

Automation with Gemini for Google Workspace Essentials

Gemini for Google Workspace provides customers with generative AI features in Google Workspace. In this course, you learn about the main features of Gemini and how they can be used to improve productivity and efficiency in Google Workspace.

**DURATION**

2-3 hours

**LEVEL**

100 - Introductory

**FORMAT**

Instructor-led

**SCALABLE**

1-50, scaled to 1000

What you'll learn

- Write and refine emails using Gemini in Gmail.
- Create custom meeting backgrounds with Gemini in Google Meet.
- Summarize files, search for content, and synthesize relevant information across multiple sources using Gemini in Google Drive.

Overview	4 modules
Who this course is for	• Anybody who wants to learn how to use Gemini in Google Workspace to improve productivity and efficiency
Products	• Gemini Enterprise • Google Workspace App Composer • Gemini in Gmail • Gemini in Google Meet • Gemini in Google Drive
Not covered	• Basics of Google Workspace and generative AI

Module 01

Introduction to Gemini for Google Workspace

Topics	• Generative AI definition, potential, challenges, and limitations • Gemini for Workspace Enterprise features • Responsible AI
Objectives	• Define Generative AI and understand its potential, challenges, and limitations. • Outline the main features in the Gemini for Workspace Enterprise add-on. • Understand how to use Gemini responsibly.

Module 02

Gemini in Gmail

Topics	• Writing email drafts with Gemini • Refining email drafts with Gemini
Objectives	• Use Gemini to write a new email draft. • Use Gemini to refine an email draft.

Module 03 Gemini in Google Meet

- Topics
- Creating meeting backgrounds with Gemini
 - Using translated captions with Gemini
- Objectives
- Create meeting backgrounds using Gemini.
 - Use translated captions with Gemini.

Module 04 Gemini in Google Drive

- Topics
- Finding files and asking questions with Gemini
 - Synthesizing information across Workspace and web searches
- Objectives
- Use Gemini to find files and ask questions about one or more files.
 - Synthesize relevant information across Google Workspace and Google web searches using Gemini.