What's New

Google Apps

Featured Launch: Find a meeting time on the go with Google Calendar for Android

Quickly find a meeting time on Google Calendar for Android with "Find a time"

Work together

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Work anywhere

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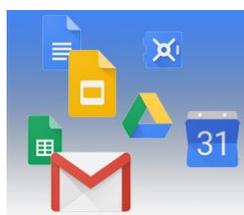
Simple to use

Reminders for Google Calendar on the web
Update to Drive plug-in for Microsoft® Office: Outlook support
Sync only the subfolders you need and more with Google Drive for Mac/PC
Choose the Google Docs, Sheets, and Slides files you want to access offline
Resize the formula bar for easier reading and typing in Google Sheets

Business ready

Enter your email

Next

Need help?
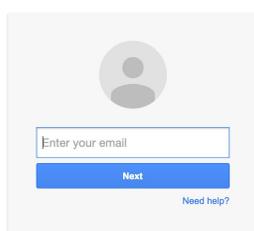
More ways for schools & organizations to manage YouTube

Learn more about Google Apps

Google Presents
THE APPS SHOW

Google for Work Connect (GWC): The community for Apps administrators
The Apps Show on YouTube
What's New for Apps Admins videos

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

-The Google Apps Team
May 2, 2016

Featured Launch: Find a meeting time on the go with Google Calendar for Android

Quickly find a meeting time on Google Calendar for Android with "Find a time"

What's new: Smartphones have made productivity portable. You no longer have to be at your desk to catch up on meeting notes, dial into a conference call, or send an email. But scheduling meetings on the go is still difficult, as you have to open your laptop to check everyone's calendar and find a time that works.

With this launch, if you use Google Apps for Work or Edu, you can now schedule meetings from anywhere with "Find a time" in Google Calendar for Android.

With a single tap, "Find a time" helps you find meeting times that work for everyone—even if they're in different time zones—based on their availability and the times they usually have meetings. If there are no times that work, Calendar will look at which conflicting meetings can most easily be rescheduled. Designed specifically for organizations where sharing your calendar with colleagues is the norm, here's how it works:
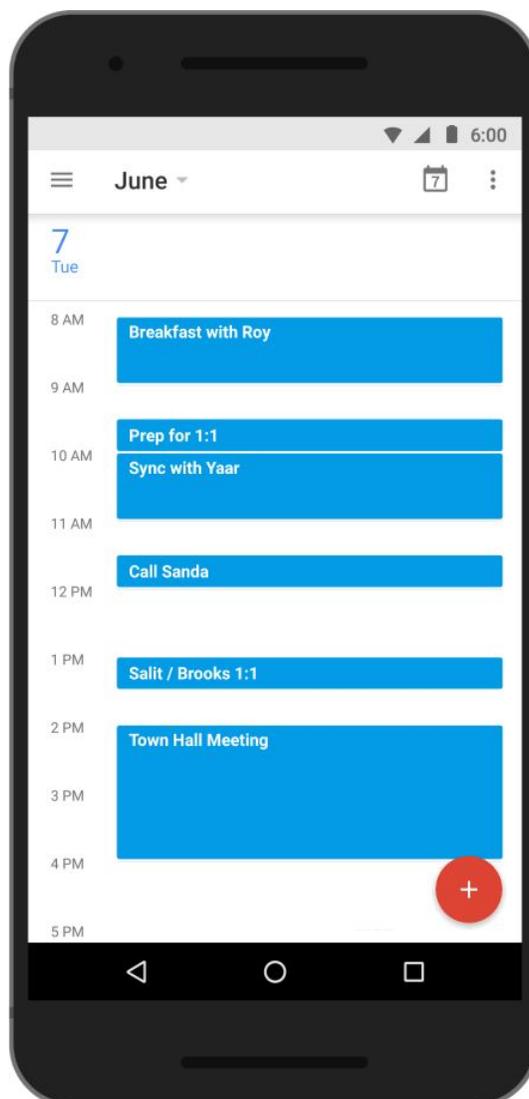
"Find a time" makes suggestions, but you're still in control. You can tap to see everyone's schedule at a glance—perfect for making sure the timing works for all. And if you manage someone else's calendar, you can use the feature to schedule meetings on their behalf as well.

Download Google Calendar for Android to get easy, on-the-go scheduling. And yes, we're also working on bringing "Find a time" to iPhone, as well as easier ways to schedule on the web.

Check out the Help Center for more information.

