G Suite

Featured launch: New enterprise grade controls and seamless integrations in G Suite

G Suite builds momentum with enterprise customers adding more control and capabilities:

- Security Key enforcement
- Data loss prevention (DLP) for Google Drive
- Hosted S/MIME for Gmail
- Gmail logs + BigQuery integration
- Third-party archiving tools for Gmail
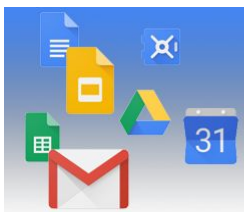- New G Suite Enterprise edition

Work together

Smarter meeting scheduling in Google Calendar on the web

Work anywhere

New features for your Google Docs and Sheets mobile apps
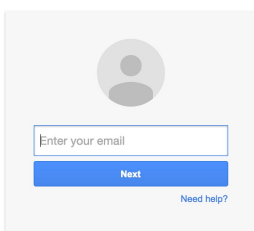
Docs, Sheets, and Slides on the go

Simple to use

Streamlining group chat creation in Google Hangouts on the web
Insert and delete groups of cells in Google Sheets
Creating files from templates now easier in Google Drive

Business ready

Manage email effectively with unified routing settings in Admin console
Changes to the Google Play Private Channel
Protecting your domain's email reputation from SMTP relay abuse

Learn more about G Suite

Google Cloud Next '17: March 8-10, 2017 | San Francisco
Google Cloud Connect (GCC): The community for G Suite administrators
The G Suite Show on YouTube
What's New for G Suite Admins videos

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

- The G Suite Team, February 1, 2016

Google Cloud Next

The future of cloud is now, at Next.
March 8–10, 2017 | San Francisco

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G Suite

Featured launch: New enterprise grade controls and seamless integrations in G Suite

G Suite builds momentum with enterprise customers adding more control and capabilities

What's new: Scale. Speed. Lower total cost of ownership. The cloud offers enterprises significant benefits and gives their teams a freedom that's as big as their ambitions. G Suite supports such businesses around the world with our unified suite of intelligent apps. Today, more than 3 million paying businesses rely on G Suite to make working together easier, including Whirlpool, PWC, and Woolworths.

Having greater control and visibility when protecting sensitive assets, however, should also be a top concern in today's world.That's why starting today, we're giving customers the critical control and visibility they expect (and their CTOs and regulators often require) in G Suite with:

- More powerful access control for administrators with Security Key enforcement
- More data control with Data Loss Prevention (DLP) for Google Drive, DLP for Gmail, and S/MIME for Gmail
- More analytics and insights by connecting BigQuery with Gmail

Manage who can access your company's devices and systems

- **Security Key enforcement:** In 2011, we introduced 2-step verification for added protection when users log into their Google accounts. With 2-step verification, admins can opt for their company to use Security Keys, which are both easier for users and more secure against common (phishing) attacks than other methods. Security Keys plug directly into a laptop or pair with a mobile device using Bluetooth or NFC, instead of receiving a code via text. Today, we're adding the ability for admins to enforce this measure by restricting login solely to users with a Security Key. Admins will also be able to manage the deployment of Security Keys and view usage reports.

See how Stripe enhances account security with G Suite
Stripe, a software platform for running an internet business, processes billions of dollars a year for hundreds of thousands of companies around the world. Everyday, Stripe employees rely on G Suite to communicate and collaborate quickly, effectively and securely. Security Key enforcement provides an added layer of protection for Stripe, with advanced authentication controls to combat phishing attempts and unauthorized email access.

stripe

"Businesses that run on Stripe trust us with some of their most sensitive information, and we take the security of that information extremely seriously. We've found Security Keys to be ideal second factors because they balance ease-of-use with increased account security. G Suite Security Key enforcement gives us a way to easily enforce secure logins for all employees, across both their desktop and now mobile devices," says Bryan Berg, security team member at Stripe.


