

BE PRODUCTIVE WITH GOOGLE APPS



Google™

IN TODAY'S SESSION, WE DISCUSS:

ABOUT GOOGLE APPS

An introduction to Google Apps for Work and how it can help your business.

STORE EVERYTHING

Learn about the newly revamped Google Drive and managing your data.

COMMUNICATE

We'll show you what's new, plus some tips and tricks for Gmail and Google Hangouts.

COLLABORATE

Think you know Apps? Learn some tips that can help you get more out of it.



ABOUT GOOGLE APPS FOR WORK

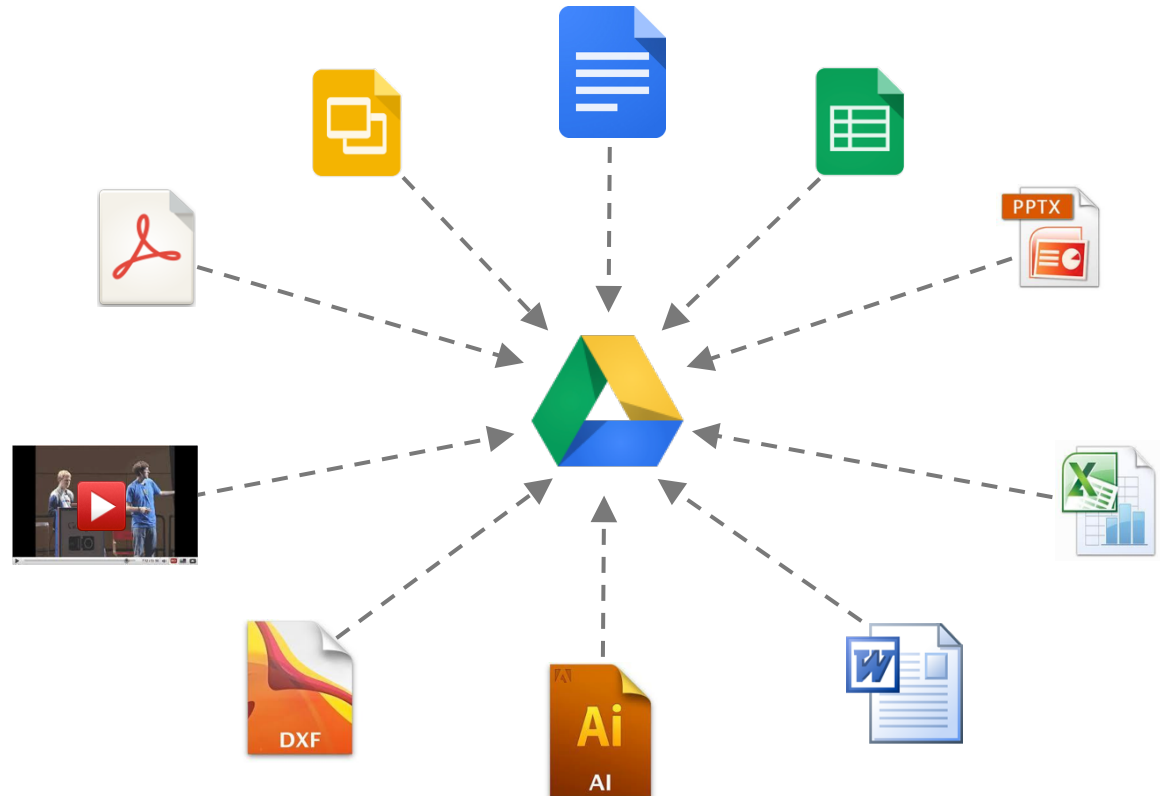


**GOOGLE APPS FOR BUSINESS
IS NOW
GOOGLE APPS FOR WORK**

 Apps for Work

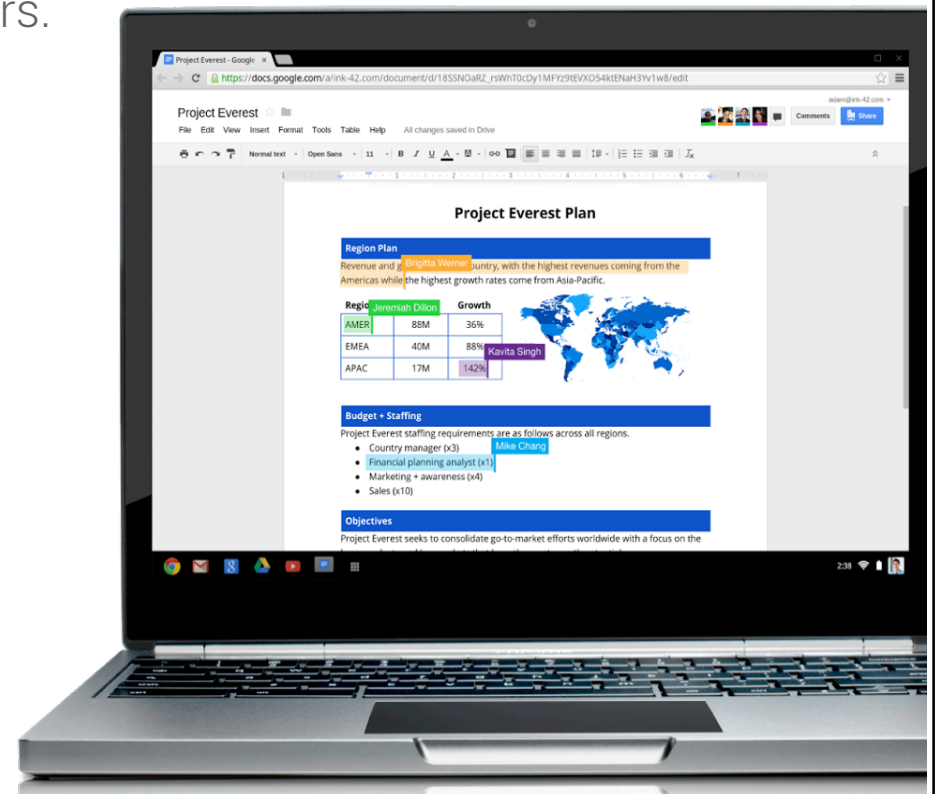
STORE ANYTHING

With Google Drive, you can store all your files—Google and other formats—in one place.



ANYWHERE, ANYONE, ANY DEVICE

- Communicate anytime, anywhere with integrated Gmail, Hangouts, and Calendars.
- Collaborate within your company and with other.
- See edits and comments in real time.
- No software required.
- Use any device.



