

# What's New

Google Apps

DECEMBER 2015



## Featured Launch: Data Loss Prevention (DLP) for Gmail

[Keeping data secure with Data Loss Prevention \(DLP\) for Gmail](#)



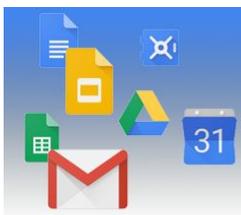
Docs, Sheets, and Slides on the go

## Work anywhere

[Add to-dos to Google Calendar using Reminders](#)

[Easier account syncing with the Google Calendar app for Android](#)

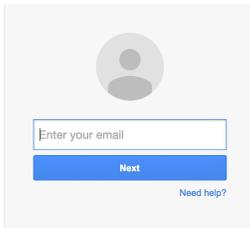
[Use templates to create files in the Docs, Sheets, and Slides mobile apps](#)



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## Learn more about Google Apps

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We'd really appreciate your thoughts on how we can make this newsletter work best for you.

-The Google Apps Team  
January 4, 2016

# Featured Launch: Data Loss Prevention (DLP) for Gmail

## Keeping data secure with Data Loss Prevention (DLP) for Gmail

Announced December 9th, 2015

 Share with your organization

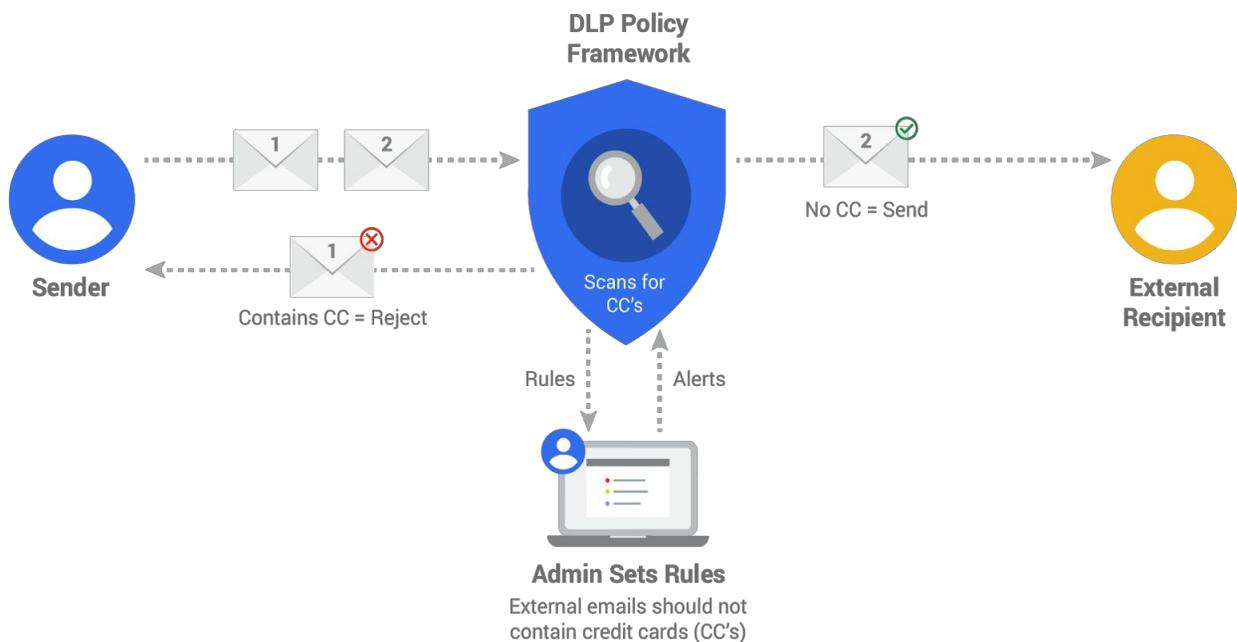
**What's new:** Every company has data that it must keep secure — whether that data is about confidential innovations, strategic plans, or sensitive HR issues. Keeping all of this data safe from inadvertent or purposeful leaks needs to be simple, quick, and reliable. Google for Work already helps admins manage information security with tools such as encryption, sharing controls, mobile device management, and two-factor authentication. However, sometimes user actions compromise the best of all of these controls; for example, a user might hit “Reply all” when meaning to send a private message with sensitive content.

With this launch, if you're a Google Apps Unlimited customer, Data Loss Prevention (DLP) for Gmail will add another layer of protection to prevent sensitive information from being revealed to those who shouldn't have it.

### How Gmail DLP works

Organizations may have a policy that the Sales department should not share customer credit cards externally. To keep this information safe, admins can now easily set up a DLP policy by selecting “Credit Card Numbers” from a library of predefined content detectors. Gmail DLP will automatically check all outgoing emails from the Sales department and take action based on what the admin has specified: either quarantine the email for review, tell users to modify the information, or block the email from being sent and notify the sender.

These checks don't just apply to email text, but also to content inside common attachment types—such as documents, presentations, and spreadsheets. Admins can also create custom rules with keywords and regular expressions. So if there's a confidential new product your company is building codenamed *Lochness*, admins can create custom checks for *lochness*, *confidential*, and other keywords to help deter any leaks.