Control how data is shared beyond your company

- **Data loss prevention (DLP) for Google Drive:** In 2015, we launched DLP for Gmail with easy-to-set-up rules, OCR image scan recognition and advanced customization. Today, we're extending DLP to Google Drive, making it even easier for admins to secure sensitive data, control what content can be stored and protect users from accidentally sharing confidential information externally. G Suite's DLP protection goes beyond standard DLP with easy-to-configure rules and OCR recognition of content stored in images so admins can easily enforce policies and control how data is shared.

- **Hosted S/MIME for Gmail**: When it comes to Gmail security, there are dozens of security measures running behind the scenes to keep your emails safe, and we support industry-standard authentication to help combat email spoofing. Unfortunately, other email services that you exchange emails with might not take similar measures to protect your data. That's why we're offering additional protection by giving you the option to bring your own certificates for S/MIME encryption. Administrators will be able to enforce S/MIME usage and can set DLP rules based on specific organizational unit needs.

Understand employee behavior and activity

- **Gmail logs + BigQuery integration**: Gmail logs contain valuable information that can help administrators diagnose issues or unlock insights. Today, we are making it easier to analyze Gmail logs with a preconfigured BigQuery integration so administrators can run sophisticated, high-performing custom queries, analyze their data and build custom dashboards.
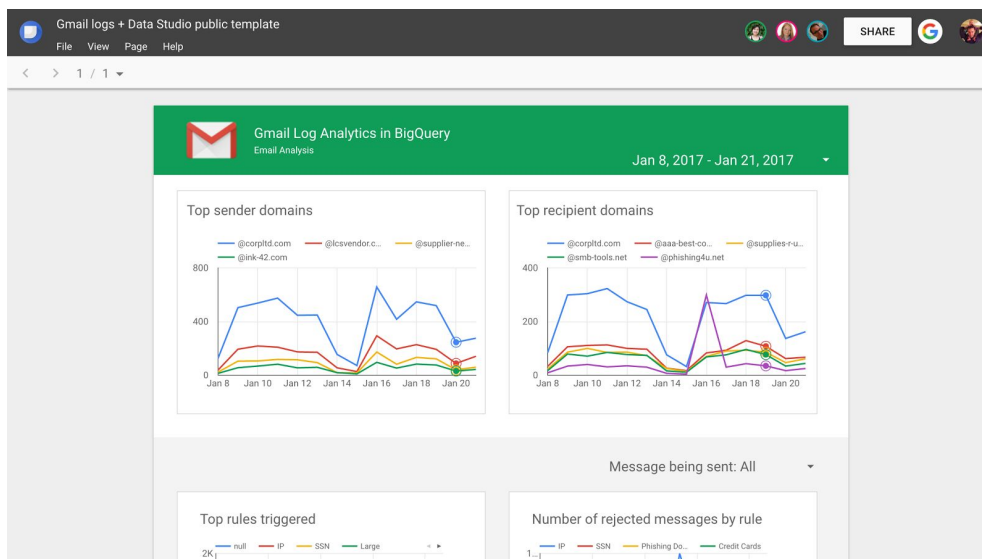
- **Third-party email archiving**: Google Vault helps you easily archive Gmail content while also complying with retention for legal holds and audit reporting. That said, some organizations use other third-party SMTP archiving solutions like HP Autonomy or Veritas. Today, we're making it simple for you to integrate third-party archiving solutions of your choice with Gmail.

All of these features are part of our new G Suite Enterprise edition. While the features are designed to meet the demands of G Suite's large customers, organizations of any size can take advantage of these critical controls, seamless integrations, and intelligent apps. See if G Suite Enterprise edition is right for you.

Note that G Suite for Education customers are not eligible to upgrade to G Suite Enterprise. G Suite for Education customers interested in these new features should complete this form.