Google Apps

Work together

## Respond quickly with Google Drive notifications in Google Chrome

What's new: Google Drive now supports web notifications when your colleagues share Google Drive files with you, or request access to files. This rounds out the notifications feature launched on Android and iOS last year.
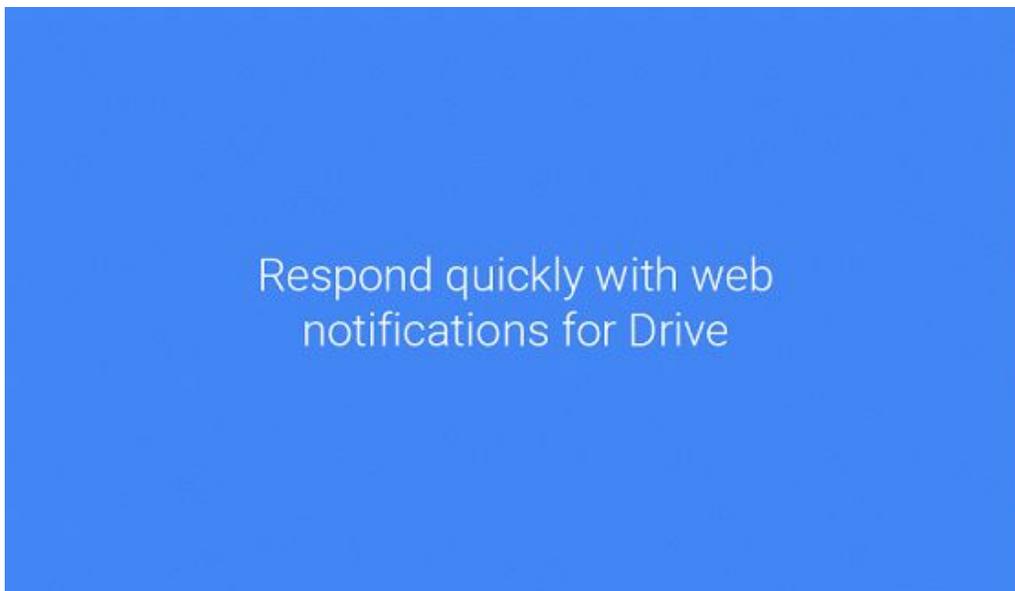
Please note:
- Users must opt in to turn on notifications.
- This feature will only be visible while using Google Chrome.
- Users can control which notifications they receive, on a per-device basis.

To make users aware of these notifications, Google Drive will show a message in the bottom left of the document list, outlining the benefits with a link to enable the feature.
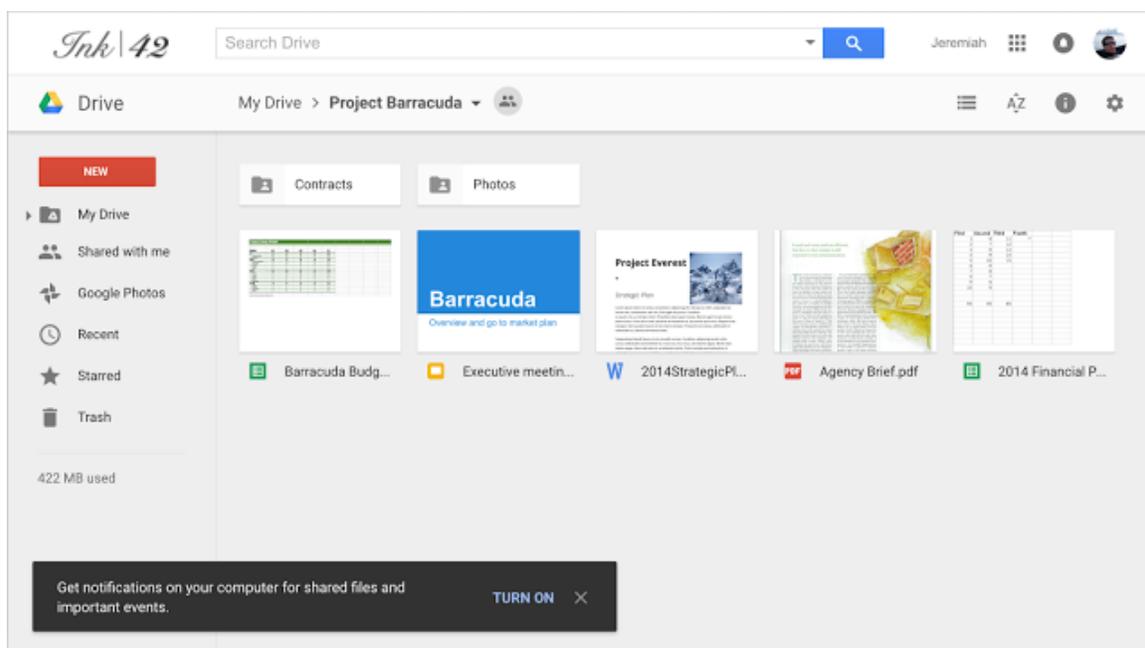
Learn more about notifications in the Help Center.

Work anywhere

Scroll quickly through Google Docs on your iPhone or iPad

Announced April 6th, 2016   🌐 Share with your organization   - <u>back to top</u> -

What's new: In March, we <u>introduced</u> the ability to quickly and easily scroll through Google Docs files on your Android phone or tablet.

How it works: With this launch, we added that same functionality for your iOS device. Now, when you begin scrolling in Google Docs on your iPhone or iPad, a small navigation handle will automatically appear on the side of the screen. Touching that handle will display any headers you've created or — if you haven't manually applied them — headers that we've intelligently detected. This will allow you to quickly skip from section to section, instead of slowly swiping up and down.

Check out the <u>Help Center</u> for more information on using this feature and get the <u>Google Docs app in the App Store</u>.
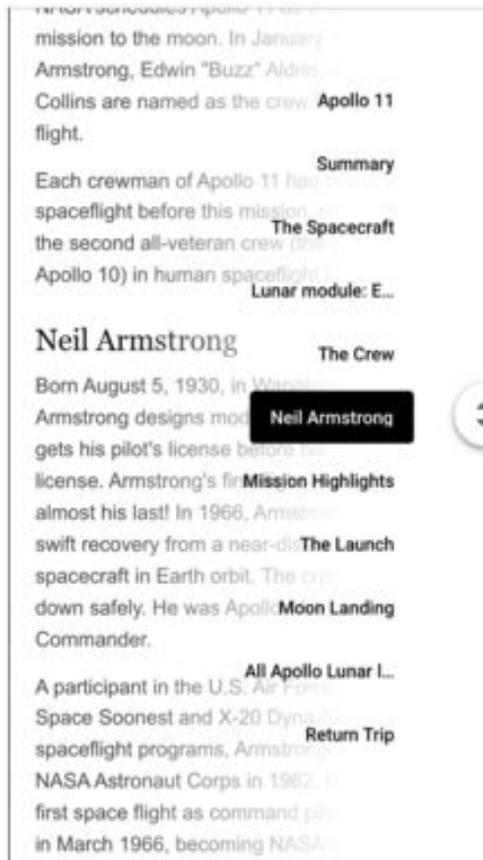
Introducing Goals in Google Calendar on Android and iPhone

Announced April 13th, 2016   🌐 Share with your organization   - <u>back to top</u> -

What's new: Calendars should help users make the most of their time. That's why with this launch, we introduced a new feature called Goals in Google Calendar on Android and iPhone to help users find time for personal activities. With Goals, users can add a goal and Calendar will help them find the time and stick to these goals.