STORE EVERYTHING



IN THIS SECTION, WE DISCUSS:

1. Google Drive
2. What's new?
3. Power tips
4. Comparing the versions

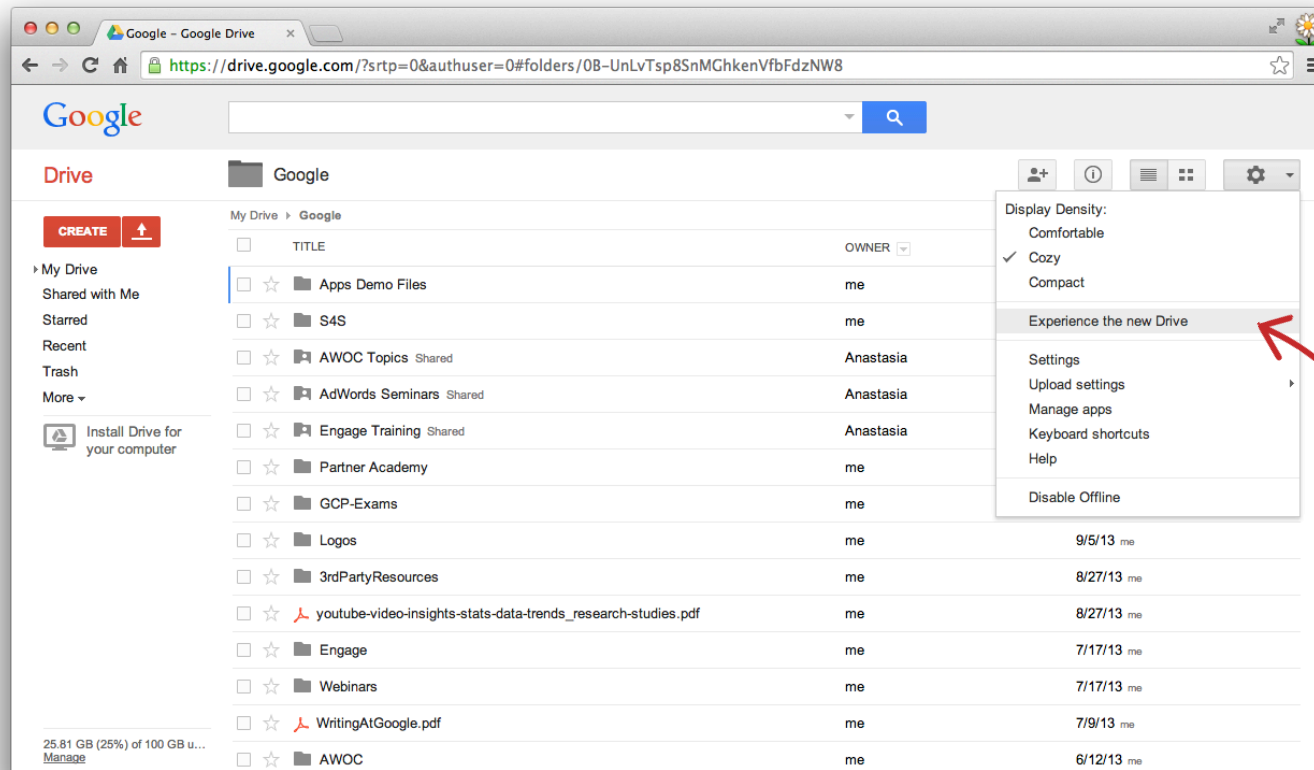
WHAT IS GOOGLE DRIVE?

Cloud storage that
securely stores
documents, photos,
videos, and more



WHAT'S NEW WITH DRIVE?

REDESIGNED LOOK AND FEEL

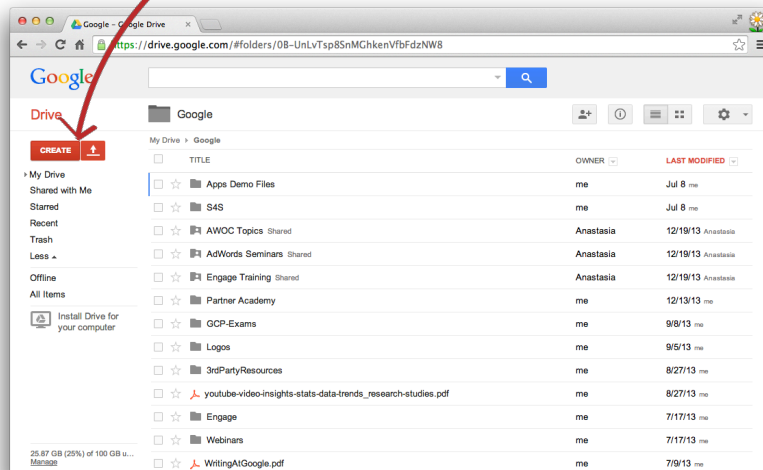


Click the gear icon and select "Experience the new Drive."

QUICK TIP: OLD DRIVE OR NEW?

