



techsoup
УКРАЇНА



GSuite для неприбуткових організацій

міграція пошти, зберігання файлів, захист від зламу

Захист від зламу





- багатофакторна автентифікація для Адміна
(<https://yak.dslua.org/services/gmail/2fa/>)
- багатофакторна автентифікація для всіх користувачів
GSuite
- способи відновлення доступу

- Home
- Personal info
- Data & personalization
- Security**
- People & sharing
- Payments & subscriptions
- About



Welcome, Maksym Lunochkin

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

<h3>Privacy & personalization</h3> <p>See the data in your Google Account and choose what activity is saved to personalize your Google experience</p>  <p>Manage your data & personalization</p>	<h3>We keep your account protected</h3> <p>The Security Checkup gives you personalized recommendations to secure your account</p>  <p>Get started</p>
<h3>Account storage</h3> <p>Your account storage is shared across Google services, like Gmail and Photos</p> <p>0% used – 0.09 GB of 30 GB</p>  <p>Manage storage</p>	<h3>Take the Privacy Checkup</h3> <p>This step-by-step guide helps you choose the privacy settings that are right for you</p>  <p>Get started</p>



- Home
- Personal info
- Data & personalization
- Security**
- People & sharing
- Payments & subscriptions
- About

Security

Settings and recommendations to help you keep your account secure

We keep your account protected

The Security Checkup gives you personalized recommendations to secure your account



[Get started](#)

Signing in to Google




Password	Last changed Jun 3	>
2-Step Verification	<input checked="" type="checkbox"/> On	>
App passwords	None	>

Ways we can verify it's you


These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account




Admin Console



Dashboard
See relevant insights about your organization




Users
Add or manage users



Groups
Create groups and mailing lists




Organizational units
Add, remove, rename, move or search for an organizational unit



Buildings and resources
Manage and monitor buildings, rooms and resources



Devices
Secure corporate data on devices



Apps
Manage apps and their settings



Security
Configure security settings



Reports
Monitor usage across your organization




Billing
Manage subscriptions and billing



Account settings
Update information about your company




Admin roles
Manage administrative roles



Domains
Manage your domains



Data migration
Manage migration



Support
Talk to our support team

Enable advanced mobile management

Protect G Suite data with strong device controls

LEARN MORE

SKIP

Tools

- [Admin Console setup](#)
- [Google Meet video calling setup](#)
- [Get help from a partner](#)
- [G Suite Marketplace](#)
- [G Suite Status Dashboard](#)
- [Data Export](#)
- [Transfer tool for unmanaged users](#)

Delete G Suite account

Deleting Digital Security Lab Ukraine's account will permanently delete all user accounts, data, and access to services. [Learn more](#)

Security



i Password monitoring has moved to Reports.
[Learn more](#) about Google Cloud's security and privacy features.

Alert center

View important and actionable notifications about potential security issues within your domain.

Security Rules

Manage system defined and custom-created rules including notification settings.

Password management

Configure password policies.

Less secure apps

Configure policies to manage access to less-secure apps.

2-Step Verification

Configure 2-Step Verification policies.

Account Recovery

Security Settings

Organizational Units

Search for organizational units

Groups

Customize settings for a group within an organizational unit. One group per organizational unit. [Learn more](#)

Search for a group

2-Step Verification

Authentication Locally applied

Add an extra layer of security to user accounts by asking users to verify their identity when they enter a username and password. [Learn more](#)

Allow users to turn on 2-Step Verification

Enforcement

- Off
- On
- On from

New user enrollment period

Allows new users some time to enroll before enforcement is applied

1 day

Frequency

Users can avoid repeated 2-Step Verification on their trusted devices. [Learn more](#)

Allow user to trust the device

Methods

Select the method to enforce. [Learn more](#)

- Any
- Any except verification codes via text, phone call
- Only security key

2-Step Verification policy suspension grace period

Let users temporarily sign in with verification codes in addition to their security keys. The user's exception period starts when you generate verification codes.

1 day

Security



Security

Security Rules

Manage system defined and custom-created rules including notification settings.

Password management

Configure password policies.

Less secure apps

Configure policies to manage access to less-secure apps.

2-Step Verification

Configure 2-Step Verification policies.

Account Recovery

Configure account-recovery policies.

Super admin account recovery


Turned on: 'Allow super admins to recover their account'

User account recovery

Turned off: 'Allow users and non-super admins to recover their account'

Applied at 'Digital Security Lab Ukraine'

МІГРАЦІЯ ПОШТИ

- 
- Створити акаунти GSuite
 - Вимкнути двоетапну перевірку сервісу з якого будемо мігрувати пошту
 - Створити завдання міграції в GSuite і перенести пошту, календарі, контакти
 - Перевірити чи все гаразд
 - Видалити пошту, календарі, контакти, файли у старому сервісі

- Home
- Users
- Groups
- Billing
- Setup
- Reports
 - Productivity Score
 - Usage
 - Security & compliance
- Health
- Admin centers
 - Security
 - Compliance
 - Azure Active Directory
 - Exchange
 - SharePoint
 - All admin centers
- Customize navigation
- Show all

Digital Security Lab Ukraine

Search

Add card

Dark mode

What's new?