Goals are easy to set up
To set a goal (like "Work out more"), a user must simply answer a few questions (like "How often?" and "Best time?"). From there Calendar will look at the user's schedule and find the best windows to pencil in time for that goal. Goals created in Google Calendar will have the same privacy setting as the default calendar setting.

Goals adjust to your busy life

Goals aren't easy—especially when the unexpected comes up—but Calendar can help adjust in a number of important ways. For example, Calendar will automatically reschedule if a user adds another event that's a direct conflict with a goal. Users can also defer a goal at any time, and Calendar will make time for it later.

Finally, Calendar actually gets better at scheduling the more it is used—if a goal is deferred or edited then Calendar will choose even better times in the future.

Please note: Currently, events created through Goals does not take into account secondary calendars or other personal calendars synced to the device.

Check out the Help Center for more information and download the Google Calendar app on Android or iPhone.
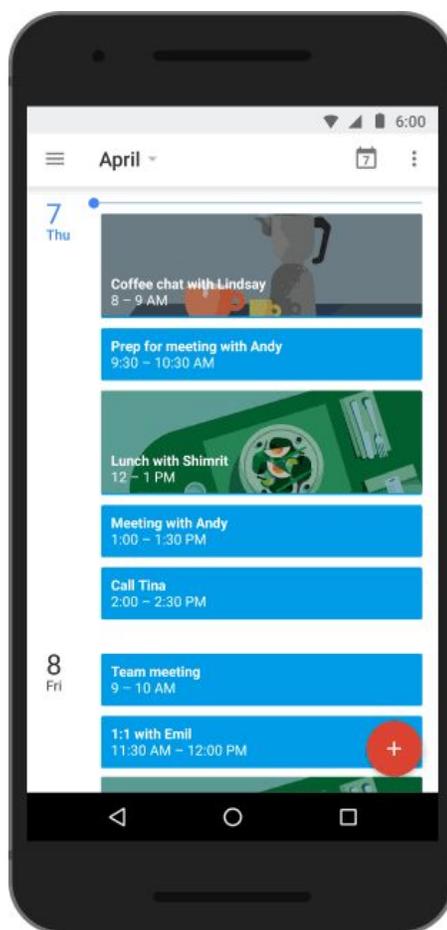
Upload directly to a folder with inline uploads in Drive for Android

Announced April 14th, 2016	Share with your organization	- back to top -

What's new: A new version of the Google Drive for Android app is now available on Google Play. New features include:

Inline Uploads: Previously when uploading files to Google Drive, they would be sent to a folder called Uploads, instead of a destination folder.

Now, when uploading files, you'll see them appear within the destination folder to which you uploaded the file, along with a clear upload progress indicator.

Get the latest Google Drive Android app on Google Play
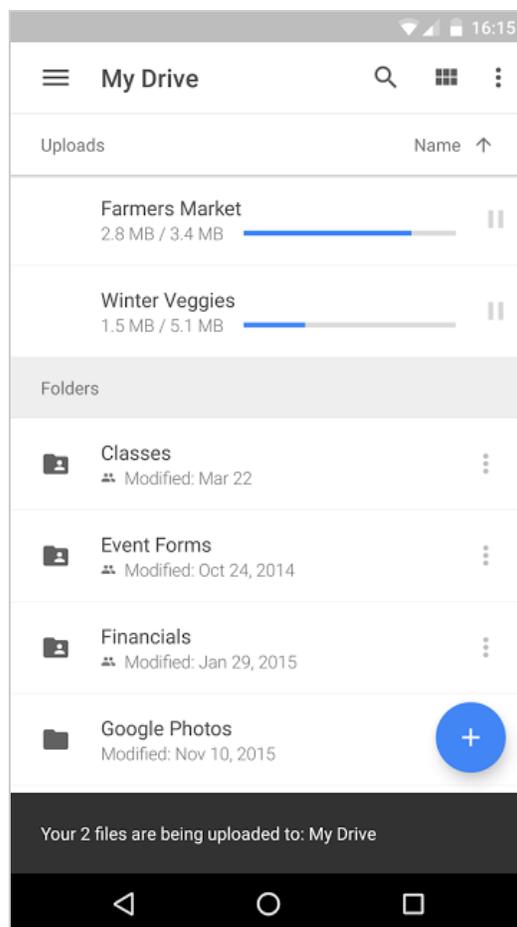
Do more with charts in Google Sheets on your Android device
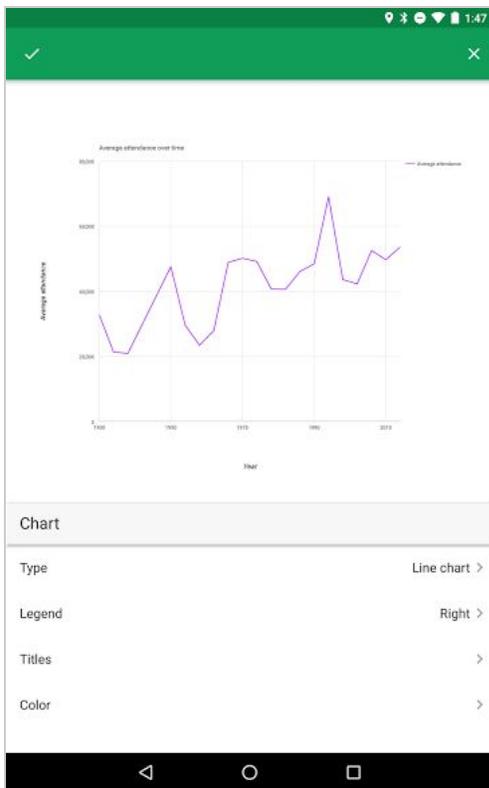
What's new: In the Google Sheets Android app today, you can insert charts, change their types, and move, resize, and delete them. With this launch, we're giving you the ability to do even more, including:

- Add or change a chart's title.
- Add or change the titles of a chart's X and Y axes.
- Change the color of a series in a chart.
- Specify where the chart's legend should be located.

Check out the Help Center for more information on creating and editing charts in the Sheets Android app.

Microsoft Exchange® support available in the Android Gmail app

What's new: The Android Gmail app has been updated to support users using dual delivery mail flow or calendars with Microsoft Exchange.

Now, whether you're on Google Apps or Exchange, you can use the Gmail app on any Android device to send and receive mail.

Get the latest Android Gmail app on Google Play

Simple to use

Reminders for Google Calendar on the web

Announced on April 5th, 2016	🔗 Share with your organization	- back to top -

What's new: Last year, we launched Reminders in the Google Calendar app for iOS and Android. We're now happy to announce that Reminders are available in Google Calendar on the web.

Key features:

● Set a reminder for a specific time and date and get notified when it's time. To create a reminder, tap on a time in the calendar grid, then select "Reminder."
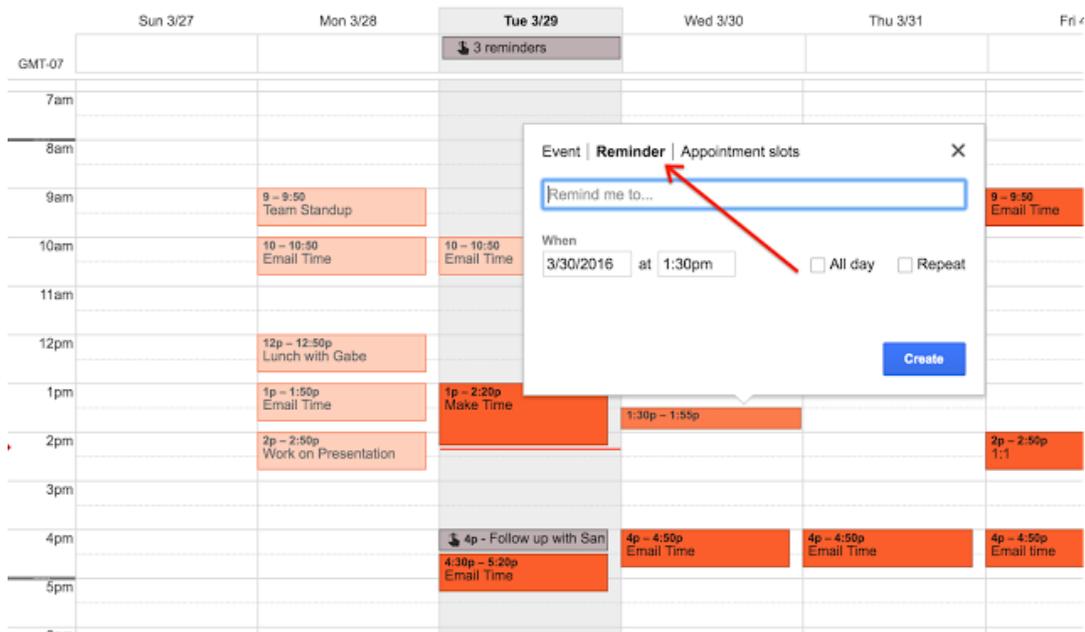
● Reminders carry forward to the next day, until you mark them done. To mark a reminder as done, simply click on the reminder, and click 'Mark as done'.
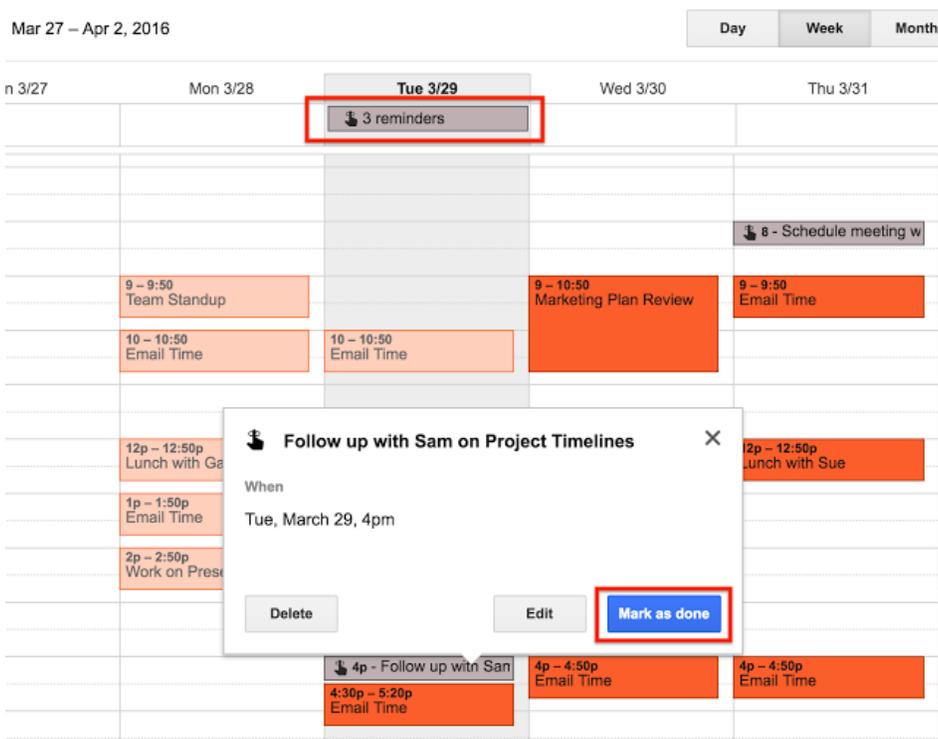
● Reminders created in the Google app, Keep, and Inbox will also show in Google Calendar.
● Reminders on the web will sync to your Google Calendar Android and iOS apps.

