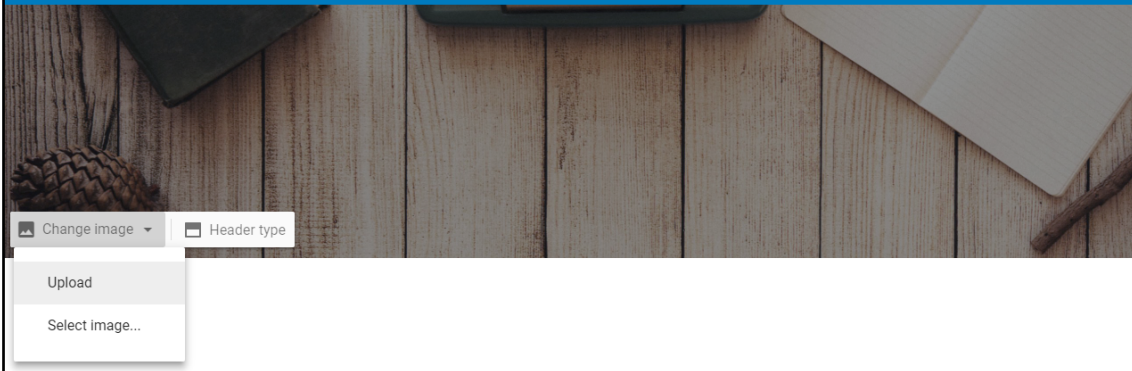
INSTALLED TRUSTED

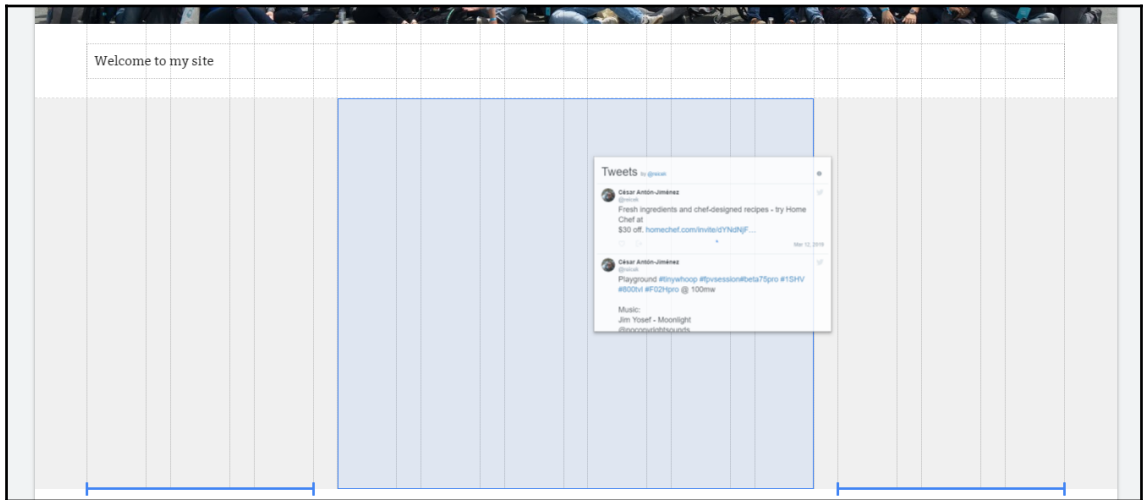
App Name	App Id	App Type	Date ▼
You do not have any trusted app.			