Essentials

User management

User management

Add, edit, and remove user accounts, and reset passwords.

Add user

Edit a user

Training & guides

Training for admins
Microsoft 365 tutorials and videos

Customized setup guidance
Choose a setup path to fit your org

Training for users
Learn to use Office 365 and the Office apps



Exchange admin center

dashboard

recipients

permissions

compliance management

organization

protection

mail flow

mobile

public folders

unified messaging

hybrid

Welcome

We're updating the Exchange admin center and need your expert feedback to make it even better. Give it a try, and share your thoughts.

Try it now

recipients

- mailboxes
- groups
- resources
- contacts
- shared
- migration

permissions

- admin roles
- user roles
- Outlook Web App policies

compliance management

- in-place eDiscovery & hold
- auditing
- retention policies
- retention tags
- journal rules

organization

- sharing
- add-ins

protection

- malware filter
- connection filter
- spam filter
- outbound spam
- quarantine
- action center
- dkim

mail flow

- rules
- message trace
- accepted domains
- remote domains
- connectors

mobile

- mobile device access
- mobile device mailbox policies

public folders

- public folders
- public folder mailboxes

unified messaging

- UM dial plans
- UM IP gateways

hybrid

Exchange admin center

- dashboard
- recipients
- permissions**
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders
- unified messaging
- hybrid

admin roles user roles Outlook Web App policies



NAME
Compliance Management
Discovery Management
Help Desk
Hygiene Management
Organization Management
Recipient Management
Records Management
RIM-MailboxAdmins5784971c681d47c7b390dd478b22faee
Security Administrator
Security Reader
TenantAdmins_-1399259508
UM Management
View-Only Organization Management

Compliance Management

This role group will allow a specified user, responsible for compliance, to properly configure and manage compliance settings within Exchange in accordance with their policy.

Assigned Roles

- Audit Logs
- Compliance Admin
- Data Loss Prevention
- Information Rights Management
- Journaling
- Message Tracking
- Retention Management
- Transport Rules
- View-Only Audit Logs
- View-Only Configuration
- View-Only Recipients

Members

Managed By

Organization Management

Write scope

Default

Exchange admin center

- dashboard
- recipients
- permissions**
- compliance management
- organization
- protection
- mail flow
- mobile
- public folders
- unified messaging
- hybrid

admin roles user roles



- NAME
- Compliance Management**
- Discovery Management
- Help Desk
- Hygiene Management
- Organization Management
- Recipient Management
- Records Management
- RIM-MailboxAdmins5784971c681d47c
- Security Administrator
- Security Reader
- TenantAdmins_-1399259508
- UM Management
- View-Only Organization Management

new role group

*Name:

Description:

Write scope:

Roles:

+ -

NAME
ApplicationImpersonation

Members:

+ -

NAME	DISPLAY NAME
maks.luno	Maksym Lunochkin

Save Cancel

Compliance Management

This role group will allow a specified user, responsible for compliance, to properly configure and manage compliance settings within Exchange in accordance with their policy.

Assigned Roles

- Audit Logs
- Compliance Admin
- Data Loss Prevention
- Information Rights Management
- Journaling
- Message Tracking
- Retention Management
- Transport Rules
- View-Only Audit Logs
- View-Only Configuration
- View-Only Recipients

Members


Managed By

Organization Management


Write scope

Default


Admin Console



Dashboard
See relevant insights about your organization




Users
Add or manage users



Groups
Create groups and mailing lists




Organizational units
Add, remove, rename, move or search for an organizational unit



Buildings and resources
Manage and monitor buildings, rooms and resources



Devices
Secure corporate data on devices



Apps
Manage apps and their settings




Security
Configure security settings



Reports
Monitor usage across your organization



Billing
Manage subscriptions and billing



Account settings
Update information about your company




Admin roles
Manage administrative roles



Domains
Manage your domains



Data migration
Manage migration



Support
Talk to our support team

Enable advanced mobile management

Protect G Suite data with strong device controls

LEARN MORE

SKIP

Tools

- [Admin Console setup](#)
- [Google Meet video calling setup](#)
- [Get help from a partner](#)
- [G Suite Marketplace](#)
- [G Suite Status Dashboard](#)
- [Data Export](#)
- [Transfer tool for unmanaged users](#)

Delete G Suite account

Deleting Digital Security Lab Ukraine's account will permanently delete all user accounts, data, and access to services. [Learn more](#)

Data Migration

The Data Migration Service helps you easily import your data over to your G Suite account. [Learn More](#)

[SET DATA MIGRATION UP](#)

Configure Data Migration Service

Source Connection Settings — **2** Additional Migration Settings

Configure additional settings and add users.

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

Migration Start Date Select the start date for your migration. Your email will be migrated from that date to the most recent, starting with the most recent first.