Check out the [DLP whitepaper](#) for more information, including the full list of predefined content creators, and [get started](#). Gmail DLP is the first step in a long term investment to bring rule-based security across Google Apps. We're working on bringing DLP to Google Drive early next year, along with other rule-based security systems.

**Note:** this feature is available for Google Apps for Work Unlimited customers only.

Work anywhere

## Add to-dos to Google Calendar using Reminders

Announced December 7th, 2015

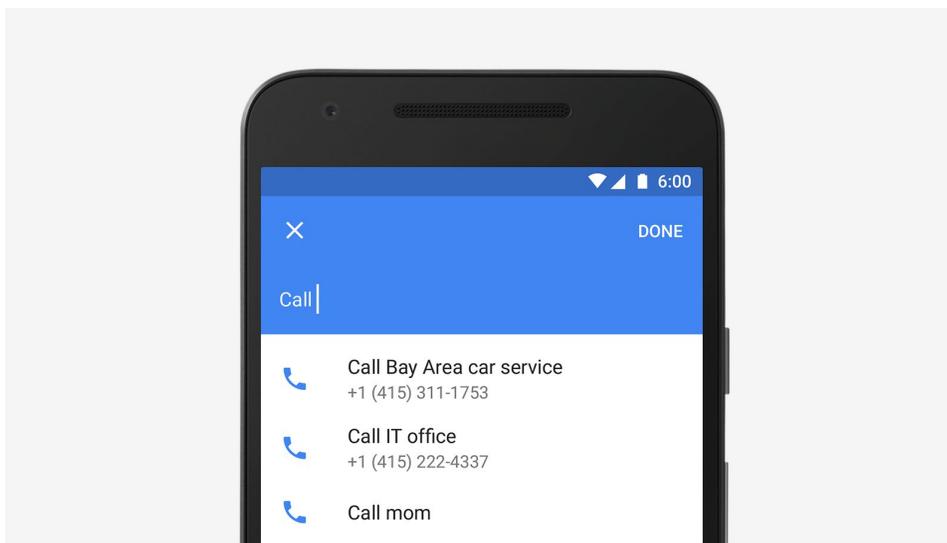
 Share with your organization

**What's new:** Calendars are great for keeping track of what's next and to-dos are great for keeping track of what needs to get done. But we often manage them separately, so it's hard to see everything that's going on and prioritize what's important.

With this launch, people using the Google Calendar Android and iOS apps can now create Reminders to keep track of their to-dos alongside their events. Here's how it works:

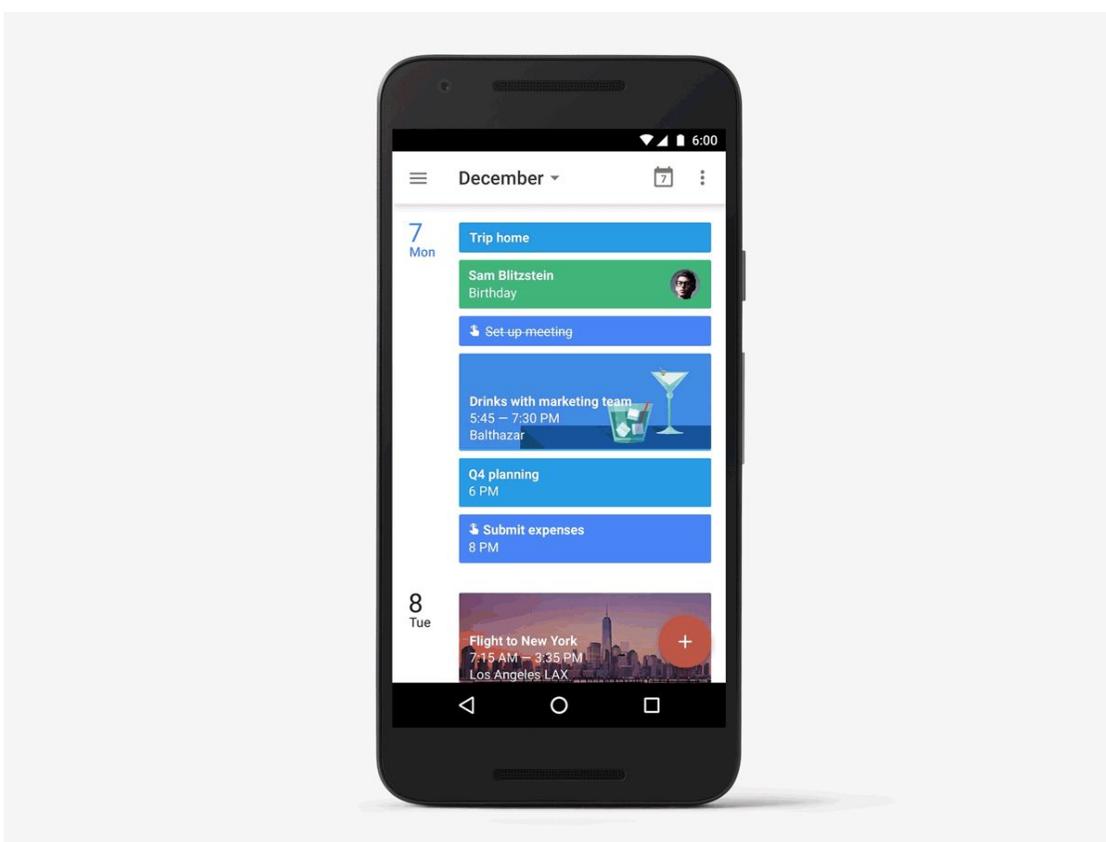
### Reminders help with the details

Reminders can be created the same way as an event—by tapping the red Create icon (“+”) in the bottom right corner of the screen. Calendar can then add things like phone numbers and addresses automatically—using information from your contacts, as well as Google's knowledge graph, to provide a bit of extra help.



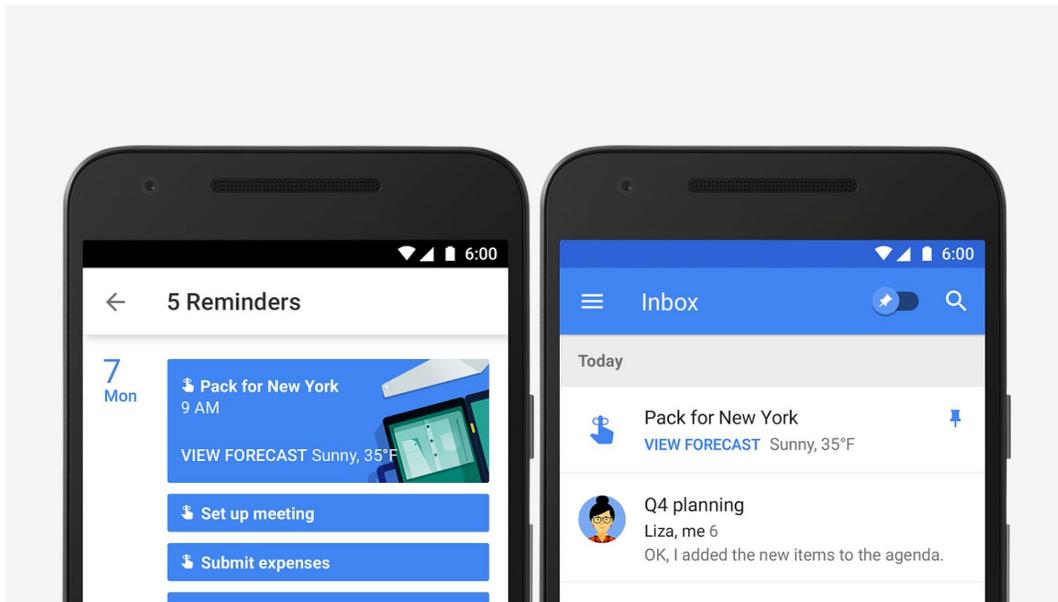
### Reminders stick around

While events come and go, Reminders stick with you over time so you can track them until they are actually done. If a Reminder isn't completed, it will appear at the top of your Calendar the next day. And all it takes is a quick swipe when you're done.



Reminders work across Google

In addition to Calendar, you can add and view Reminders from a variety of Google apps: Inbox by Gmail (for any Apps customers in the [early adopter program](#)), Google Keep and Google Now. This makes it easy to add a Reminder to your Calendar when you're checking your email or only have time to create a quick note.



Reminders are available now with the latest versions of Calendar on [Google Play](#) and the [App Store](#). And don't worry, we're working on bringing Reminders to the web too.

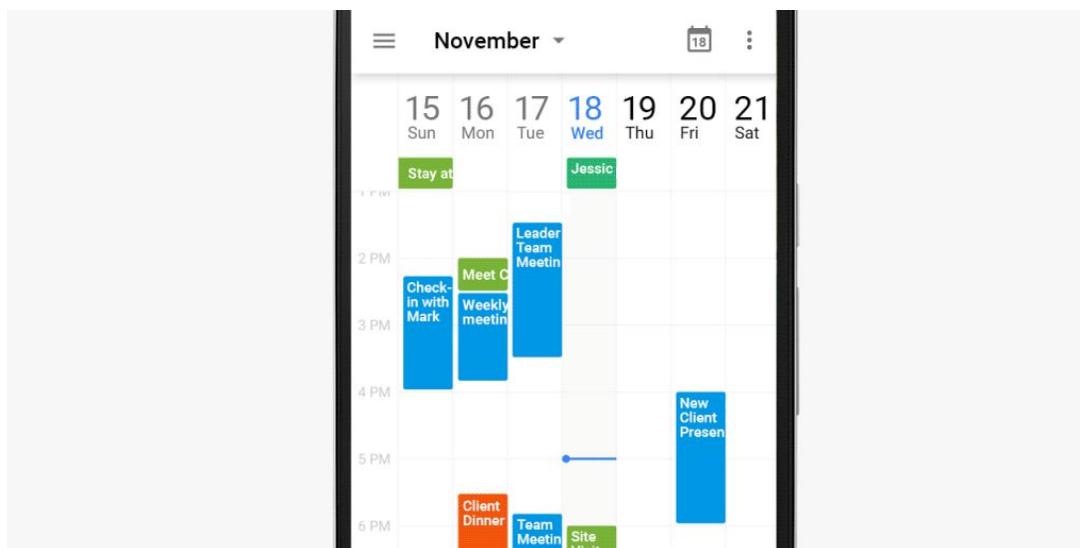
Check out the [Help Center](#) for more information.