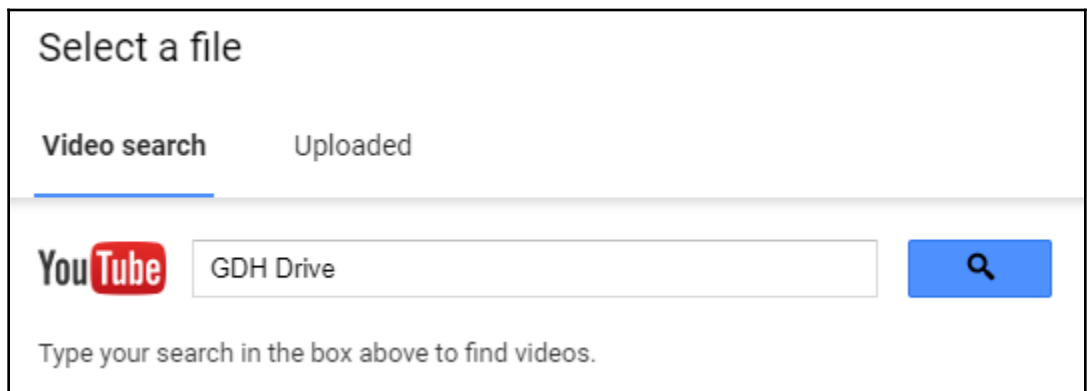
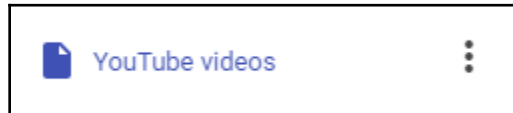


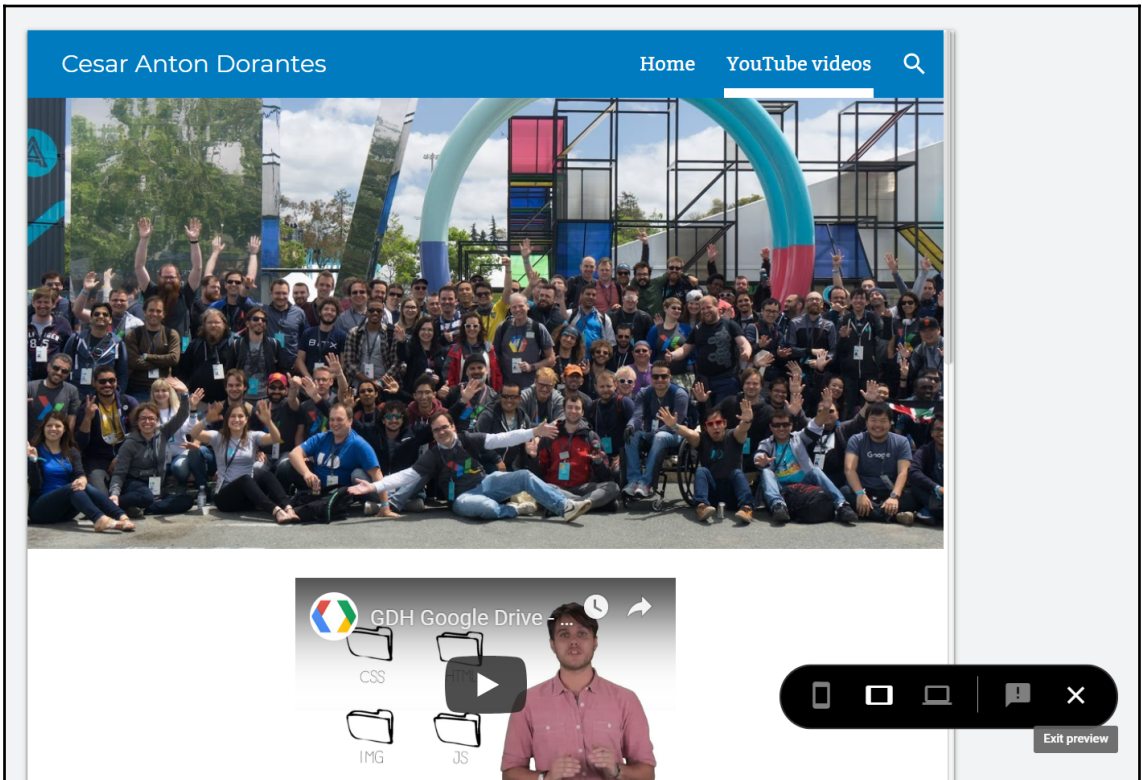
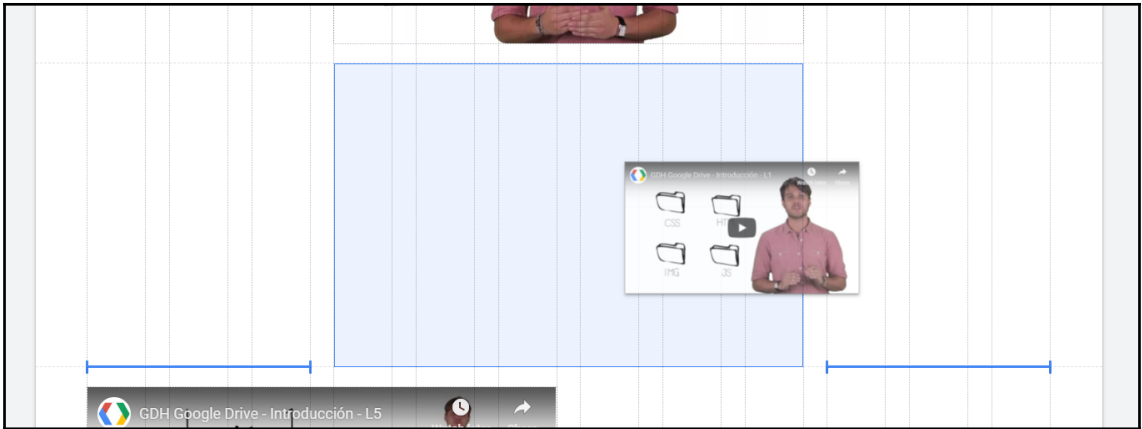
Chapter 9: Getting Started with Google Sites