Past 1 year ▼

Migration Options Choose migration options

- Migrate deleted mail.
- Migrate junk mail.
- Exclude the following folders from the migration (comma separated list)

*By clicking the 'Select users' button, you authorize Google's Data Migration Service to fetch information from your server and upload it to your G Suite accounts. [If you go to [Domain-wide Delegation](#) during the migration, you'll see Google's Data Migration client in the authorized clients list for accessing pertinent information.]


BACK

SELECT USERS

Data Migration

Source: <https://outlook.office365.com/EWS/Exchange.asmx> Start Time: August 10, 2019

Migrations [Add user](#) [Bulk upload with csv](#) [More](#)

<input type="checkbox"/>	Source Email	G Suite Email	Status
 No users are being migrated yet.			

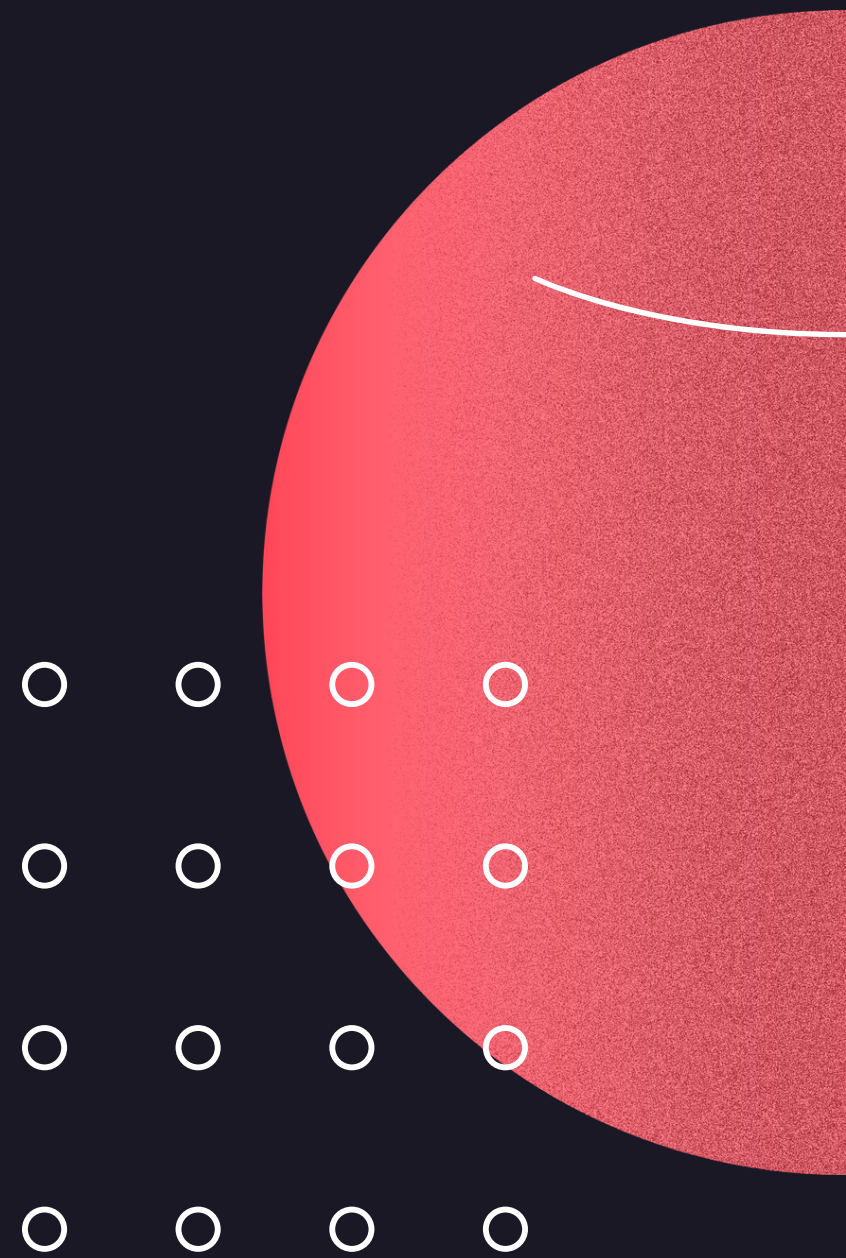
Data Migration

Source: <https://outlook.office365.com/EWS/Exchange.asmx> Start Time: August 10, 2019

Migrations [Add user](#) [Bulk upload with csv](#) [More](#)

<input type="checkbox"/>	Source Email	G Suite Email	Status
<input type="checkbox"/>	[REDACTED]	[REDACTED]	<div style="width: 11%;"><div style="width: 11%;"></div></div> 11%
<input type="checkbox"/>	koushnir@dslua.org	koushnir@dslua.org	<div style="width: 4%;"><div style="width: 4%;"></div></div> 4%
<input type="checkbox"/>	maks.luno@dslua.org	maks.luno@dslua.org	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
<input type="checkbox"/>	maryanak@dslua.org	maryanak@dslua.org	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
<input type="checkbox"/>	[REDACTED]	[REDACTED]	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Error (Retrying) Unknown error.
<input type="checkbox"/>	vadym@dslua.org	vadym@dslua.org	Initializing...
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Initializing...