Work together

Smarter meeting scheduling in Google Calendar on the web
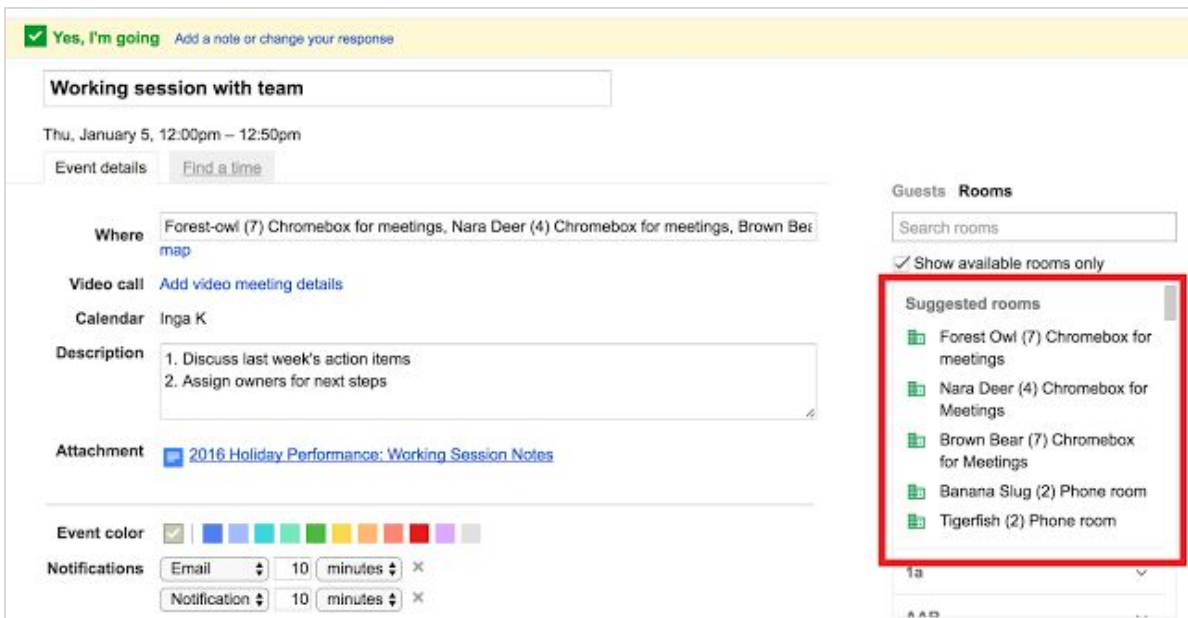
Announced on January 19th, 2017   Share with your organization   - back to top -

What's new: Last year, we made scheduling meetings smarter in Google Calendar for Android and iPhone by enabling them to find time for meetings and book rooms. With this launch, we brought room suggestions and showing guests' time zones to Google Calendar on the web.