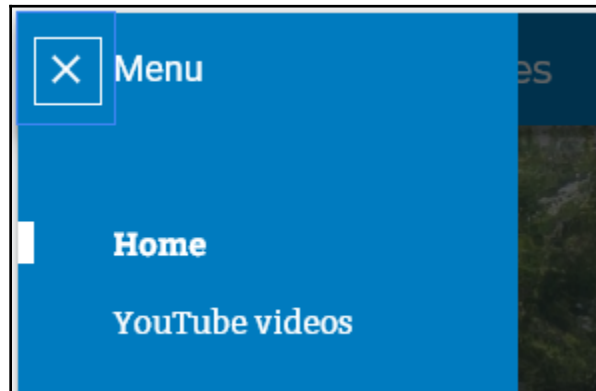













Publish your site




Web address 






<https://sites.google.com/cesarstechinsights.net/bio>




Who can view my site
Anyone at Cesar Anton Dorantes [MANAGE](#)

Cancel

Who has access

	Draft - Specific people can edit	Change...
	Published - Anyone at Cesar Anton Dorantes can find and view	Change...
	Cesar Anton Dorantes (you) contact@cesarstechinsights.net	Is owner

-  **On - Public on the web**
Anyone on the Internet can find and access. Sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. Sign-in required.
-  **On - Cesar Anton Dorantes**
Anyone at Cesar Anton Dorantes can find and access.
-  **On - Anyone at Cesar Anton Dorantes with the link**
Anyone at Cesar Anton Dorantes who has the link can access.
-  **Off - Specific people**
Shared with specific people.