Поширені запитання



- які можливості відеоконференцій Google Meet?

- Compose
- Inbox 6
- Starred
- Snoozed
- Sent
- Drafts
- More

- The Google for Nonp. Google for Nonprofits administrator access request approved - Sign in to review administrator access
- Google Cloud Support [We registerd for GSuite for Nonprofits, and everything works fine, but now our GSuite is Suspended and I
- Google Cloud Support 2 [#23955347] Доброго дня. Ми зареєстрували Google for Nonprofits а також подали заявку і отримал
- Google Cloud Support [#23955347] Доброго дня. Ми зареєстрували Google for Nonprofits а також подали заявку і отримал
- Google Cloud Support [#23972615] We registerd for GSuite for Nonprofits, and everything works fine, but now our GSuite is [ref.
- Google Cloud Support Your chat transcript for [Case #23972615] - This is an automated email from Google Cloud Support. Case
- G Suite Technical S. [No-Reply] Test message from G Suite Technical Support - Dear G Suite customer, This is a test message s
- Google Cloud Support 5 New Case Comment: [Case#23972615] We registerd for GSuite for Nonprofits, and everything works fine,
- The G Suite Team Термін дії Вашої пробної підписки на G Suite для некомерційних організацій у домені mail.dslua.org

- Account
- Gmail
- Drive
- Docs
- Sheets
- Slides
- Calendar
- Chat
- Meet
- Currents
- Sites
- Contacts

Meet

- Start a meeting
- Join a meeting

Hangouts

0.1 GB (0%) of 30 GB used
Manage

Program Policies
Powered by Google

Last account activity: 18 hours ago
Details

Maksym

No recent chats
Start a new one



+ Join or start a meeting

Nothing scheduled today

Create

August 2020

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Meet with... Search for people

- My calendars
- Maksym Lunochkin
 - Birthdays
 - Reminders
 - Tasks
- Other calendars
- Holidays in Ukraine

SUN 26	MON 27	TUE 28	WED 29	THU 30	FRI 31	SAT Aug 1
		Baptism of Kyivan Rus				
2				6	7	8
9				13 (No title)	14	15
16				20	21	22
23				27	28	29
30	31	Sep 1	2	3	4	5

Нарада

Event Out of office Reminder Appointment slots

Thursday, August 13 – Thursday, August 13
Does not repeat Add time

[Find a time](#)

Add guests

Add Google Meet video conferencing

Add location

Add description or attachments

Maksym Lunochkin Free · Default visibility · Do not notify

More options Save

Admin Console



Dashboard

See relevant insights about your organization



Users

Add or manage users



Groups

Create groups and mailing lists



Organizational units

Add, remove, rename, move or search for an organizational unit



Buildings and resources

Manage and monitor buildings, rooms and resources



Devices

Secure corporate data on devices



Apps

Manage apps and their settings



Security

Configure security settings



Reports

Monitor usage across your organization



Billing

Manage subscriptions and billing



Account settings

Update information about your company



Admin roles

Manage administrative roles



Domains

Manage your domains



Data migration

Manage migration



Support

Talk to our support team

Enable advanced mobile management

Protect G Suite data with strong device controls

LEARN MORE

SKIP

Tools

[Admin Console setup](#)

[Google Meet video calling setup](#)

[Get help from a partner](#)

[G Suite Marketplace](#)

[G Suite Status Dashboard](#)

[Data Export](#)


[Transfer tool for unmanaged users](#)

Delete G Suite account

Deleting Digital Security Lab Ukraine's account will permanently delete all user accounts, data, and access to services. [Learn more](#)

Apps


G Suite



G Suite Core services

11 SERVICES


Additional Google services



Bloggging, photos, video, social tools and more

52 SERVICES


G Suite Marketplace apps



Add and manage third party apps

NO SERVICES [MANAGE](#)

SAML apps



Manage SSO and User Provisioning

NO SERVICES

G Suite core services are governed by your G Suite agreement.
Additional Google services are not governed by your G Suite agreement, and other terms apply. [Learn more.](#)



All users in this account

Groups

Organizational Units

Search for organizational units

Digital Security Lab Ukraine

Showing status for apps in all organizational units

[ADD SERVICES](#)

<input type="checkbox"/>	Services ↑	Service Status
<input type="checkbox"/>	Calendar	ON for everyone
<input type="checkbox"/>	Classroom	ON for everyone
<input type="checkbox"/>	Drive and Docs	ON for everyone
<input type="checkbox"/>	Gmail	ON for everyone
<input type="checkbox"/>	Google Chat and classic Hangouts	ON for everyone
<input type="checkbox"/>	Google Meet	ON for everyone
<input type="checkbox"/>	Groups for Business	ON for everyone
<input type="checkbox"/>	Jamboard Service	ON for everyone
<input type="checkbox"/>	Keep	ON for everyone
<input type="checkbox"/>	Sites	ON for everyone
<input type="checkbox"/>	Tasks	ON for everyone

[Learn more](#)



Google Meet

Status

ON for everyone

Service status

ON for everyone

Meet video settings

Set policies for video meetings in your organization.