Room suggestions
When you create meetings, Calendar will suggest rooms based on your and your guests' previously used rooms. You can continue to browse or search for rooms as you do today.
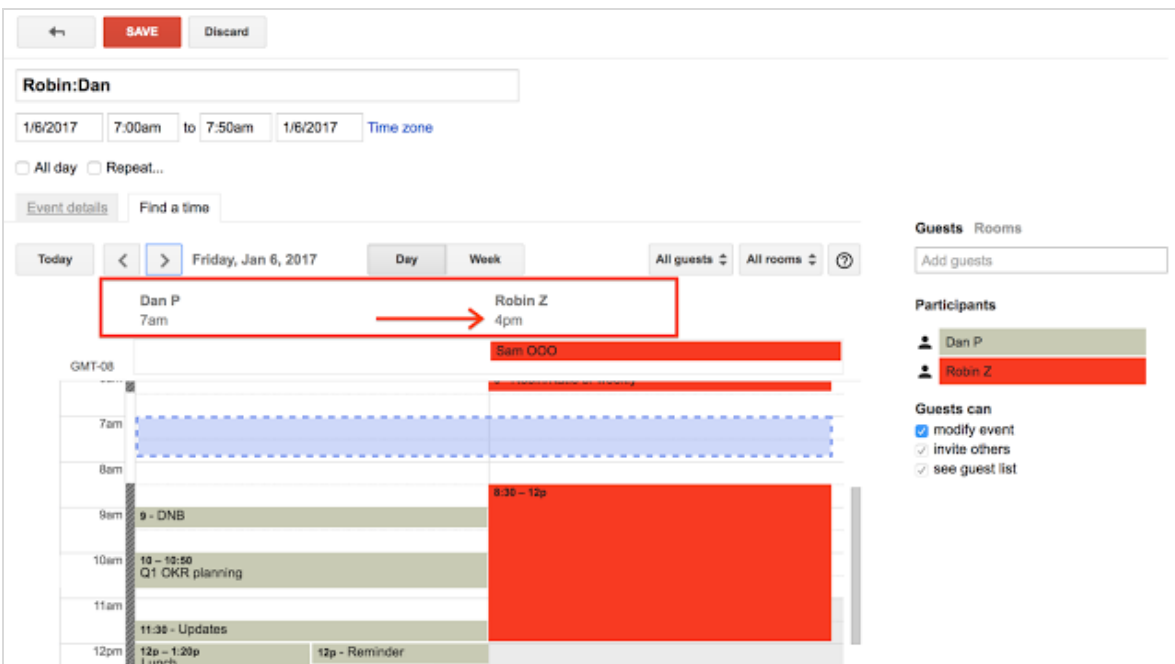

Guest time zones
Finding time to collaborate across time zones is now easier with Google Calendar. The "Find a time" tab shows the time of the meeting in the time zone of each guest – if they are different. You can can learn more about sharing calendars and time zones here.

We have more scheduling improvements planned for 2017 including better ways to help you manage calendar resources. Stay tuned!

Check out the Help Center for more information: Add or remove a resource from an event | About calendar resources (rooms, etc)

Work anywhere

New features for your Google Docs and Sheets mobile apps

|			
	Announced on January 4th and 26th, 2017	Share with your organization	- back to top -

What's new: New versions of the Docs, Sheets, and Slides apps for Android and iOS are now available, including the following new features to help you get more done on the move:

Android: Page setup in Google Docs and image support improvements in Sheets
You can now change the orientation, paper size, and page color Docs on Android. In Sheets, you can use the IMAGE function to view images inside of cells.
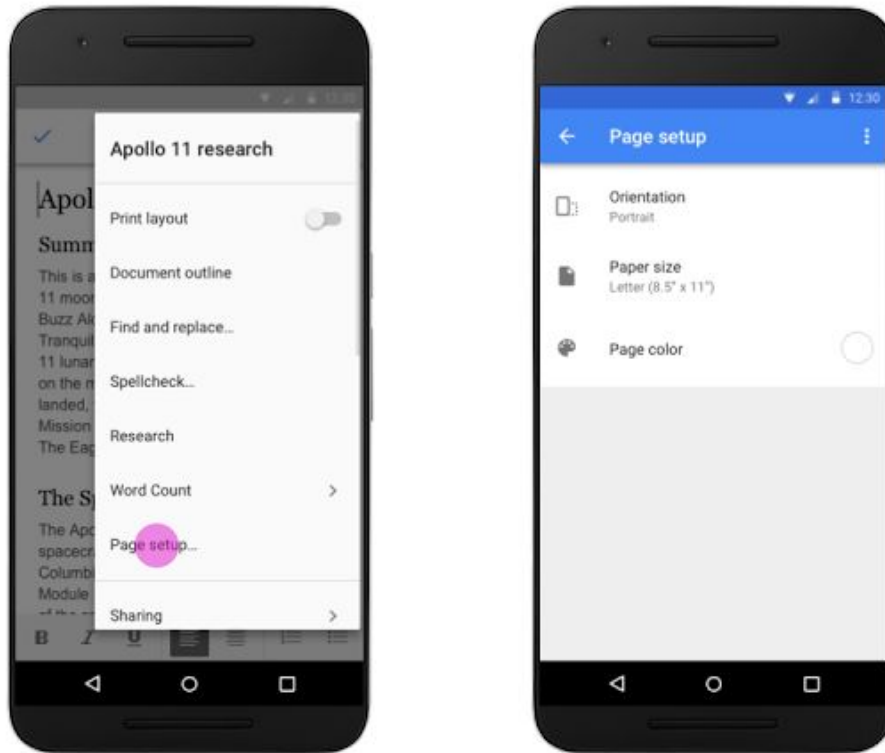