Please note:

● Reminders are private to calendar owners and are not viewable, even if your calendar is shared with others.
● Google Tasks users will not be prompted to use the Reminders feature. It can be enabled from the drop

down menu on the Tasks calendar.
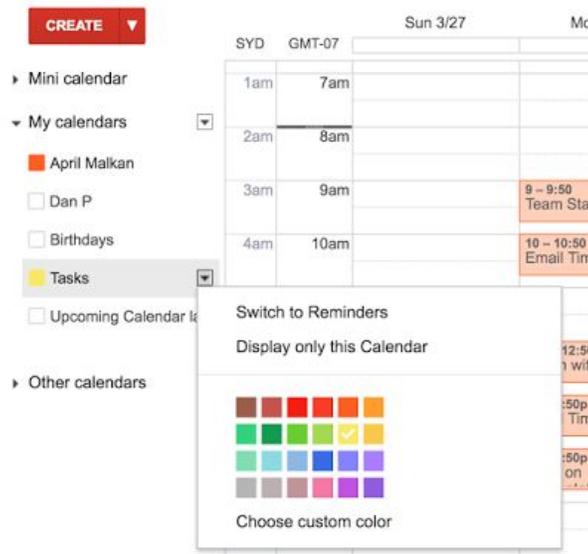
Check out the <u>Help Center</u> for more information. Note that the Reminders feature on the web will be available to customers on the Scheduled release track in early May.

Update to Drive plug-in for Microsoft® Office: Outlook support

Announced on April 6th, 2016	🔗 Share with your organization	- <u>back to top</u> -

What's new: Last July, we <u>launched</u> the Google Drive plug-in for Microsoft® Office. This plug-in made it super easy for people using Office for Windows to open their Word, Excel and PowerPoint documents stored in Drive and then save any changes back to Drive once they were done. We've now extended the capabilities of this plug-in to include Outlook support.

From within Outlook for Windows, you can now:

- **Insert files using Drive:** You can now simultaneously upload any local file to Google Drive and email the link out to the collaborators using Outlook. This is especially useful if your organization uses <u>Google Apps Sync for Microsoft® Outlook</u> or has a setup that uses Outlook with another mail provider.

Send a Drive file from Outlook

Insert as Drive link

Would you like to insert files using Google Drive?

Your files will automatically be saved to: [My Drive]

Yes   No
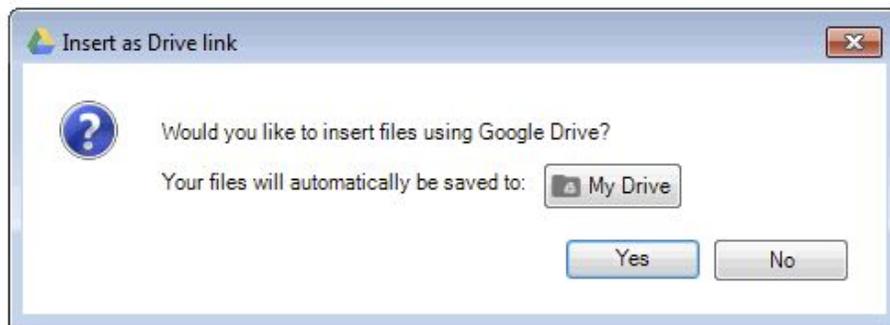
Save local files to Drive seamlessly

● **Update sharing permissions:** While composing a message in Outlook, you can now insert an existing Drive document link (or the actual Drive file) and customize the access permissions before sending the email. The plug-in is smart enough to know when to show you the document's permissions and if you need to share the document with your recipients.

Update sharing permissions
directly from Outlook

Fix Drive file access right from Outlook

● **Save incoming attachments to Drive:** For an incoming email attachment, Outlook users will now see a new Save to Drive option, which allows you to save attachments directly to Google Drive. This can save valuable time uploading downloaded attachment files from local storage back into Google Drive.

Save email attachments to
Drive directly from Outlook

Sync your incoming attachments to Drive

Limitations
The Drive plug-in for Microsoft Office supports the Microsoft Windows versions of Outlook (2007, 2010, 2013 and 2016 versions), and Office 365 if you've downloaded and installed Microsoft Outlook on your computer as part of an Office 365 subscription.

Learn more in the Help Center.

Sync only the subfolders you need and more with Google Drive for Mac/PC

Announced on April 14th, 2016	Share with your organization	- back to top -

What's new: Google Drive for Mac/PC—the app that syncs your computer with Google Drive—is an easy way to make sure your files are safe and accessible from anywhere. With this launch, we released new features that make your syncing and sharing experience better (and faster, too).