Telephony

Turned off: 'Provide a phone number and PIN for each video meeting.'

Stream

Turned on: 'Let people stream their meetings.'

Applied at 'Digital Security Lab Ukraine'

Client logs upload

Turned on: 'Include web-browser and mobile app logs with diagnostic data sent to Google.'

Default video quality

Adjust automatically (default)

Recording

Turned on: 'Let people record their meetings.'

Interoperability

Turned off: 'Turn on interoperability with other systems'

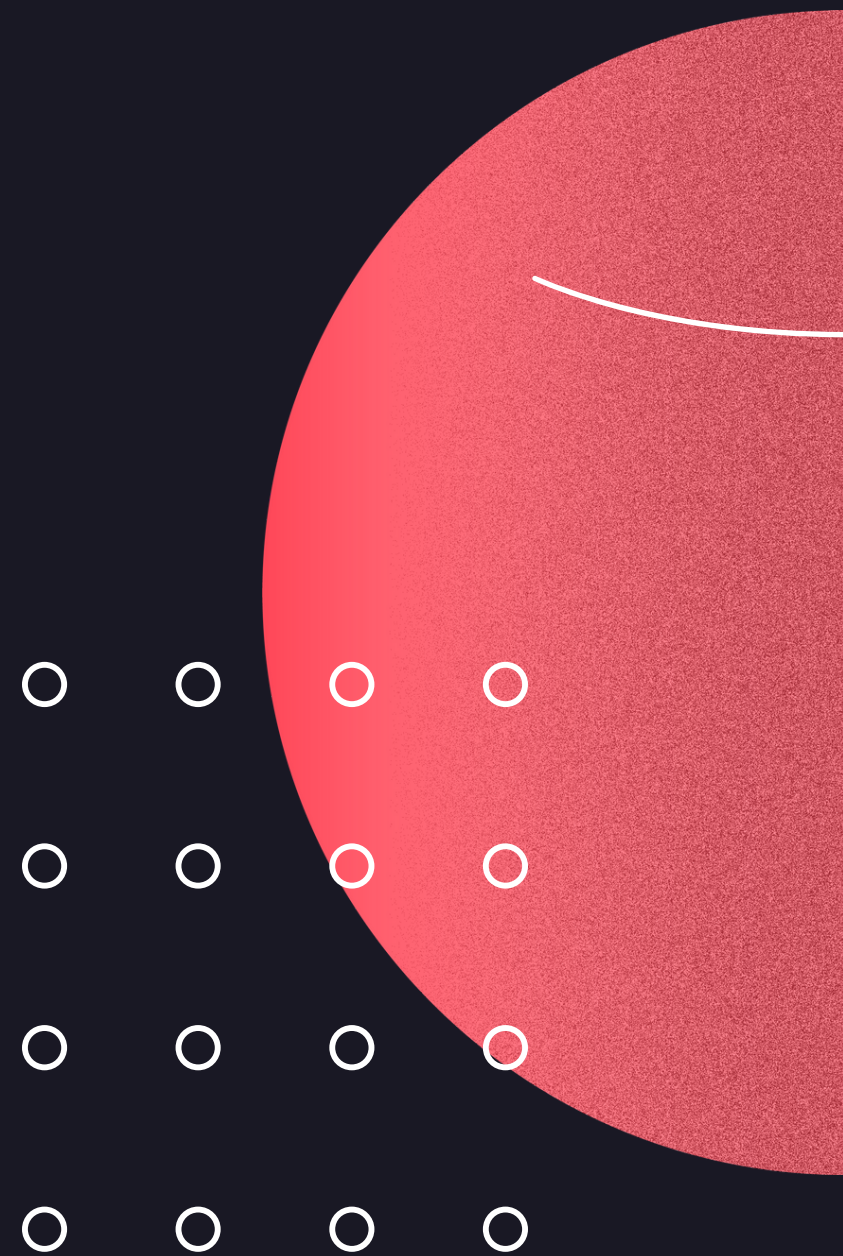
Gateways for interoperability

Create gateways to allow third party endpoints to join Meet calls

Meet quality tool

Troubleshoot meetings in your organization

Поширені запитання



- чи можна використовувати декілька доменних імен?