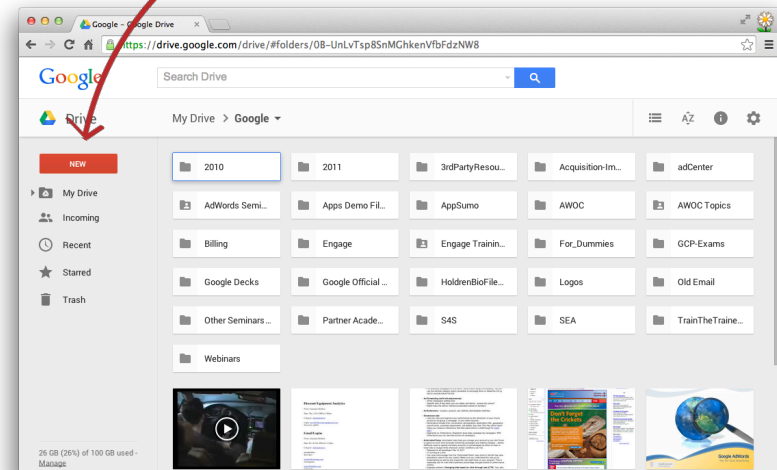
CREATE

= Old Drive



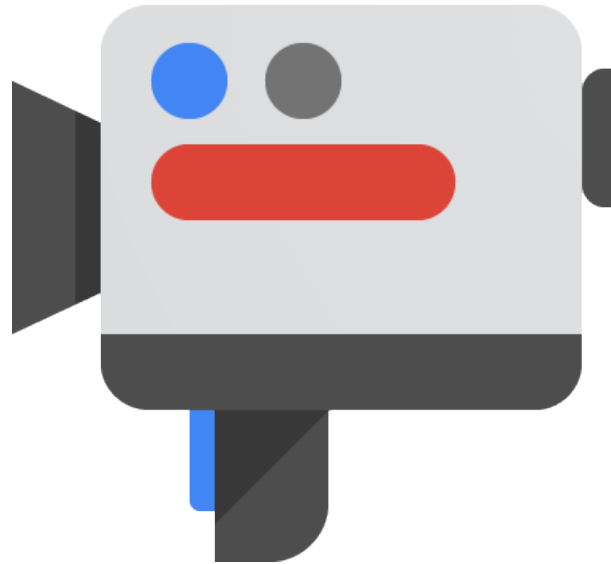
NEW

= New Drive



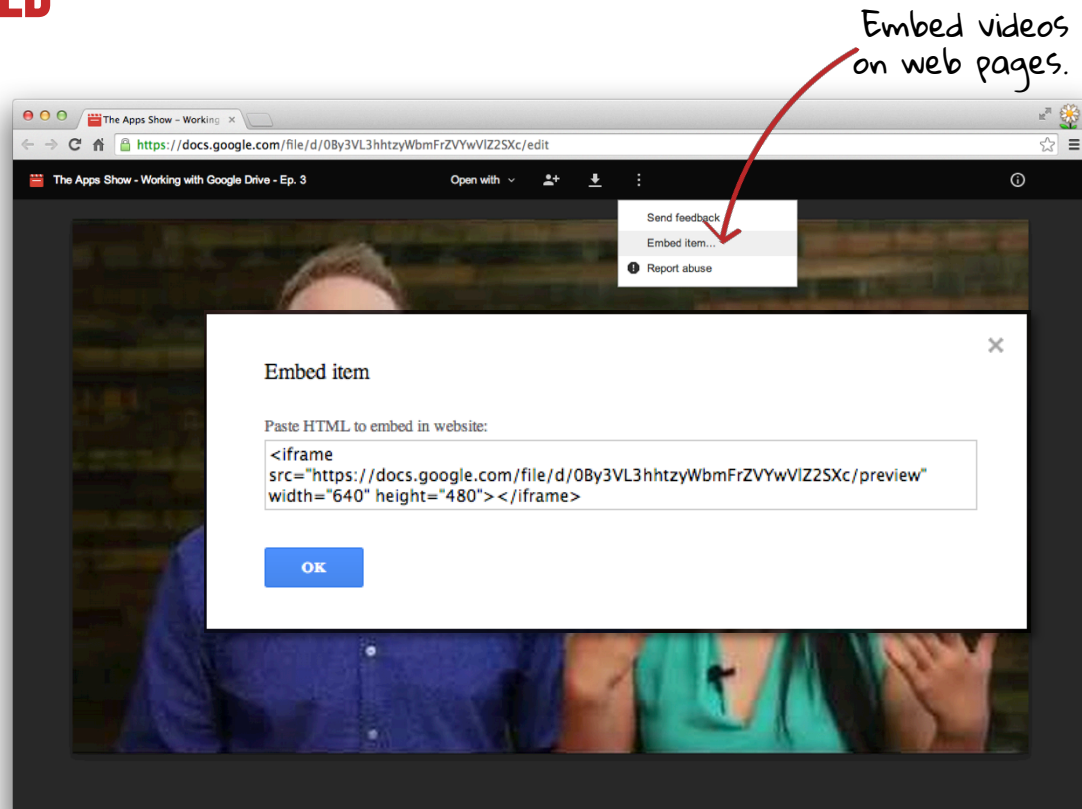
NEW: PAINLESS VIDEO

- Use any device to upload videos into Drive.
- Videos now keep sharing permissions of the Drive folder.



VIDEO PLAYER NOT REQUIRED

Watch videos in Drive preview pane, even if you don't have video player installed on your computer.



DRIVE OR YOUTUBE? ASK THREE QUESTIONS.

Who needs to see the video?

YouTube reaches a broad audience, but may be blocked networks.

Do we need to learn something from it?

- YouTube includes analytics to understand audience behavior.
- Drive does not include analytics.

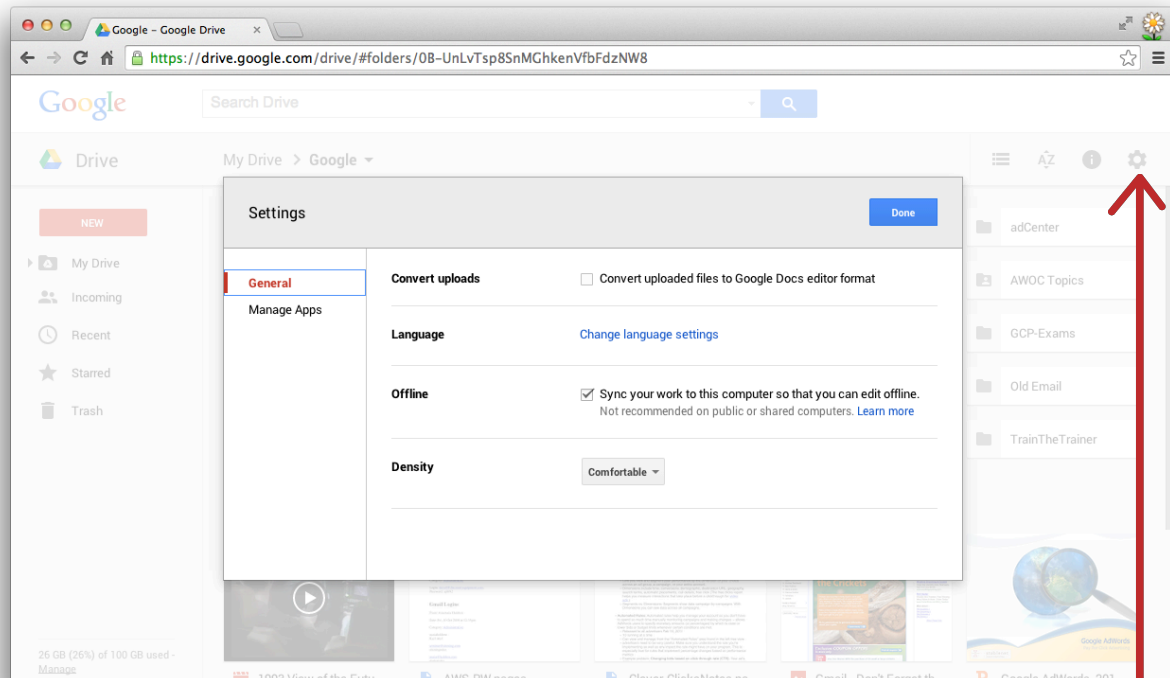
Do we need to share the video?

- YouTube encourages sharing.
- Drive is used to share files with a specific audience.



NEW: AUTOMATIC OFFLINE SYNC

- Automatically set up in new Google Drive
- Google documents, spreadsheets, presentations, and drawings available to edit and view offline
- Requires Chrome



Click the gear icon and select Settings."

THERE ARE THREE VERSIONS OF GOOGLE APPS

HOW EDITIONS COMPARE

	Free	Business	Unlimited
Maximum number of users	10	Unlimited	Unlimited
Email, document, and image storage per user	15 GB	30 GB	Unlimited*
99.9% uptime guarantee	No	Yes	Yes
24/7 phone support	No	Yes	Yes
Priority email support	No	Yes	Yes
Custom email address: @yoursite.com vs. @gmail.com	No	Yes	Yes
Price Per User	Free	\$5/month, plus tax Or, \$50/year, plus tax	\$10/month, plus tax Or, \$120/year, plus tax

* Google Apps Unlimited accounts with 4 or fewer users get 1 TB per user.