Android: EPUB and ODF support
Docs now supports exporting your files in the EPUB (.epub) and OpenDocument Text (.odt) file formats. Additionally, you can now import OpenDocument Text (.odt) files from the Android app. Similarly, you will now be able to import and export OpenDocument Spreadsheets (.ods) in Sheets and OpenDocument Presentations (.odp) in Slides.

Please note: these features are only available when the device is online. When the device is offline, an error dialog will show saying "Data connection needed to open this file type".

Also on your Android phone or tablet, you can now:

- Insert and edit headers and footers in Docs

- Drag and drop text in Docs

- Resize, move, and rotate images in Docs, as well as change their text wrapping and border styles >
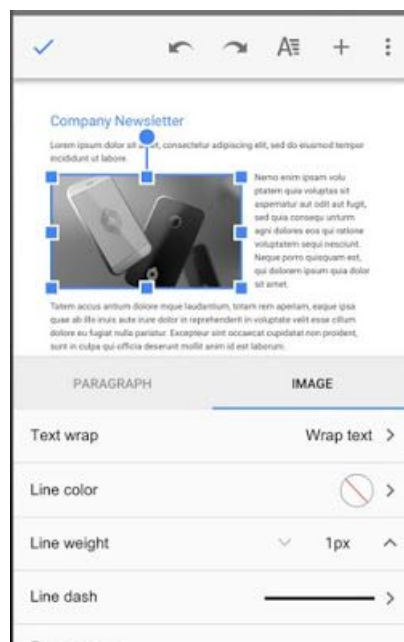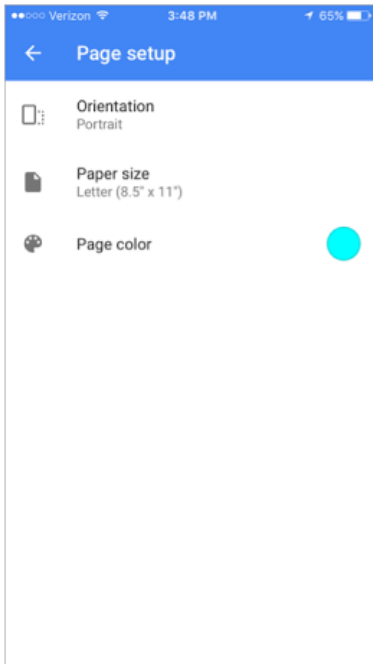
On your iPhone or iPad, you can now:

- [Insert headers and footers in Docs](#)

- [Insert page numbers in headers and footers in Docs](#)

- < [Change a page's size, orientation, and color in Docs](#)

- [Insert and edit solid, dashed, and dotted borders in Sheets](#)

Download the latest versions of these apps from [Google Play](#) or the [App Store](#).

G Suite

Simple to use

Streamlining group chat creation in Google Hangouts on the web

What's new: Last year, we launched the ability to create and share short links to Hangouts group chats. This allows your team to opt-in to a chat, rather than having to invite people one by one. With this launch, we've streamlined how you create group chats to make it easier to create group chats for projects or teams.