Add multiple domains or domain aliases

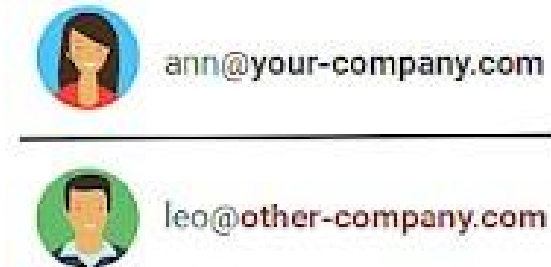
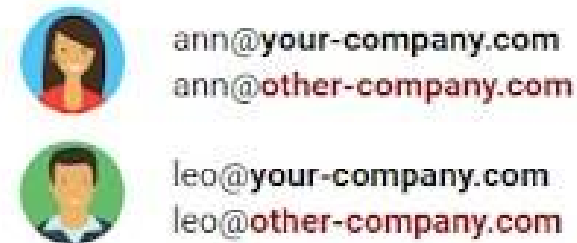
For your G Suite or Cloud Identity account

If you own another domain, you can add it to your G Suite or Cloud Identity account. For example, you manage multiple businesses or brands, each with their own domain. Depending on your needs, you add a domain as a *domain alias* or a *secondary domain*.

Give users an email address at the other domain

OR

Manage separate teams of users or businesses at different domains



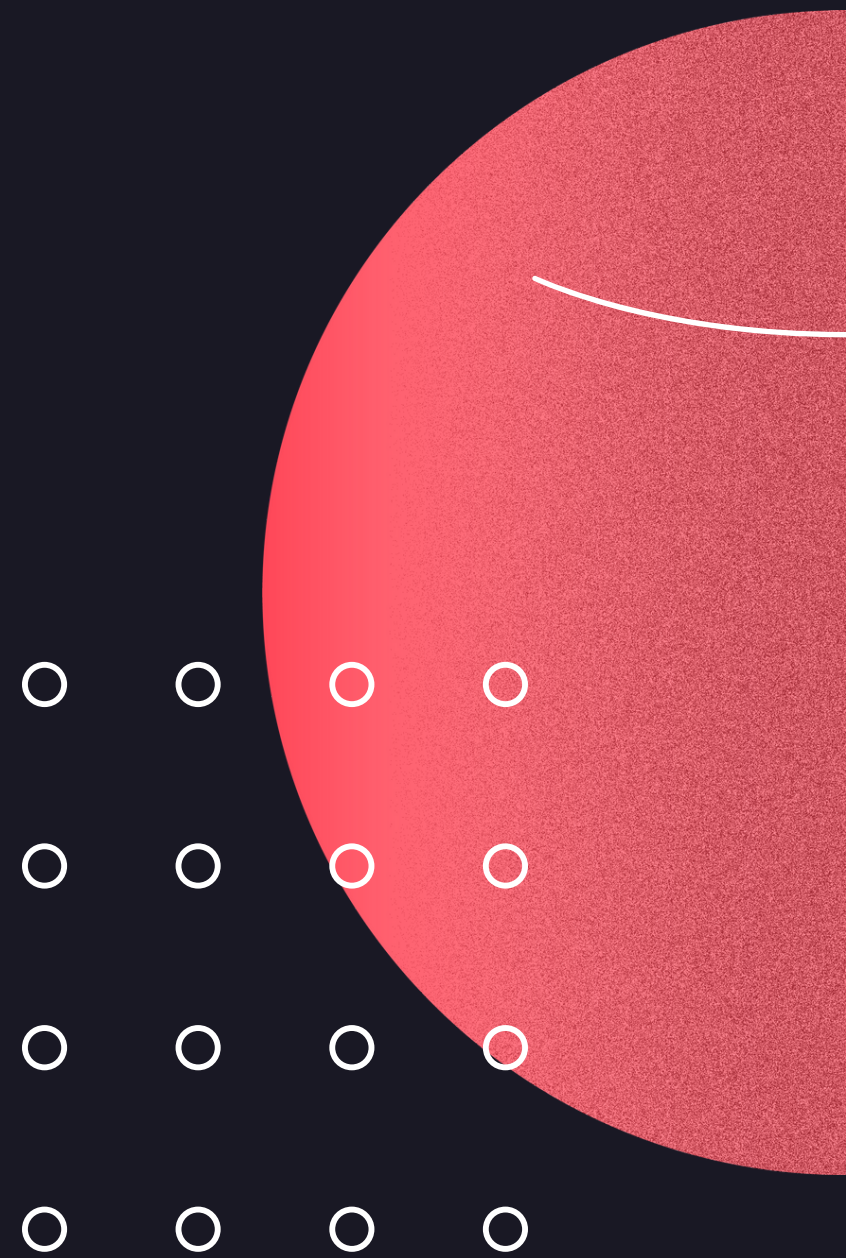
- ✓ Each user gets an email address at **both** your primary domain and domain alias
- ✓ A user can send and receive email from either address
- ✓ No extra cost per user

Follow the steps below to [Add a domain alias](#)

- ✓ Each of your domains has a different set of users
- ✓ A user gets a G Suite account, email address, and mailbox for their domain
- ✓ Pay for each user account that you add to your secondary domain

Follow the steps below to [Add secondary domain](#)