Select which subfolders sync to your computer
While syncing top-level folders is already possible, you can now choose which subfolders from My Drive to sync to your desktop. To do this, click **Preferences > Sync Options > Only these folders...** Here, you'll be presented with a list of subfolders from Google Drive that you can check or uncheck to enable or disable syncing.

Sync subfolders with Drive for Mac/PC

Manage your local storage transparently
While you get tons of storage with Google Drive, your local desktop may not have the same amount of free disk space. Now, Drive's interface will show the size of your individual subfolders as well as the space remaining on your computer. It will also warn you if there is not enough space to sync.

On top of that, during setup, if the default folders don't fit, Drive will guide you to use selective sync to help you better manage your storage space *from the start*.

See warnings before deleting or moving shared files
When you're working with folders on your computer, moving and deleting things is simple. But, doing that with shared files or folders can cause others to lose access. Now, Drive warns you so you'll know if someone might lose access.
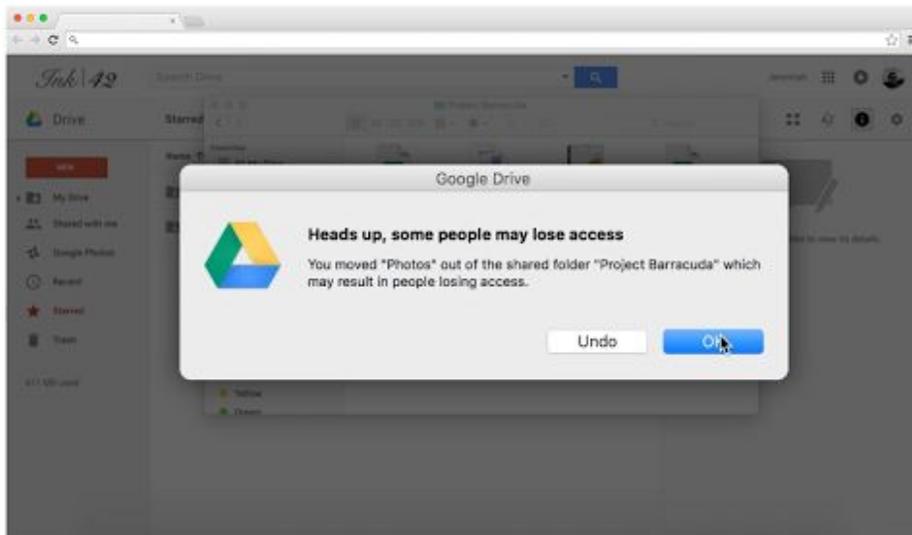
Please note that Google Apps admins must first choose whether their users are allowed to use the Google Drive sync client from the Admin console, before it can be used.

- For steps on how to enable or disable this feature, visit the Help Center.
- If you manage MSI files to install programs on behalf of your Windows users, visit the Help Center to obtain the latest Drive for PC .msi file.

The improved Google Drive sync client is available now on both Windows and Mac in the Help Center.

Choose the Google Docs, Sheets, and Slides files you want to access offline

Announced on April 18th, 2016	🔗 Share with your organization	- back to top -

What's new: An internet connection isn't always easy to come by, but that shouldn't stop your employees from completing their work. That's why we give Google Apps admins the option of allowing their users to enable offline access to Google Docs, Sheets, and Slides files. Once an individual user has enabled offline access in Google Drive, a subset of their Docs, Sheets, and Slides files are synced to their computer or device. The specific files synced are based on certain criteria, primarily recency.

With this launch, we now allow end users to *choose* the specific files they want to make available for offline access when they're working in a Chrome browser on their desktop computer. This will make it easy for individuals to work anywhere, anytime, even when they don't have an internet connection. To make a file available for offline access, a user simply needs to visit the Docs, Sheets, or Slides home screen and toggle the **Available offline** switch in a file's overflow menu to ON.

Please note that this feature will only be available to users working in a Chrome browser on desktop and whose admins have allowed them to enable offline access in Drive.

For more information, check out the Help Center.

Resize the formula bar for easier reading and typing in Google Sheets

Announced on April 25th, 2016	🔗 Share with your organization	- back to top -

What's new: Working with long and complicated formulas is tough enough as is; you shouldn't have to struggle to simply read them. Fortunately, this launch makes it easier to view and type those lengthy equations in Google Sheets on the web, by allowing you to drag and expand the formula bar.

Only have view or comment access to a spreadsheet? Previously, it was difficult to read the entire content of a cell containing a large amount of text. With this launch, you can simply click the bottom of the function bar and drag it up or down to make it big enough to see everything within it.