THE UNLIMITED PLAN ALSO INCLUDES:

- Advanced admin controls for Drive
- Audit and reporting insights for Drive content and sharing
- Google Vault for eDiscovery for emails, chats, docs, and files
- Archive all emails sent by your company; set message retention policies
- Place and enforce litigation holds on inboxes

Increased security

- SSAE 16 / ISAE 3402 Type II, SOC 2-audit, ISO 27001 certification
- Adherence to the Safe Harbor Privacy Principles
- Support for industry-specific requirements like HIPAA

COMMUNICATE



IN THIS SECTION, WE DISCUSS:

1. How Google Apps for Work helps you communicate
2. Gmail
3. Google Hangouts

COMMUNICATE WITH A SUITE OF INTEGRATED PRODUCTS

With Apps for Work you can:

- Schedule a meeting with [Google Calendar](#).
- Send meeting invitations via [Gmail](#).
- Set up a [Google Hangout](#) for the meeting.
- Attach documents stored in [Google Drive](#).



WHAT IS GMAIL?

Google's web-based
email program



GMAIL POWER TIPS

USE SEARCH OPERATORS TO FIND MAIL

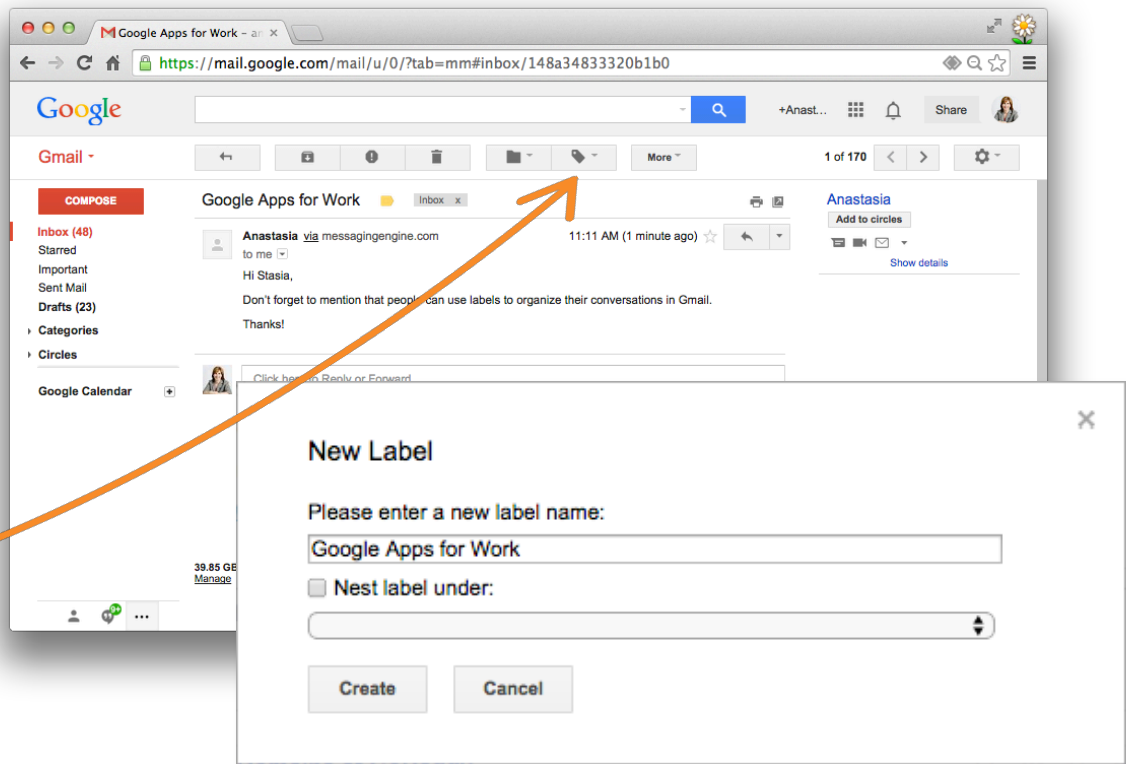
Operator	Definition	Examples
From:	Specify the sender	<ul style="list-style-type: none">• Example: from:whitney• Meaning: Messages from Whitney
To:	Specify the recipient	<ul style="list-style-type: none">• Example: to:whitney• Meaning: Messages to Whitney
Subject:	Search for words in subject line	<ul style="list-style-type: none">• Example: subject:Apps• Meaning: Messages that have the word "Apps" in the subject
OR	Search for messages matching term A or term B. "OR" must be in all caps.	<ul style="list-style-type: none">• Example: from:whitney OR from:emily• Meaning: Messages from Whitney or from Emily

Complete list at: support.google.com/mail/answer/7190

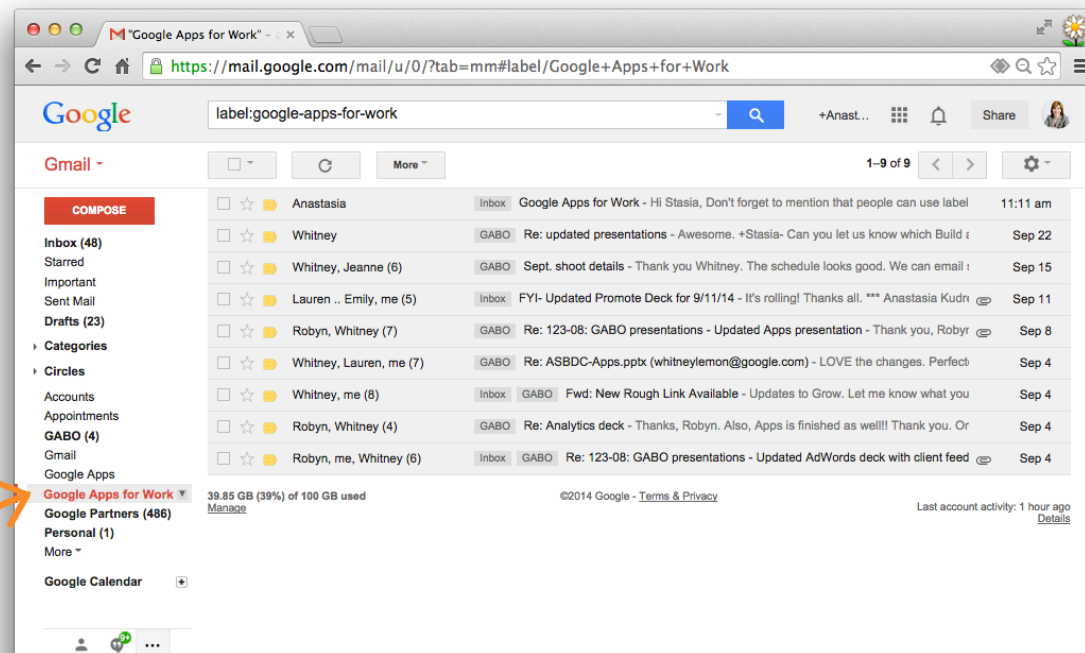
USE LABELS TO ORGANIZE YOUR MAIL

Click the label icon to create labels, manage labels, and access existing labels.