In the improved flow, you can now name your group chats more easily when you are creating a group chat. Once the group chat has a name, this allows you to create "placeholder" group chats which you can then share with a link.
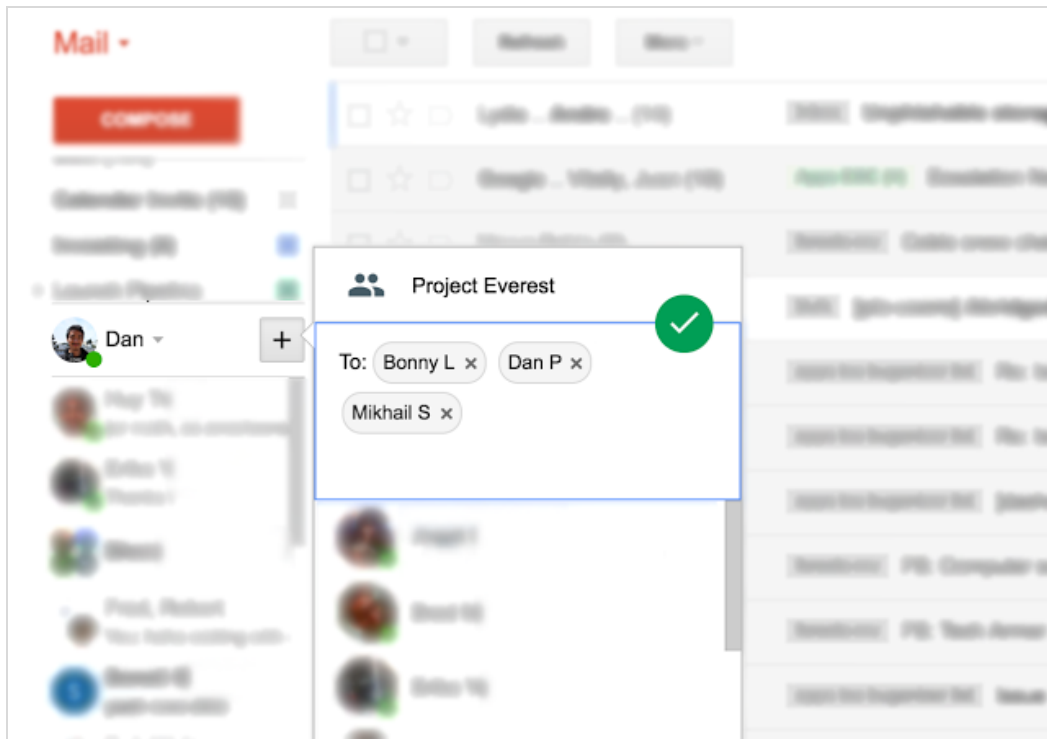
These improvements will be in available all three Hangouts user interfaces on the web. In Hangouts in Gmail, a "+" button will be available next to your contacts list in Hangouts. In hangouts.google.com and in the Chrome extension, you'll see a "New conversation" option. By clicking "New group" or "New conversation" you can name the group, start adding members, or both.

7
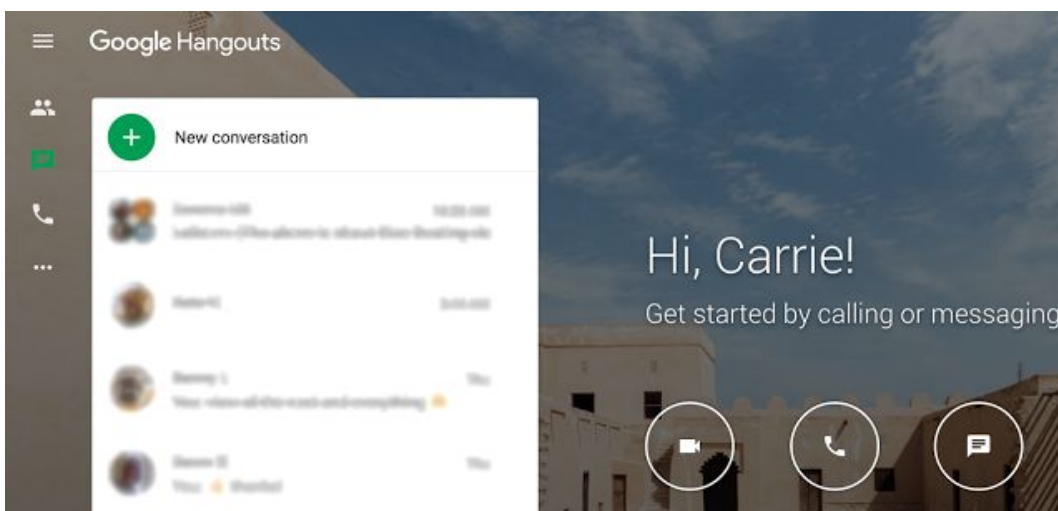
Insert and delete groups of cells in Google Sheets