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fx
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=+IF($A2=0,0,IF($B2<4264,0,IF(AND($B2>=4264,$B2<=4895),
(-22.31*$C2/365),IF(AND($B2>=4895,$B2<=32760),($B2*0.093-
476.89)*$C2/365,IF($B2>32760,($B2*0.128-1623.49)*$C2/365)))))
```

	A	B	C	D	E
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2					
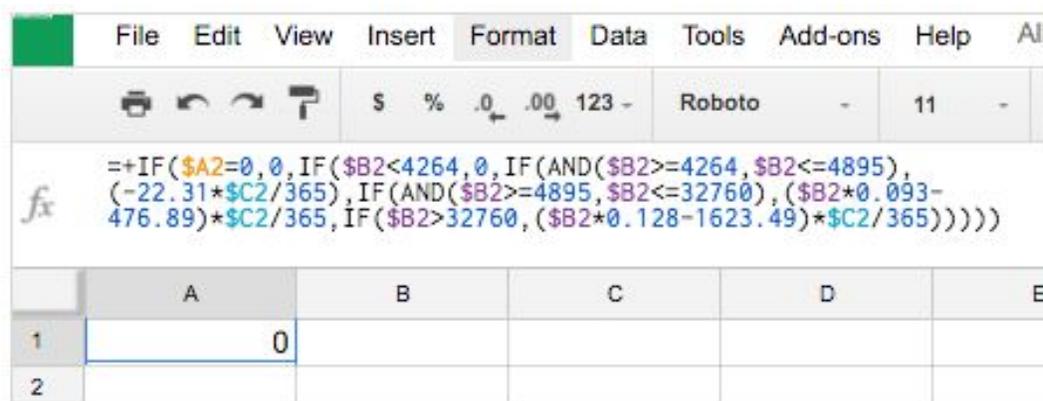
Check out the Help Center for more information on working with formulas in Sheets.

Business ready

More ways for schools & organizations to manage YouTube

Announced April 26th, 2016	⭐ Admin feature	- back to top -

What's new: In August 2015 we launched YouTube Settings in Google Apps to give schools and other organizations a way to manage the YouTube experience for users logged in to their domains and on networks they manage. With this launch, we're bringing a number of new features to make these more flexible and easier to use.

Channel whitelisting
Administrators and designated approvers can now whitelist entire channels, not just individual videos. For example, if you want to ensure that all current and future videos uploaded to your organization or school's channel are watchable by your users, you can now simply add the entire channel to your approved list. Learn how to designate approvers.
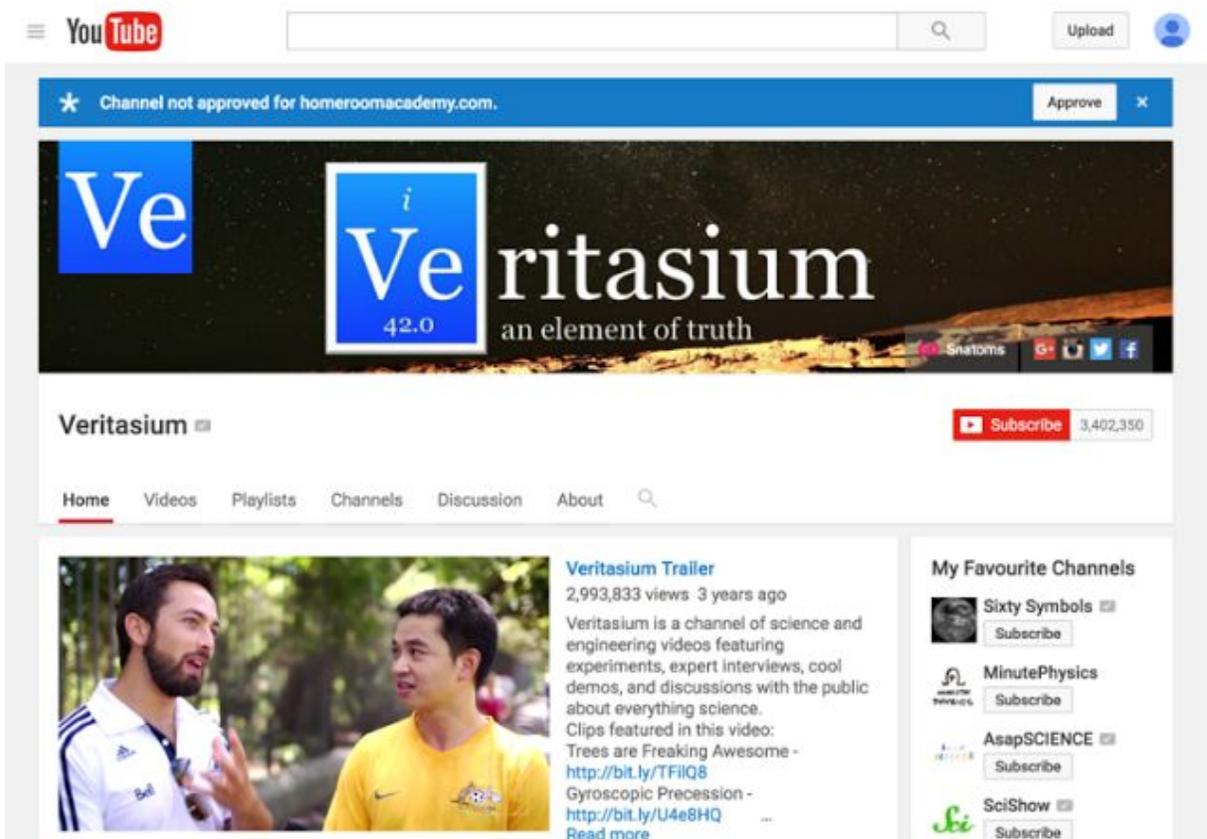
Using YouTube settings in Google Apps for Education already gives your users access to all the videos on educational YouTube channels like Veritasium, but now your domain's video approvers can add other channels as well, like your school's YouTube channel.

More flexible options for administrators
Administrators have new capabilities to help them manage YouTube to meet the needs of their organization.

- Administrators can now choose between two levels of Restricted Mode restrictions -- strict or moderate -- for their logged-in users.
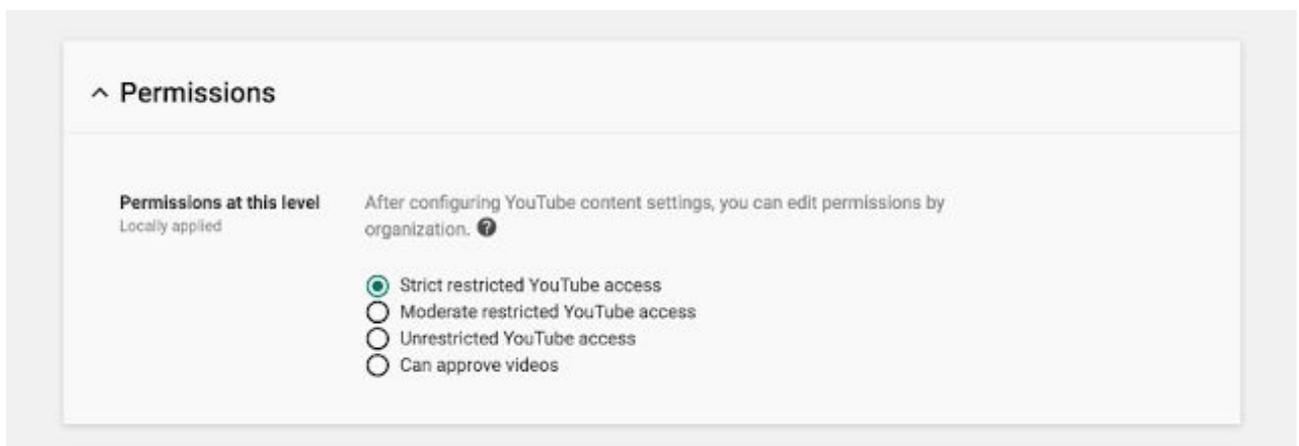
Admins can select between a strict and moderate level of restriction for YouTube.

- Network managers can now use an HTTP header to enforce either strict or moderate restricted mode on

managed devices.

● Network managers can also <u>use this new DNS configuration</u> if they want to enforce moderate restricted mode on wifi networks they manage.

● Coming soon, logged-out users on YouTube's mobile apps on restricted networks will also get a restricted experience.

● And since we know this can be tricky to set up, network managers can <u>visit this page</u> to ensure their network restrictions have been configured correctly.

YouTube for Schools

In August we announced that we would no longer be maintaining YouTube for Schools (YT4S). As of July 1, 2016, YT4S will no longer be available. View the <u>YouTube Settings in Google Apps Help Center</u> for additional details.