Поширені запитання



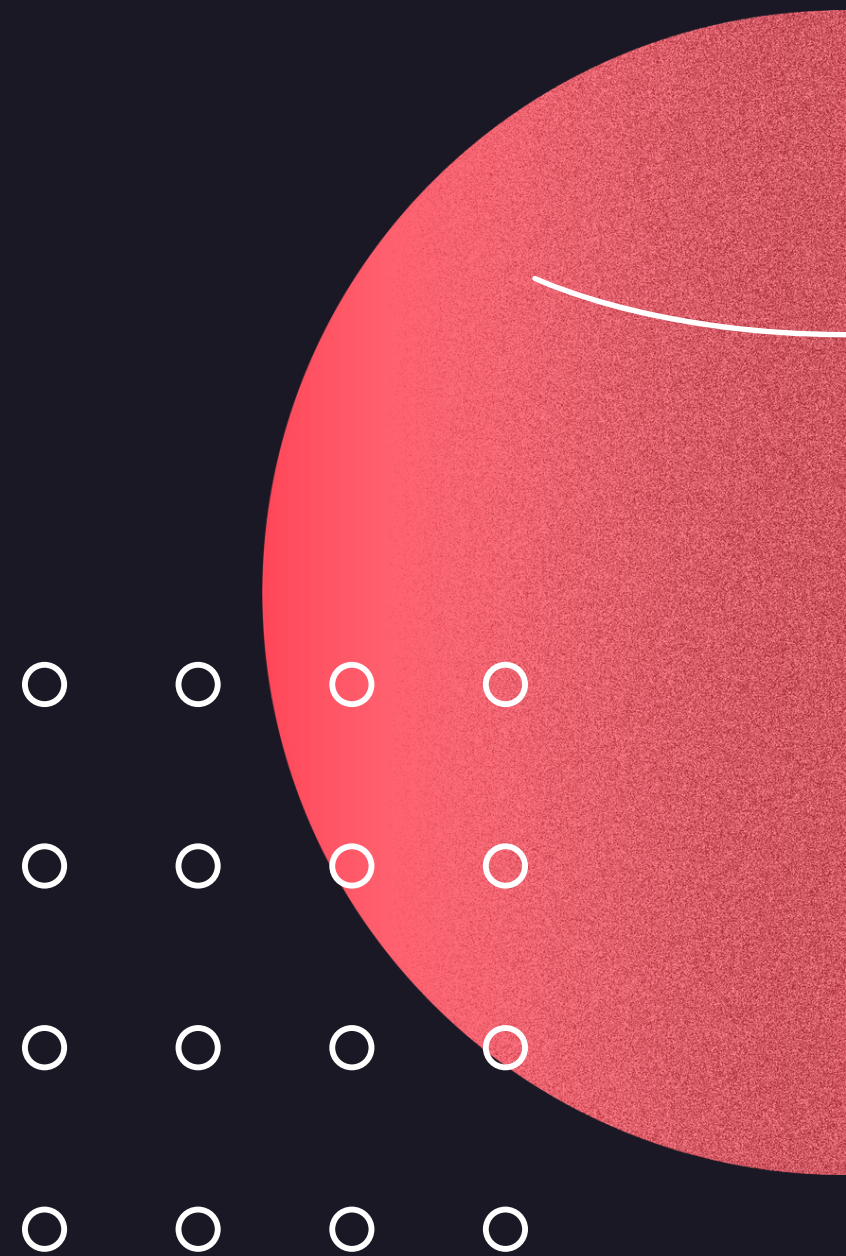
- яка різниця між Google Drive та Google Shared Drive?

DRIVE VS SHARED DRIVE

- 30 Гб на кожного користувача (Gmail, Drive, Photo)
- можливість придбати додаткове місце
- приватний для кожного користувача
- можна використовувати як автобекап файлів на комп'ютері

- максимум 400 000 файлів і папок
- максимум 750 Гб в день на користувача
- максимальний розмір файлу 5 Тб
- для спільного доступу
- організація автоматично власниця файлів
- надання доступу зовнішнім користувачам

Поширені запитання



- як синхронізувати файли в Драйві з комп'ютером?

Compare Backup and Sync & Drive File Stream

	Backup and Sync	Drive File Stream
Use files in My Drive	Yes	Yes
Use files in shared drives	No	Yes
Sync only selected folders in My Drive*	Yes	Yes
Sync only individual files in My Drive*	No	Yes
Use native apps, like Microsoft Office & Photoshop	Yes	Yes
See who's editing with real-time presence in Microsoft Office	No	Yes
Integrates with Microsoft Outlook, Meet scheduling	No	Yes
Sync other folders, like Documents or Desktop	Yes	No
Use with your personal Google Account, like maks.lunochkin@gmail.com	Yes	No
Use with your work or school Google Account	Maybe	Yes
Upload photos and videos to Google Photos	Yes	No