Announced on January 18th, 2017   Share with your organization   - back to top -

**What's new:** We know that data in spreadsheets isn't always neatly distributed across entire rows and columns; oftentimes, for instance, sheets contain multiple tables and regions of data that can't be separated. With this launch, we're making it easier to insert cells into these sheets without disturbing that content. Going forward, you can add a rectangular block of cells to any spreadsheet on the web, and it will simply shift the surrounding cells down or to the right. You can delete chunks of cells in the same way.

You can insert cells from **Insert** menu and delete cells from the **Edit** menu. Both features are also accessible when you right-click on a cell.

For more information, check out the Help Center.
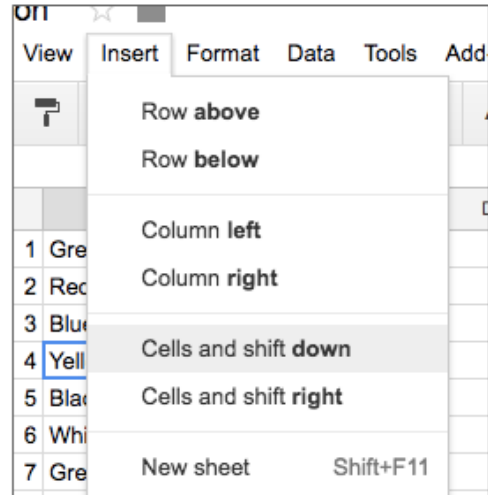
Creating files from templates now easier in Google Drive

Announced on January 30th, 2017   Share with your organization   - back to top -

What's new: Since 2015, we've been making it easier to focus on your content—not your formatting—with templates in Google Docs, Sheets, Slides, and Forms. We've introduced templates for invoices, pitch decks, and cases studies, as well as templates designed by experts and developed specifically for your organization.

With this launch, we made it easier for users to create files from templates by granting access to templates directly from Drive. Instead of navigating to the Docs, Sheets, Slides, or Forms homepages, you can simply go to **Drive > New > Google Docs/Sheets/Slides or Forms > From a template**. From there, you'll be directed to the applicable template gallery, where you can select the template of your choice.
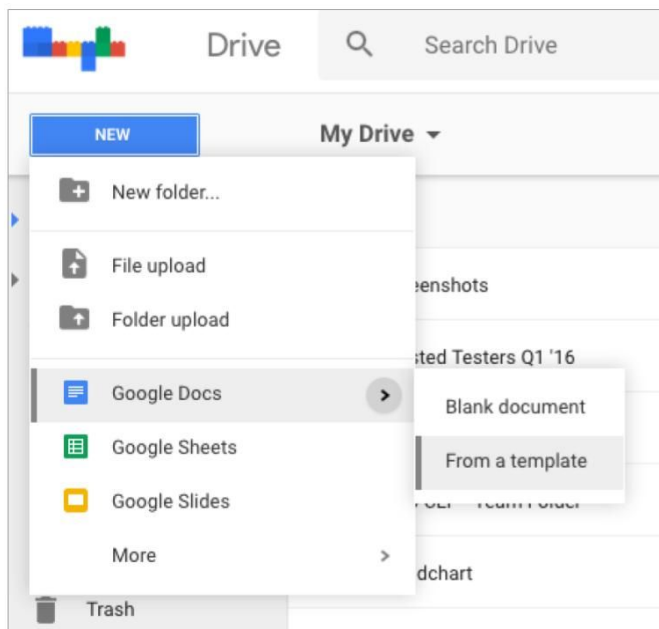
Note that this launch is being rolled out gradually starting on Jan 30, 2017, and will be available to all customers by mid-February.