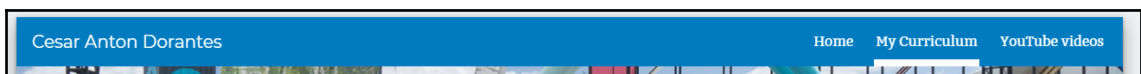
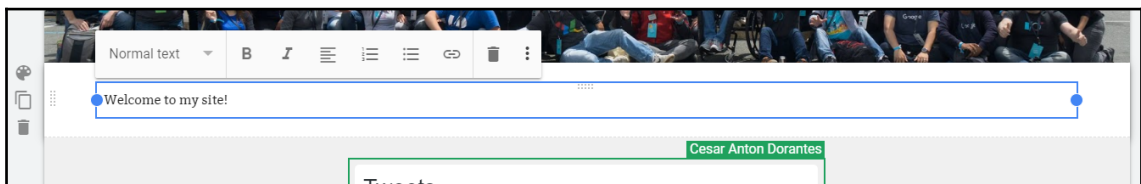
-
-  Anyone can find and view the published version
 -  Anyone at Cesar Anton Dorantes can find and view the published version
 -  Specific people can view when published

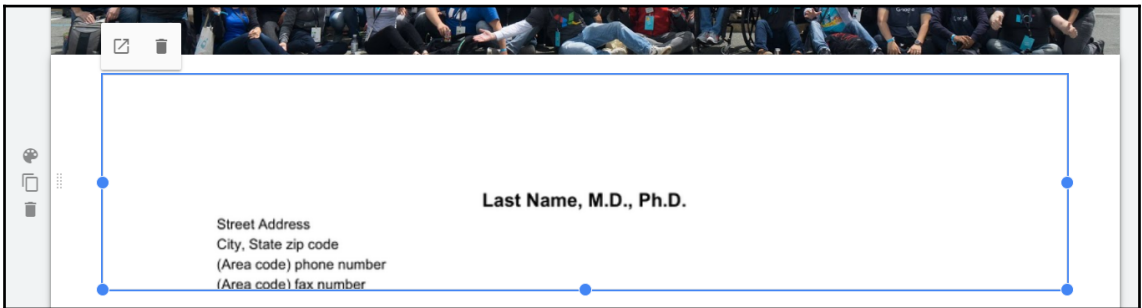
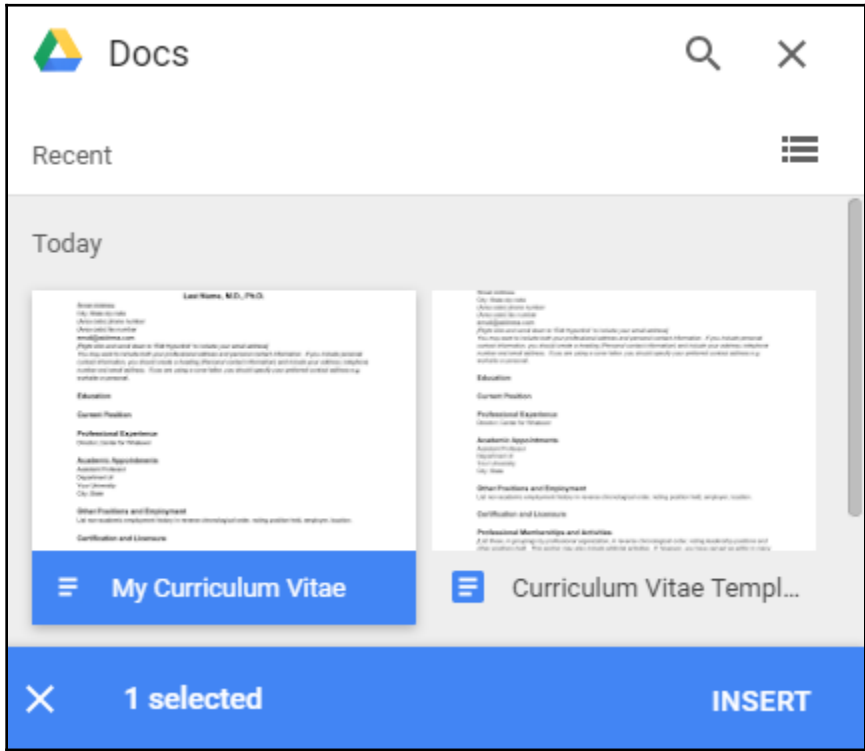
Add a new web address mapping

URL Format
new Sites ▼

Site Location
https://sites.google.com/
cesarstechinsights.net ▼ /

Web Address
 . cesarstechinsights.net ▼







Carl Niemi, M.D., Ph.D.