## Easier account syncing with the Google Calendar app for Android

Announced December 10th, 2015

Share with your organization

**What's new:** When you're on the go, you need your calendar events to be up to date. Now, the latest version of the Google Calendar app for Android makes it easy for you to see whether your accounts are properly syncing, and quickly fix them if they aren't.



If sync is turned off for any of your accounts, you'll see the message "Enable sync" in the left side Menu. When you see this message, click on your account's email address to turn sync back on.

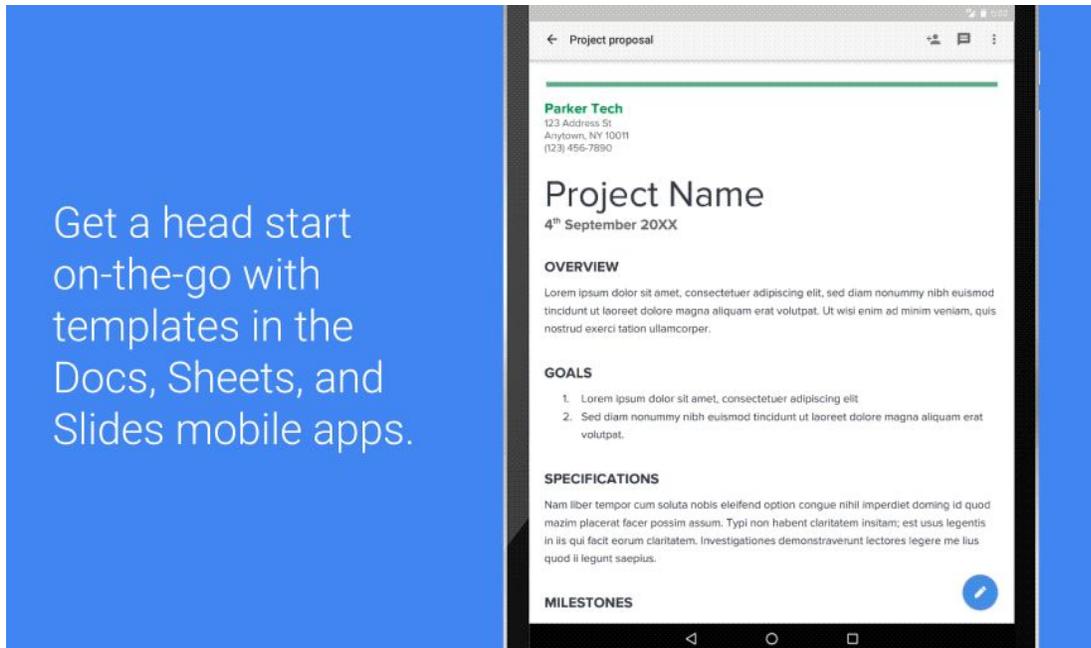
If you're still having problems syncing your events, check out the [sync troubleshooting help page](#).

## Use templates to create files in the Docs, Sheets, and Slides mobile apps

Announced December 15th, 2015

Share with your organization

**What's new:** Templates allow you to quickly and easily create files with specific purposes—for instance, you can pull together a project proposal in Google Docs, an invoice in Google Sheets, or a case study in Google Slides without spending unnecessary time or resources on formatting. In September, we [launched](#) templates in Docs, Sheets, and Slides on the web; this month, we rolled out that same functionality for their corresponding Android and iOS apps.



**How it works:** Now, when you go to create a new document, spreadsheet, or presentation on your Android or iOS device (by clicking the red “+” button in the bottom right corner of your screen), you’ll be given the option to choose a template. These templates will be the same as those available to you in Docs, Sheets, and Slides on the web, including a meeting agenda, pitch deck, expense report, and more.

Check out the [Help Center](#) for more information on getting started with templates.