Click this label icon.



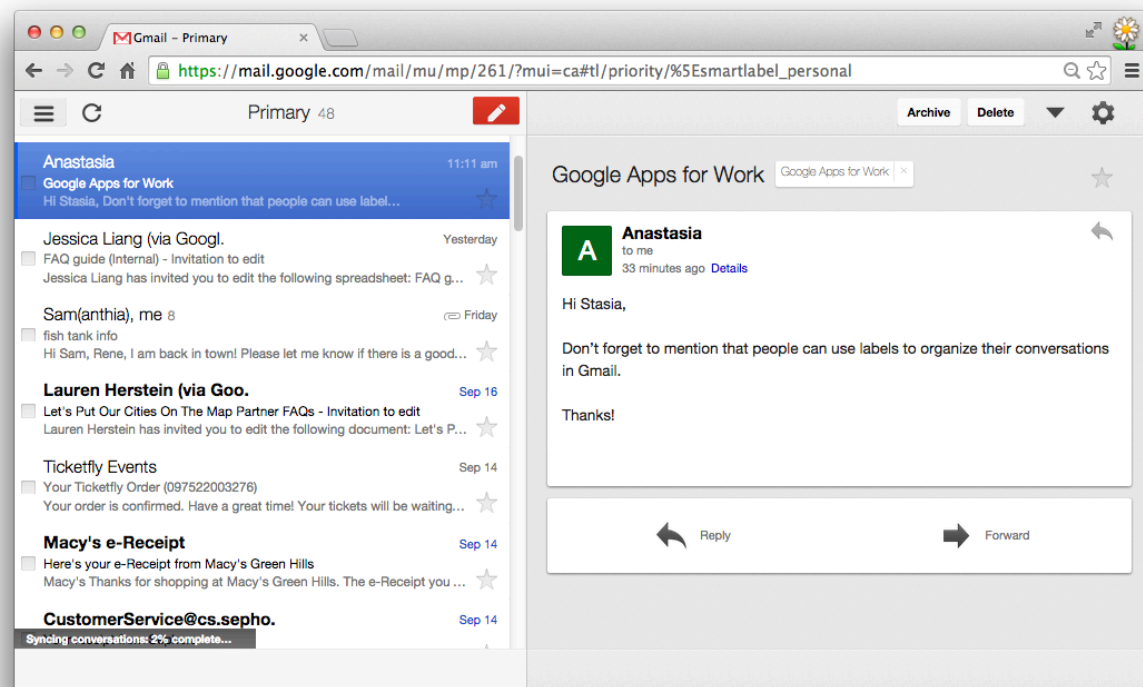
NOW, SEE GROUPS OF EMAIL BY LABEL



Click labels to
see associated
messages.

USE GMAIL OFFLINE

- Search, archive, read, and respond to email, even when you're offline.
- Automatically synchronizes when Chrome runs and an Internet connection is available.
- Requires Chrome plugin.



WHAT'S NEW WITH GMAIL?

13 NEW LANGUAGES

71 languages, with these new additions:

- Afrikaans
- Armenian
- Azerbaijani (Azeri)
- Chinese (Hong Kong)
- French (Canada)
- Galician
- Georgian
- Khmer
- Lao
- Mongolian
- Nepali
- Sinhala
- Zulu

SUPPORT FOR NON-LATIN CHARACTERS

- Big step toward global email.
- Gmail recognizes addresses that contain accented or non-Latin characters.

from: 武@メール.グーグル
to: corgicrazy@gmail.com
date: Mon, Aug 4, 2014 at 7:46 PM
subject: Do you want to get coffee this afternoon?
📧 : Important mainly because of the people in the conversation.

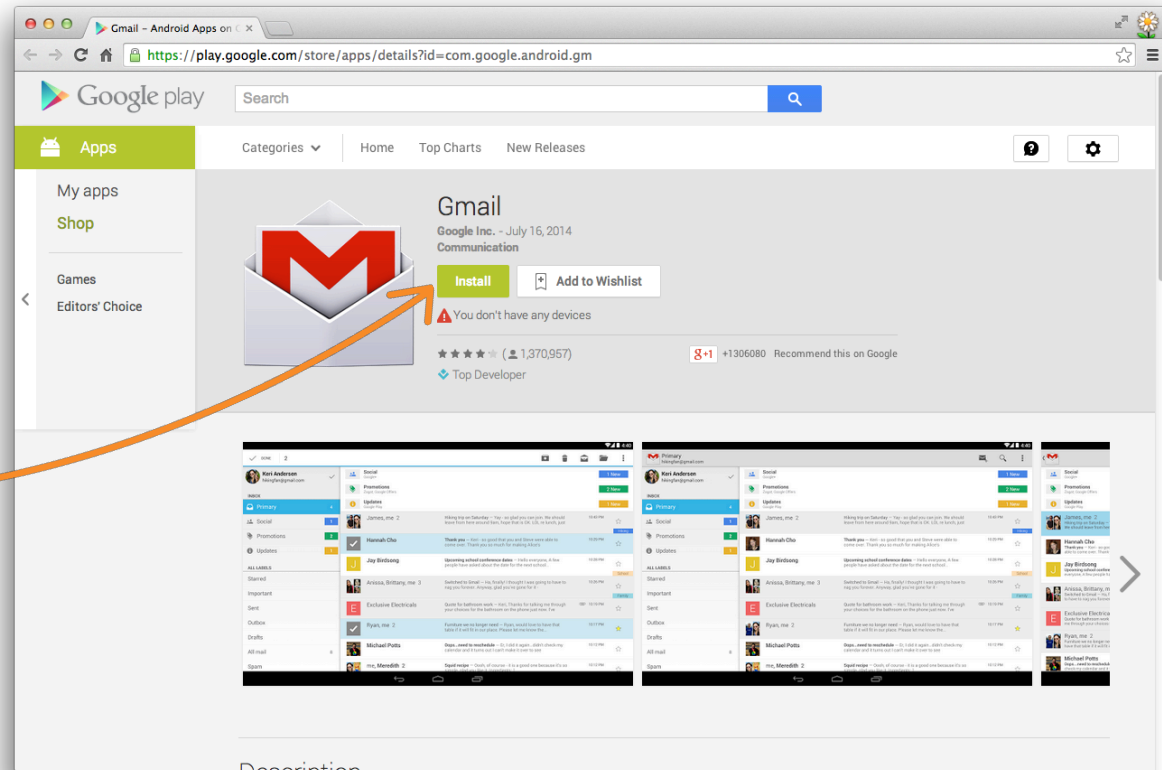
CRACKDOWN ON DUPLICITOUS “UNICODE HOMOGLYPHS”

- Scammers exploit the fact that the characters: ◌, ◌, and ◌ look nearly identical to the letter o. The risk?
- Sh◌oppingSite.com vs. Sh◌oppingSite.com
MyB◌ank.com vs. MyB◌ank.com
- Gmail rejects email with suspicious letter combinations.