Education

Ph.D. in Neuroscience
M.D. in Medicine
M.S. in Biophysics
B.S. in Biology
B.S. in Chemistry
B.S. in Physics
B.S. in Mathematics
B.S. in Computer Science
B.S. in Electrical Engineering
B.S. in Mechanical Engineering
B.S. in Industrial Engineering
B.S. in Chemical Engineering
B.S. in Environmental Engineering
B.S. in Civil Engineering
B.S. in Environmental Science
B.S. in Environmental Policy
B.S. in Environmental Planning
B.S. in Environmental Management
B.S. in Environmental Law
B.S. in Environmental Economics
B.S. in Environmental Sociology
B.S. in Environmental Psychology
B.S. in Environmental Anthropology
B.S. in Environmental History
B.S. in Environmental Art
B.S. in Environmental Music
B.S. in Environmental Dance
B.S. in Environmental Theater
B.S. in Environmental Film
B.S. in Environmental Photography
B.S. in Environmental Journalism
B.S. in Environmental Communication
B.S. in Environmental Public Health
B.S. in Environmental Health Services
B.S. in Environmental Health Education
B.S. in Environmental Health Promotion
B.S. in Environmental Health Communication
B.S. in Environmental Health Policy
B.S. in Environmental Health Law
B.S. in Environmental Health Economics
B.S. in Environmental Health Sociology
B.S. in Environmental Health Psychology
B.S. in Environmental Health Anthropology
B.S. in Environmental Health Art
B.S. in Environmental Health Music
B.S. in Environmental Health Dance
B.S. in Environmental Health Theater
B.S. in Environmental Health Film
B.S. in Environmental Health Photography
B.S. in Environmental Health Journalism
B.S. in Environmental Health Communication
B.S. in Environmental Health Public Health
B.S. in Environmental Health Services
B.S. in Environmental Health Education
B.S. in Environmental Health Promotion
B.S. in Environmental Health Communication
B.S. in Environmental Health Policy
B.S. in Environmental Health Law
B.S. in Environmental Health Economics
B.S. in Environmental Health Sociology
B.S. in Environmental Health Psychology
B.S. in Environmental Health Anthropology
B.S. in Environmental Health Art
B.S. in Environmental Health Music
B.S. in Environmental Health Dance
B.S. in Environmental Health Theater
B.S. in Environmental Health Film
B.S. in Environmental Health Photography
B.S. in Environmental Health Journalism
B.S. in Environmental Health Communication
B.S. in Environmental Health Public Health

Research Interests

Neuroscience
Molecular Biology
Cellular Biology
Genetics
Biochemistry
Biophysics
Biotechnology
Environmental Science
Environmental Health
Environmental Policy
Environmental Planning
Environmental Management
Environmental Law
Environmental Economics
Environmental Sociology
Environmental Psychology
Environmental Anthropology
Environmental Art
Environmental Music
Environmental Dance
Environmental Theater
Environmental Film
Environmental Photography
Environmental Journalism
Environmental Communication
Environmental Public Health
Environmental Health Services
Environmental Health Education
Environmental Health Promotion
Environmental Health Communication
Environmental Health Policy
Environmental Health Law
Environmental Health Economics
Environmental Health Sociology
Environmental Health Psychology
Environmental Health Anthropology
Environmental Health Art
Environmental Health Music
Environmental Health Dance
Environmental Health Theater
Environmental Health Film
Environmental Health Photography
Environmental Health Journalism
Environmental Health Communication
Environmental Health Public Health