# Simple to use

## Better search experience in Google Drive

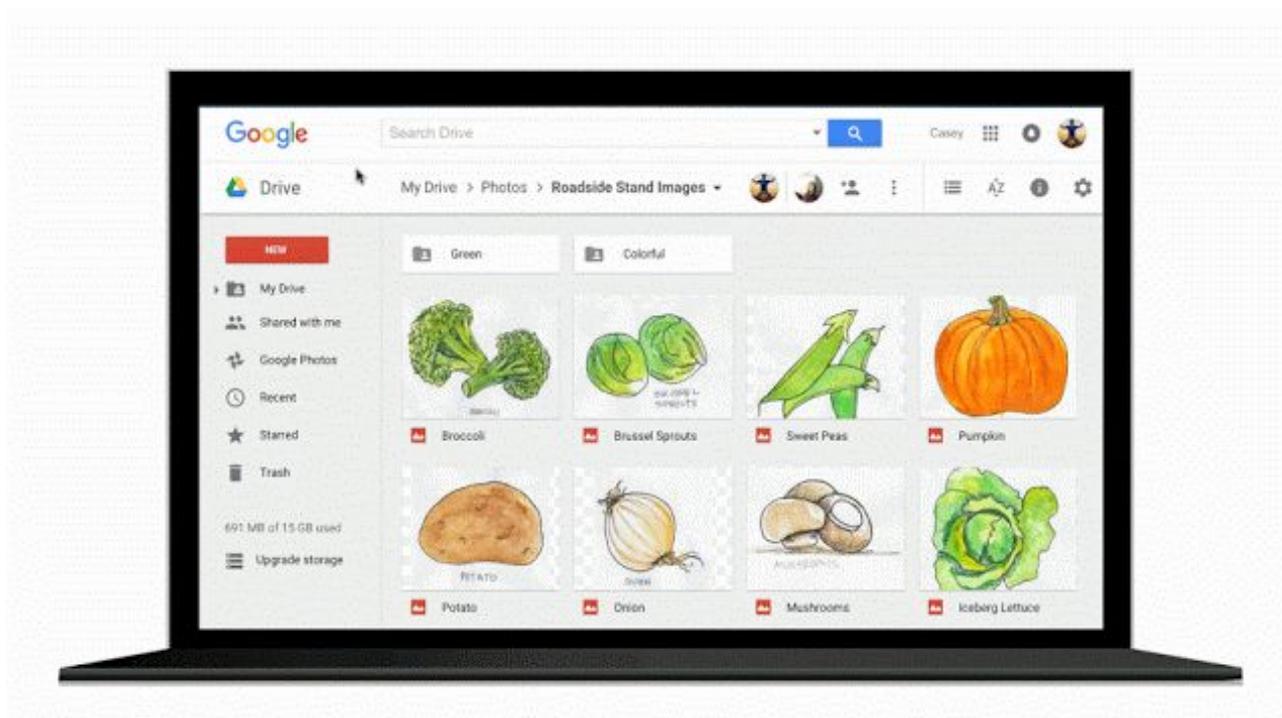
Announced on December 9th, 2015

 Share with your organization

**What's new:** When you store important files in Google Drive they're not only safe, they're accessible from any device. Finding these files again from any device should be super easy, so we've rolled out a new search experience to get you better results — even faster.

Drive lets you search across all your files, regardless of the device they came from. To make that easier, you can use these new ways to find your files:

- Narrow your search to a file type from the search box on Android, iOS, and the web.
- Open advanced search instantly from the search box.
- Access recent files or search Drive from the home screen using 3D Touch on iOS.
- Search Drive using the iOS search bar without opening the Drive app.



Several behind-the-scenes improvements give your search queries even better results than they did before. And to get more specific results, anyone can now do the following:

- Search for shared files by file owner using their name or email address.
- Use advanced search options like the date a file was modified, words it contains, or who it was shared with.

This is all part of an ongoing effort to make Drive the easiest place to find your files.

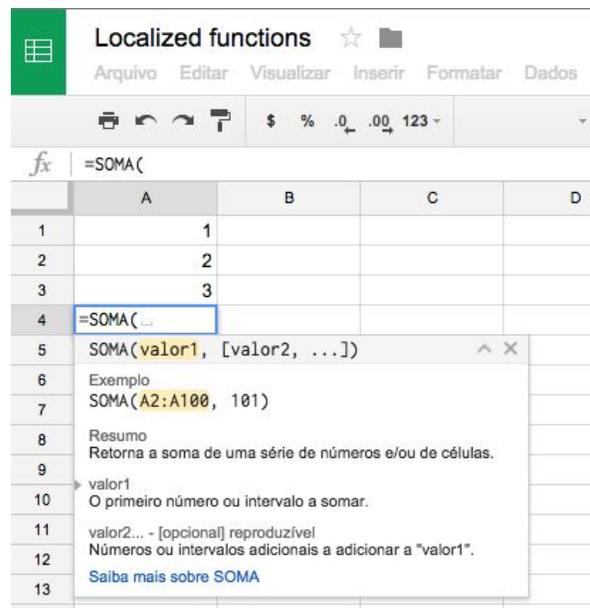
## View functions in Google Sheets in your preferred language

Announced on December 10th, 2015

 Share with your organization

**What's new:** Employees across the world use Google Sheets. With this launch, any user whose preferred language is set to English or one of 21 additional, supported languages will see functions in Sheets on the web and mobile in that preferred language. (Please note that some specific functions will continue to appear in English only—even if the user's preferred language is supported.)