NEW ANDROID APP FOR GMAIL

- Ability to select and insert Drive files into Gmail messages
- Now preserves rich text formatting



Click here to
install the app.

WHAT ARE GOOGLE HANGOUTS?

- HD video meetings for up to 15 people
- No time limit
- Built-in screen sharing
- Try Hangouts On Air to show your video to an unlimited audience



WHAT'S NEW WITH HANGOUTS?

HANGOUTS FOR ALL

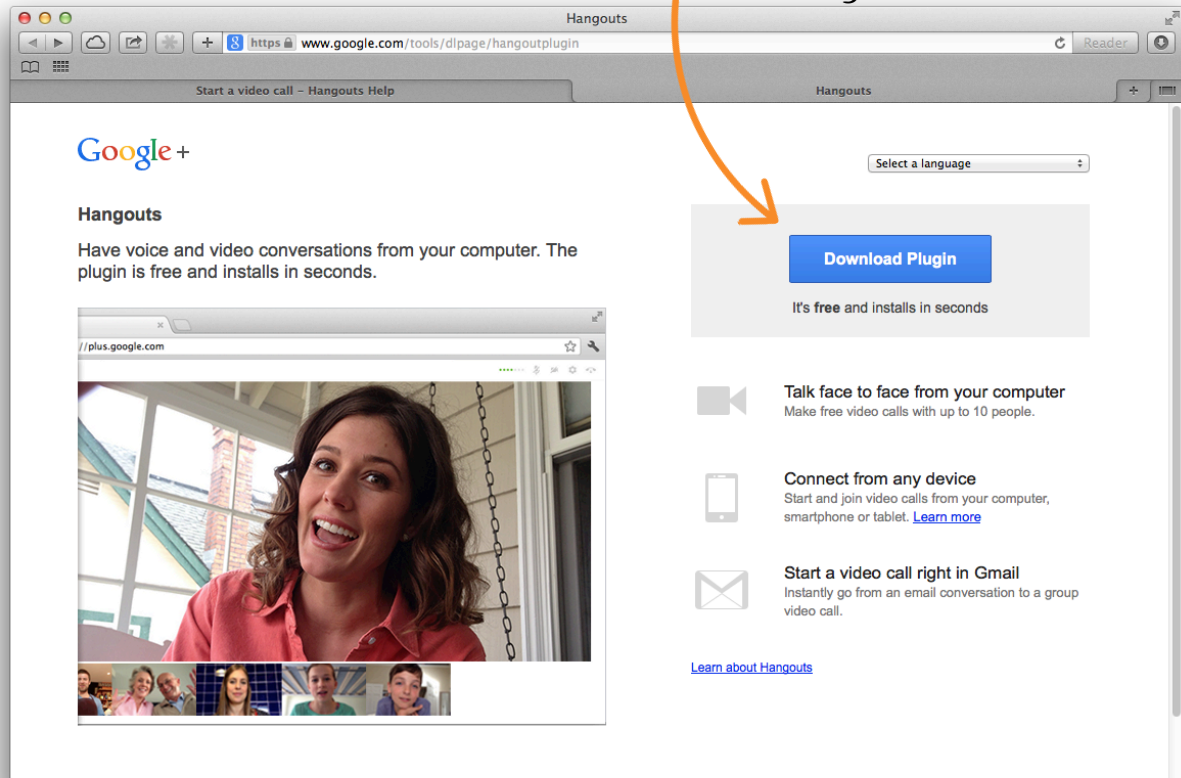
- A Google+ account is no longer required to launch a Hangout
- Include external guests with Google accounts
- New ability to remove participants from meeting



NEW: NO PLUGIN REQUIRED IN CHROME

- Hangouts can run in Chrome without installing plugin.
- Using another browser? A plugin is still required.

Click here to download the free plugin.



COLLABORATE



IN THIS SECTION, WE DISCUSS:

1. About Google Docs
2. Google Docs tips

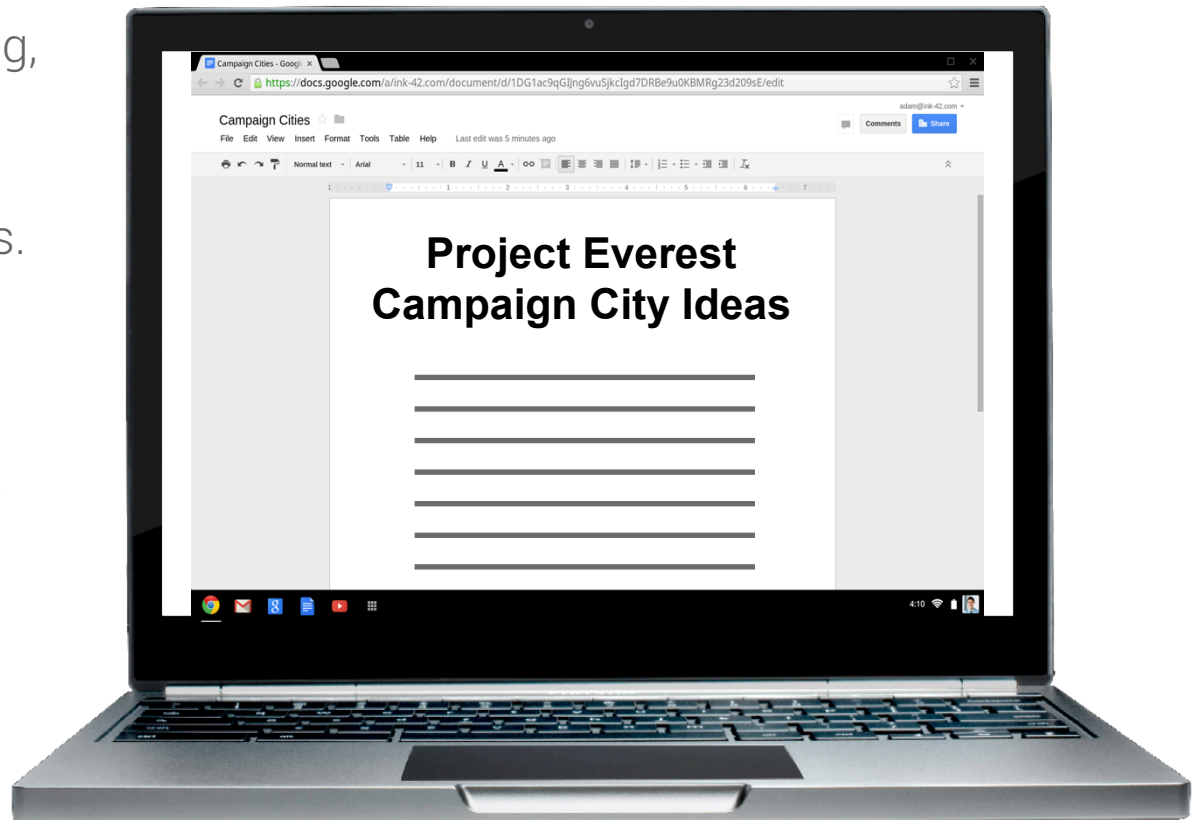
WHAT IS GOOGLE DOCS?