**ЗАРЕЄСТРУВАТИСЬ У
GOOGLE FOR
NONPROFITS**

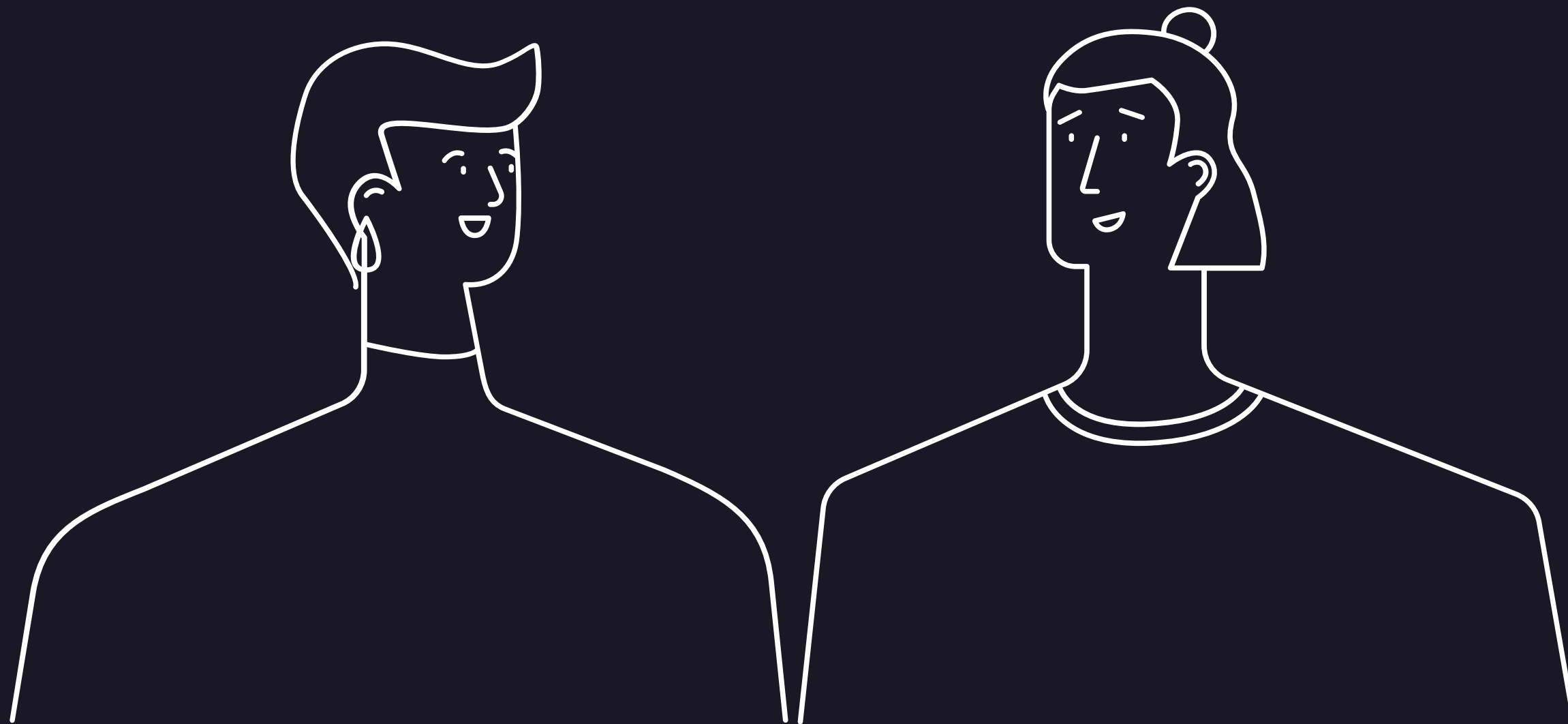
<https://www.google.com/nonprofits/>

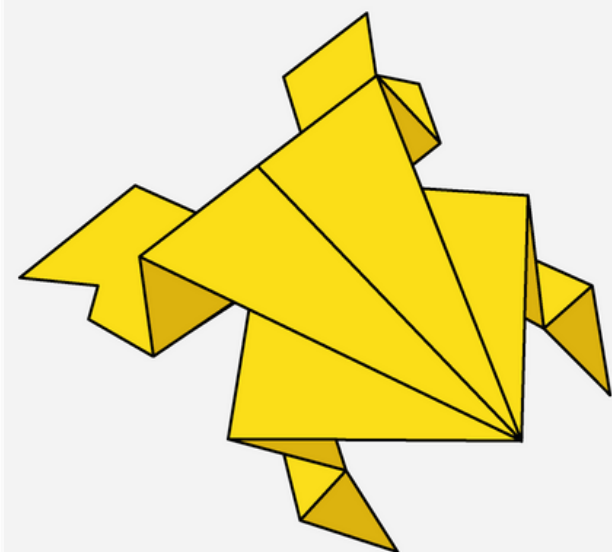
techsoup

УКРАЇНА

Технологічна підтримка НУО, безліч програмного забезпечення, валідація НУО як такого, що може отримати пожертвування

<https://ukraine.techsoup.global>
techsoup@gurt.org.ua





Digital Security Lab

Безкоштовні консультації, технічна підтримка, реагування на цифрові інциденти. Допомога з оцінкою ризиків організації для незалежних медіа, громадських активістів та правозахисників.

dslua.org
[fb.com\cyberlabUkraine](https://fb.com/cyberlabUkraine)

maks.luno@dslua.org
koushnir@dslua.org