**How it works:** Following this launch, **new** Sheets users will see functions in their preferred language if that language is supported. Any **existing** Sheets user whose preferred language is supported will be given an option in Sheets on the web to keep their functions in English or to show them in their preferred language. If they choose the latter, they can switch back to English at any time by selecting **Always use English function names** under **Spreadsheet settings** in the File menu.



Check out the [Change a spreadsheet's locale, time zone, recalculation, and language Help Center article](#) for a list of supported languages, as well as the additional articles below for more information.

Check out the following Help Center articles for more information:

- [Help Center: Change a spreadsheet's locale, time zone, recalculation, and language](#)
- [Help Center: Change language in My Account](#)
- [Help Center: Functions and formulas in Sheets](#)

# Business ready

## Easier user management in the Google Admin mobile app for Android

Announced December 1st, 2015

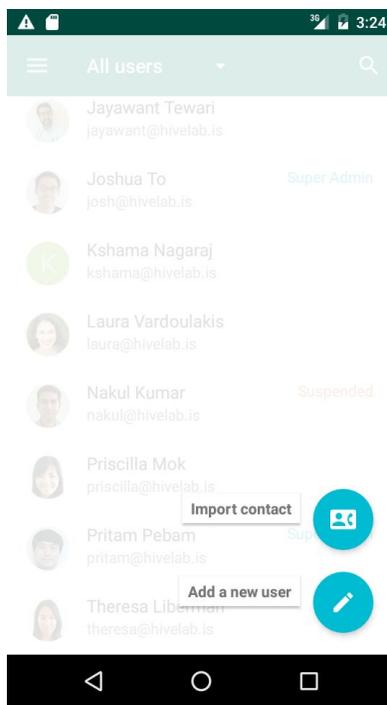
★ Admin feature

**What's new:** The Google Admin mobile app allows Apps super admins to easily manage users and groups, contact support, view audit logs and perform other common administrative tasks all from their mobile devices.

The latest update to the Google Admin mobile app for Android makes managing users and groups even easier with the following new features:

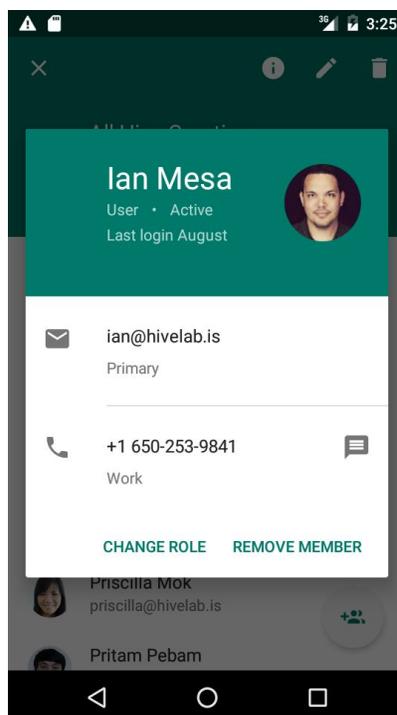
### Add users from contact list

When adding a new user, Apps super admins can now simply import a contact from their contact list and have all of their information pre-populated in the 'Add user' form. The information can then be edited as needed, and the user can be quickly created.



### Quickly change roles and remove members

When viewing member information inside of a group, it's now possible for super admins to quickly change a member's role or remove them from the group altogether.



## More Information

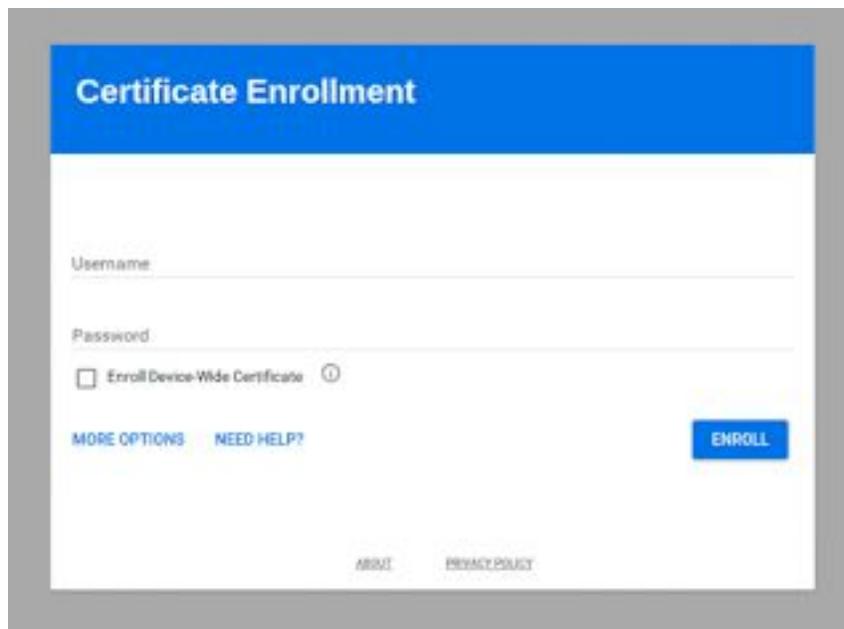
- [Help Center: Manage Google Apps from an Android device](#)
- [Help Center: Add a new user from your contacts](#)
- [Help Center: Manage groups from an Android device](#)  
[Get the Google Admin app on Google Play](#)

## Certificate Enrollment for Chrome OS

Announced December 14th, 2015

★ Admin feature

**What's new:** In December we announced the [Certificate Enrollment for Chrome OS extension](#), providing an out-of-the-box certificate enrollment experience for Chromebooks in enterprises with a deployment of Microsoft Public Key Infrastructure based off of Active Directory.