A suite of productivity apps that lets you create online documents and work on them in real time with other people



ABOUT GOOGLE DOCS

- Includes word processing, spreadsheets, presentations, forms, drawings, and web pages.
- Changes saved automatically.
- Comment, chat, and edit in real-time.
- Works with all popular file types.



COLLABORATE

With Apps for Work you can:

- Create a presentation with Slides.
- Ask for feedback on a Google Doc.
- Create a survey form with Forms and collect the data on Sheets.
- Publish your findings on a web page made with Sites.

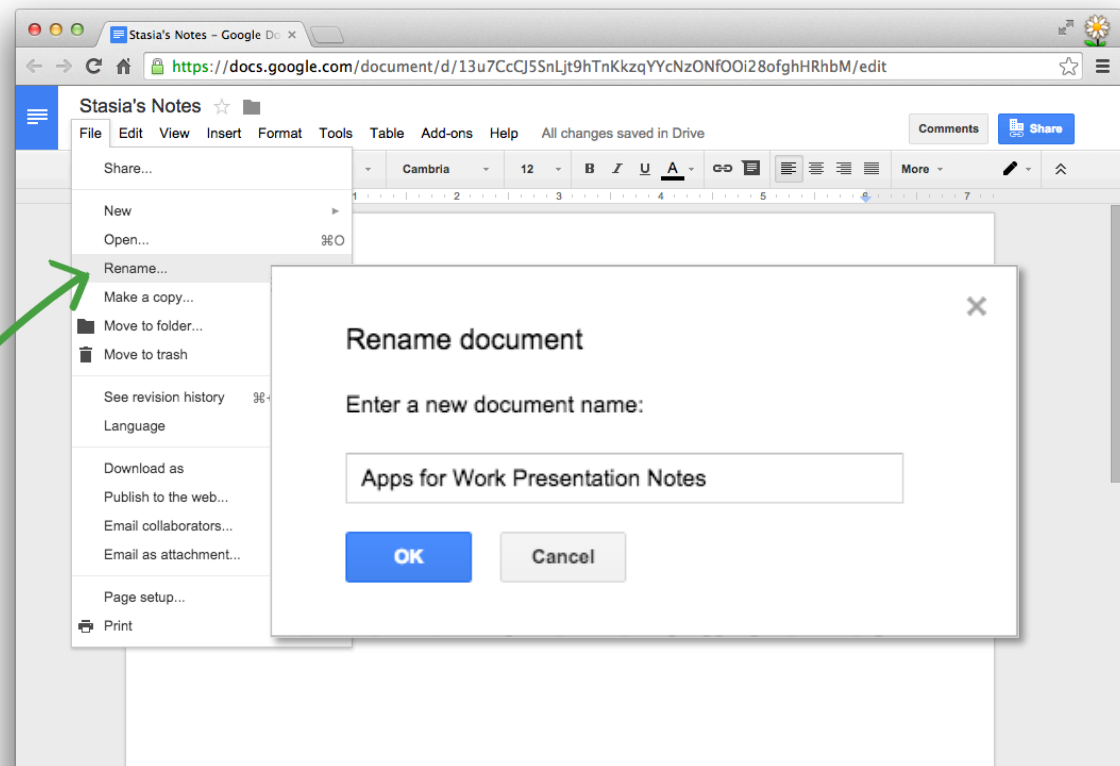


GOOGLE DOCS TIPS

FILE NAMES MATTER

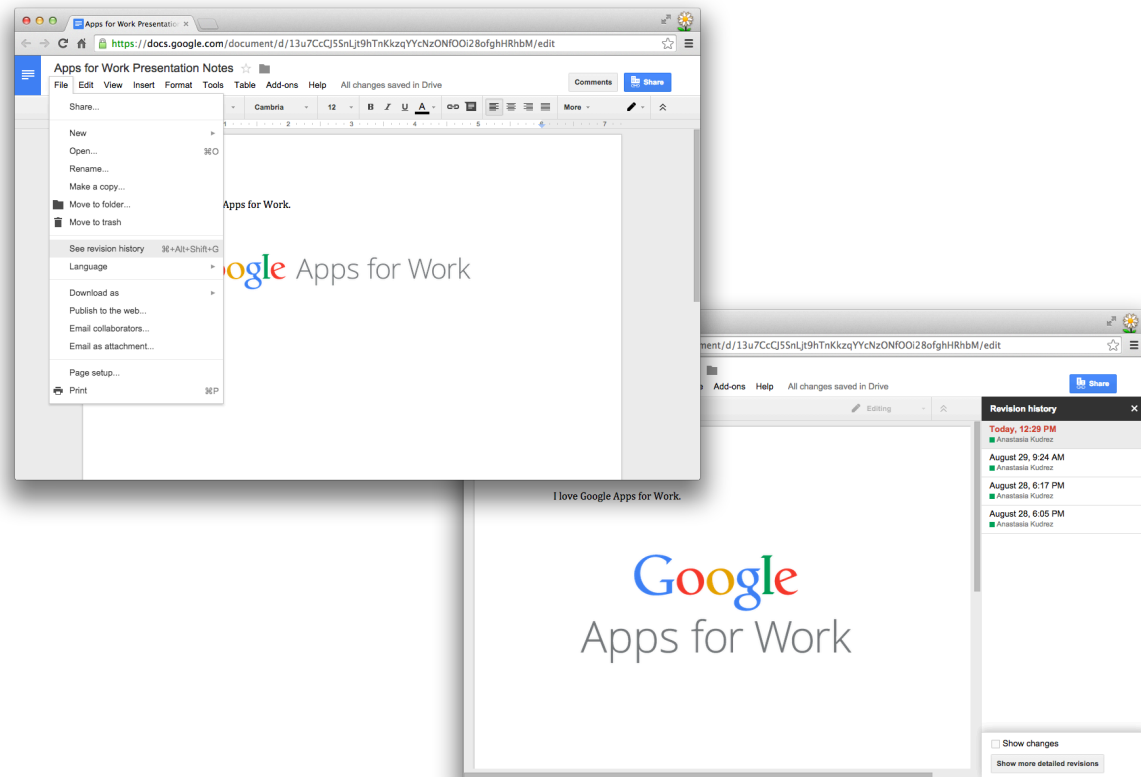
- In Drive, people usually search for files rather than search folders.
- Name—or rename—files to make them easier to find.

