



J3 Systems Group Quick Resource

Google Workspace Security Checklist

A quick checklist for reviewing Google Workspace security and access settings.

Practical guidance for small businesses and nonprofit organizations

Prepared by J3 Systems Group LLC

Overview

Google Workspace supports email, shared files, calendars, and collaboration across the organization. This checklist helps small businesses review key settings that protect accounts, files, and company data.

Who This Is For

- Business owners using Google Workspace for Gmail and Drive.
- Office managers responsible for user access and shared drives.
- Nonprofit teams that need a simple security review process.

Security Checklist

Check	Review area	What to confirm
<input type="checkbox"/>	2 step verification	Confirm 2 step verification is required for all users and enforced for administrators.
<input type="checkbox"/>	Admin roles	Review who has admin access and remove roles that are no longer needed.
<input type="checkbox"/>	Shared drives	Check shared drive managers, contributors, viewers, and external members.
<input type="checkbox"/>	External sharing	Review file sharing rules and limit public or anyone with link access.
<input type="checkbox"/>	Gmail safety settings	Review phishing, malware, spoofing, attachment, and link protection settings.
<input type="checkbox"/>	Inactive users	Suspend or remove accounts that are no longer active.
<input type="checkbox"/>	Group membership	Confirm groups still match current departments, roles, and access needs.
<input type="checkbox"/>	Mobile device access	Review mobile devices connected to business accounts and remove stale devices.
<input type="checkbox"/>	Third party apps	Review connected apps and remove apps that are unknown or no longer needed.
<input type="checkbox"/>	Account recovery	Confirm recovery options are current and not tied to former employees.

When To Ask For Help

Ask for help when admin roles are unclear, business data is spread across personal accounts, access removal depends on memory, security alerts are not being reviewed, or the organization is not sure which settings are currently protecting users and files.

Quick Review

- 2 step verification is enforced.
- Admin roles are limited.
- Shared drive access is reviewed.
- External sharing is controlled.
- Inactive accounts are suspended.

Conclusion



A short Google Workspace review can help prevent account misuse, accidental file exposure, and confusion around who has access to business data.

Need help reviewing your Microsoft 365, Google Workspace, offboarding, or small business IT security setup?

J3 Systems Group LLC provides practical IT support, documentation, cloud administration, and security focused reviews for small businesses and nonprofit organizations.

Contact J3 Systems Group LLC to request a practical review and clear next steps.