This new extension allows users to easily request a certificate for their managed Chromebooks to access enterprise-protected networks and resources. It also allows admins to scale their Chromebook rollouts by automating the Active Directory certificate enrollment process via Google's Admin console.

Check out the [Help Center](#) for minimum requirements and deployment guidelines.

## Introducing the new Calendar Resource API

Announced December 15th, 2015

★ Admin feature

**What's new:** Over the years, we've been updating our APIs with new versions across Drive and Calendar, as well as those used for managing Google Apps for Work domains. These new services offer developers improvements over previous functionality and introduces new features that help Apps administrators better manage their domains.



To deliver even more granular control, today we are announcing the new [Calendar Resource API](#) as part of the Admin SDK's [Directory API](#) that enables Google for Work customers to manage their physical resources, like conference rooms, printers, nap pods, tennis courts, walkstations, etc. These physical resources can be added to meetings by end users as needed. The API released today replaces the [GDATA Calendar Resource API](#), so we encourage developers to begin moving their applications and tools to the new API. Please note that we will begin deprecation in January 2016 and sunset the existing API in January 2017. Stay tuned for a formal deprecation announcement with details.

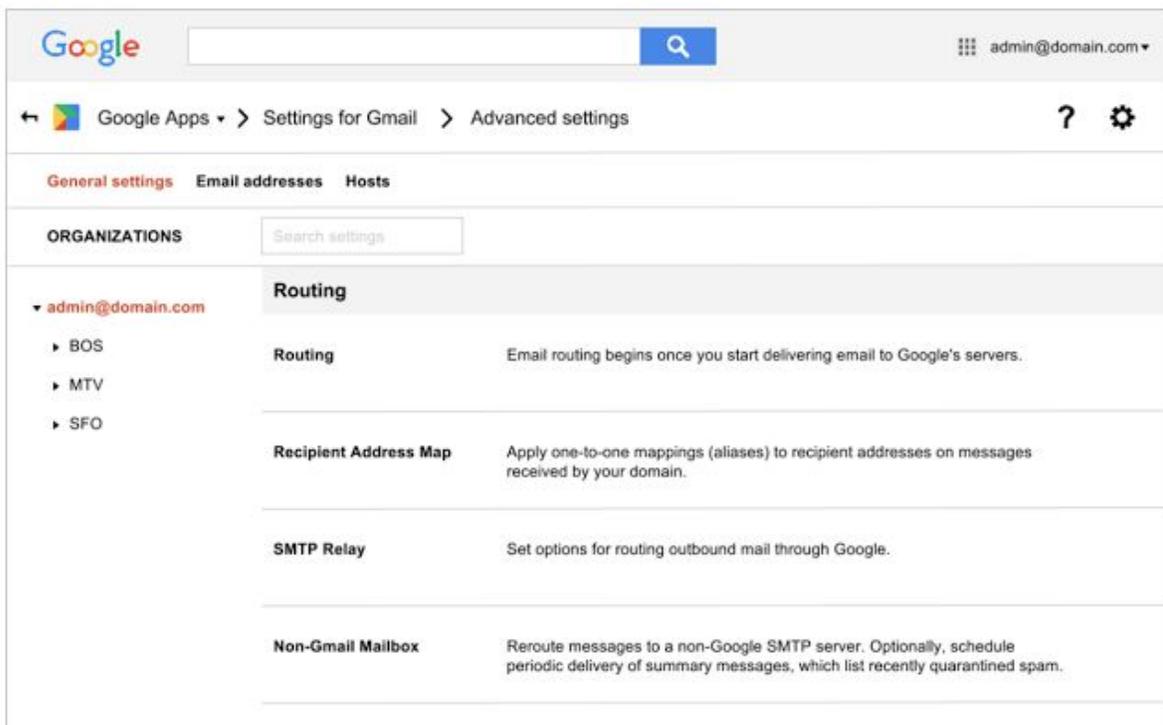
## Simplified email routing settings in the Google Apps Admin console

Announced December 15th, 2015

★ Admin feature

**What's new:** The email routing settings in the Admin console allow Google Apps admins to set up default mail routing options across their domain, or for specific organizational units. For example, you may want to route certain incoming mail to different server locations or recipients based on the nature of its content, or require that outbound mail pass through a gateway before being sent for greater security.

These settings provide admins with a high level of granular control, but we realized that they can be complicated to find and use in their current structure in the Admin console. That's why with this launch, we're taking the first step towards significantly simplifying the experience for email routing settings by adding a new section called **Routing** under **Gmail > Advanced settings > General settings**.