Learn how to enable <u>YouTube settings for your Google Apps domain</u> and <u>join the discussion</u> in the product forum.

Google Apps

Learn more about Google Apps

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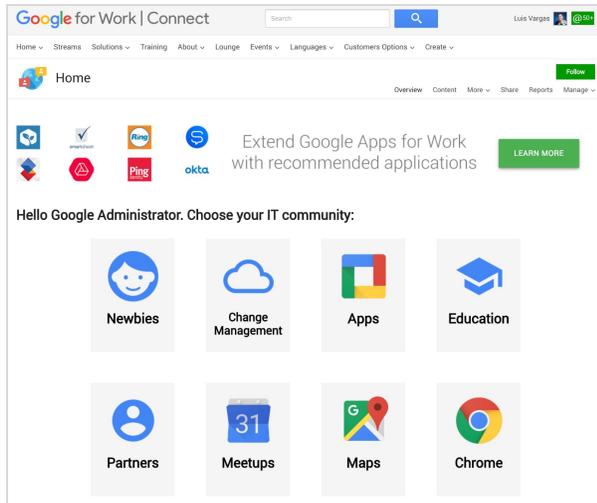
Sign in today: Google for Work Connect (GWC) is your one stop shop for resources to make your work with Google Apps easier. Sign in today to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out! Make sure you follow our Community Manager, Luis Vargas, to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

What's new: In April, we launched our Q2 Editorial Calendar. We added four new use cases to our growing catalog, including converting paper documents into Docs, using mentions in Slides for action items, and converting TVs into digital signage using a Chromebit.

To top things off, Kim Wylie introduced Marie Scott from Virginia Commonwealth University to share her top tips for driving change and adoption in a university environment. Join us in May for use cases on optimal bandwidth settings for Hangouts video calls, running presentations from your mobile devices, and getting started with Android for Work.

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

What's new: The Apps Show reached 2.5M views on YouTube in April - we want to thank our viewers for their interest and support! Season 8 kicked off in April, providing viewers with tips on how to work better together, to work smarter, and to work with "more Cloud."

Specifically, we released an episode on how to work and collaborate with Google Apps offline. Viewers learn how to turn on offline features in Drive and Gmail.


See how Googlers really use Hangouts

We also aired an episode on Calendar and time management strategy, explaining how to block out interruptions and set aside "Make Time" for your project. Finally, we showed how Googlers use Hangouts to communicate more efficiently, including tips and an overview of the latest Hangouts launches.

To do: If you find an episode useful, don't forget to comment and share it with your friends and colleagues. We encourage you to bookmark *The Apps Show* YouTube playlist or the episode gallery to keep up to date.

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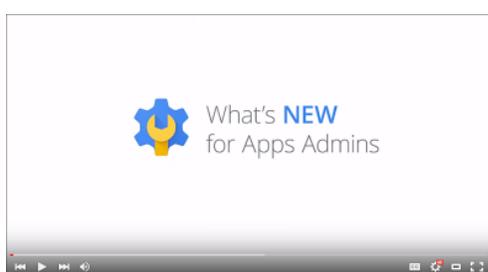
What's new: The *What's New for Apps Admins* videos provide a recap of all of the features we've released in the past month that are relevant to Google Apps Admins, so you can watch and share them whenever you want.

How it works: Bookmark the playlist on YouTube and check back each month for 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.