Under File,
select
"Rename."



NO NEED TO NAME FOR VERSION CONTROL

- No longer need to name for version control: v1, v2, v3, etc.
- Revert back to previous versions from Revision History.

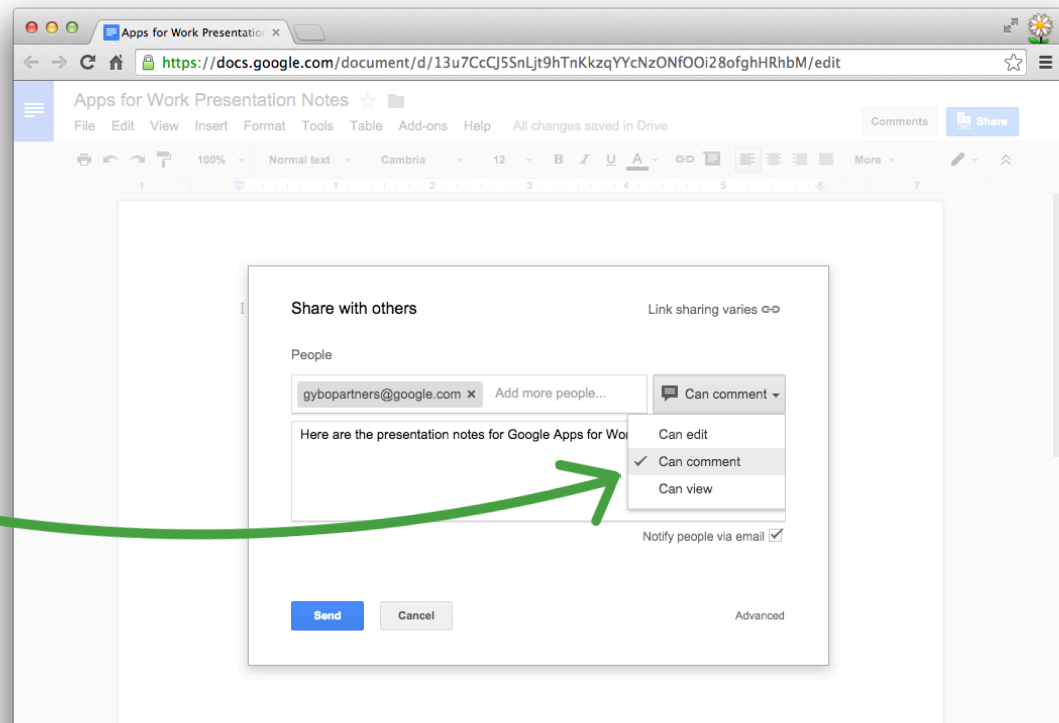


WHAT'S NEW WITH DOCS?

SUGGESTED EDITS

- New “redlining” capability.
- Allows people to comment on documents without making changes.

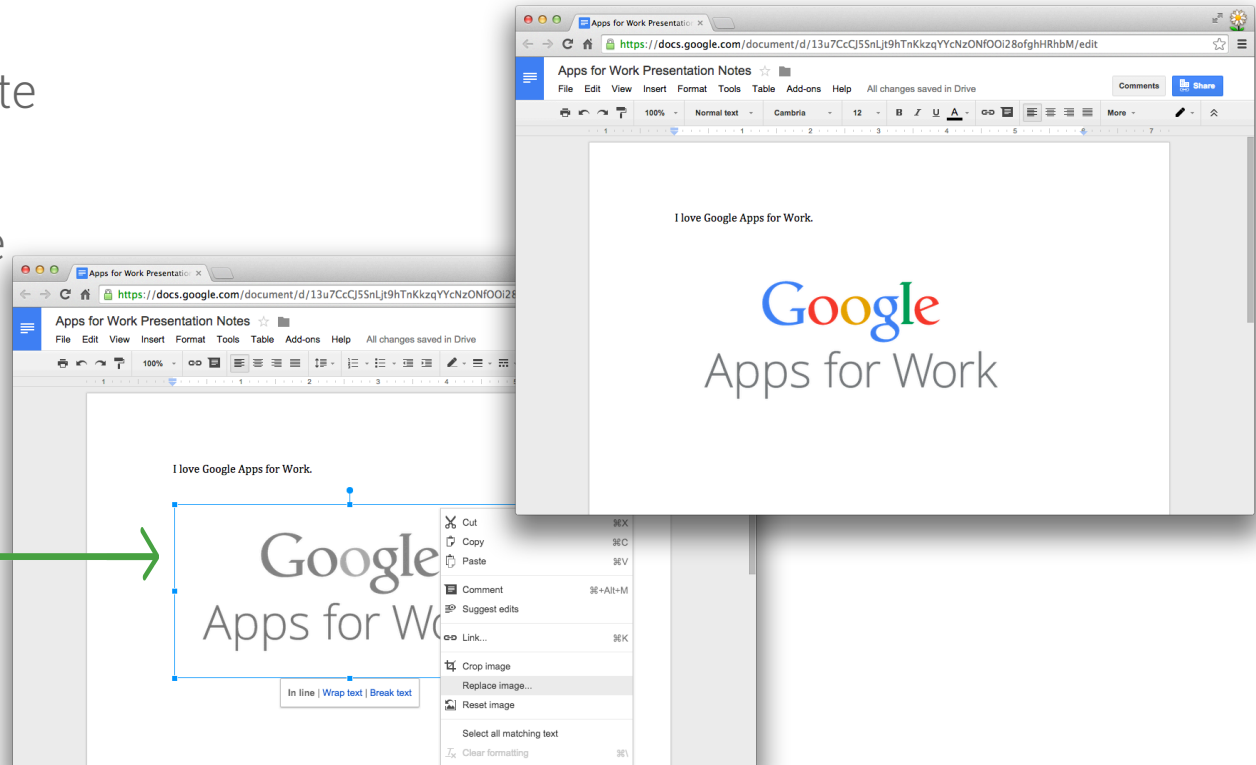
Set access level to “Can comment.”



IMAGES IN DOCS, SLIDES, AND DRAWINGS

- New ability to reset image to original state after cropping
- Right click to replace image

Right click images to see edit options. Select "Replace image..."



RESOURCES

- Google Apps for Work: google.com/apps
- Google Apps Marketplace: google.com/enterprise/marketplace
- Apps Documentation and Support: support.googleapps.com
- Forums: productforums.google.com/forum/#!forum/apps
- YouTube Channel: youtube.com/user/GoogleApps

THANK YOU