This new **Routing** section will consolidate the following existing settings into one location, making them easier to manage: Sending routing, Receiving routing, Outbound gateway, Default routing, and Email routing. The new **Routing** settings will coexist with your existing routing settings for the short term, and any routing policies previously set will not be impacted.

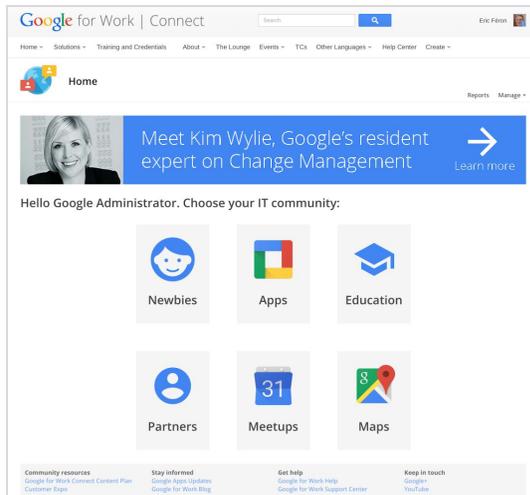
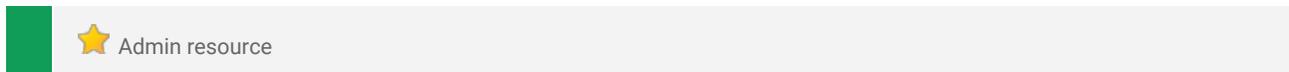
In the future, we'll further improve the email routing experience by migrating and consolidating additional existing settings into the new centralized location. Stay tuned for more information on these plans.

Admins creating new email routing policies are encouraged to use the new **Routing** settings for enhanced functionality. In addition to being easier to use, the new Routing settings will apply to SMTP-relayed messages as well as messages sent to email groups. These features are not available using the previous settings.

Check out the [Help Center](#) for more details on the new **Routing** settings.

# Learn more about Google Apps

## Google for Work Connect (GWC): The official community for Apps Admins



**Sign in today:** Google for Work Connect (GWC) is your one stop shop for resources to make your work with Google Apps easier. [Sign in today](#) to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out! Make sure you [follow our Community Manager, Luis Vargas](#), to get the weekly buzz.

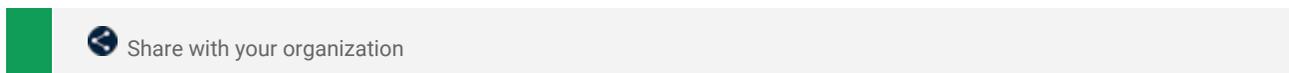
**What's new:** Our first-ever Meetup @ Googleplex was a success! [Come join us in GWC](#) to learn more about the event's business insights, connect with your peers, view pictures from the *Star Wars* social, and get involved in future Meetups.

In December, we officially wrapped up our Q4 '15 Editorial Calendar. Popular topics included:

- Learn how to store and share Word documents on Drive within Office: [Collaborate with Drive plug-in for Office](#).
- Inspire product adoption with Kim Wylie: [The power of story telling and sharing use-cases to inspire adoption](#).
- Learn about Smartsheet, the recommended project management solution for Google Apps for Work: [Smartsheet: Better Project Management for Google Apps Customers](#).

Thank you for a wonderful 2015! Be sure to bookmark our [Q1 '16 Editorial Calendar](#) for future updates.

## Google Apps for all: *The Apps Show* on YouTube, every Tuesday, 11am PST



**What's new:** *The Apps Show* will now enter a new era.

After 100 episodes, and nearly 2 million views, Debbie and John are moving on. Worry not, *The Apps Show* will live on. There is a great program in store for 2016 with [Drea, James, Jenny, and Jimmy](#).



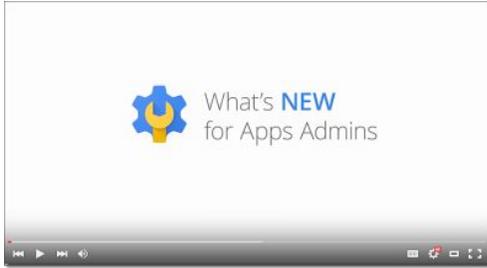
In November and December we shared great tips on [Google Goggles](#), [Voice Typing](#), [Onboarding](#), and [MS Office Plugin](#).

**To do:** When you learn something from *The Apps Show*, share it!

[Bookmark The Apps Show playlist on YouTube](#)

## What's New for Apps Admins videos

★ Admin resource



**What's new:** The *What's New for Apps Admins* videos provide a recap of all of the features we've released in the past month that are relevant to Google Apps Admins, so you can watch and share them whenever you want.

**How it works:** Bookmark the [playlist on YouTube](#) and check back each month for the latest updates. You can also access all video recordings in the [archive](#) on the What's New site.

*Thanks for checking out our newsletter!  
We'd really appreciate [your thoughts](#) on how we can make this work best for you.*