For more details on templates, visit the Help Center.

G Suite

Business ready

Manage email effectively with unified routing settings in Admin console

What's new: G Suite customers use Gmail because it's simple to use and reliable, and because it allows them to customize their enterprise-specific routing settings in the Admin console. However, as we expanded these features to cover more use-cases, it became clear that a consolidated view of all routing settings would make it easier to manage at a glance. That's why with this launch, we've begun to unify Gmail's routing settings in the Gmail Routing section of the Admin console that was launched one year ago.
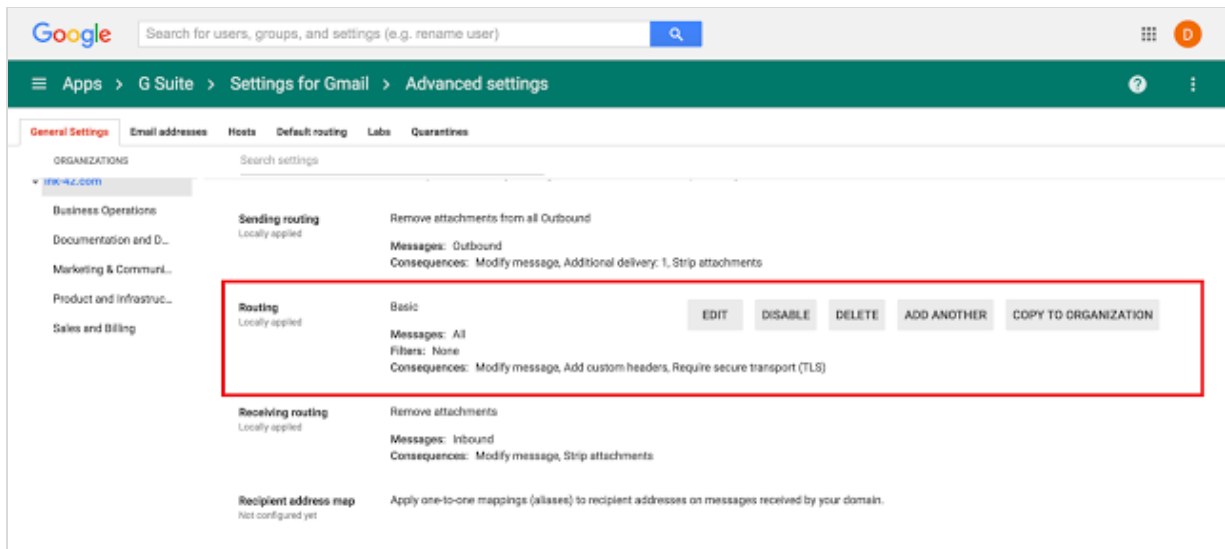
As of the week of January 23, 2017, your existing Sending routing, Receiving routing, Catch-all address and Domain-level routing settings are now *read only*. These settings are still active, but in order to make changes, you must click the **CONVERT** button, next to the existing rule. We've taken steps to make this process as simple as possible by converting the previous setting and mapping it to the new fields automatically. The converted setting is then placed in the unified Routing section, where all of your rules can be managed from one place. The old setting will no longer be visible in the old user interface, so you don't need to clean up old rules afterward.

Action Suggested

1. To make changes to an existing routing setting, click the **CONVERT** button next to the rule. Since the user interface has changed slightly, we suggest re-familiarizing yourself with the new look and feel.
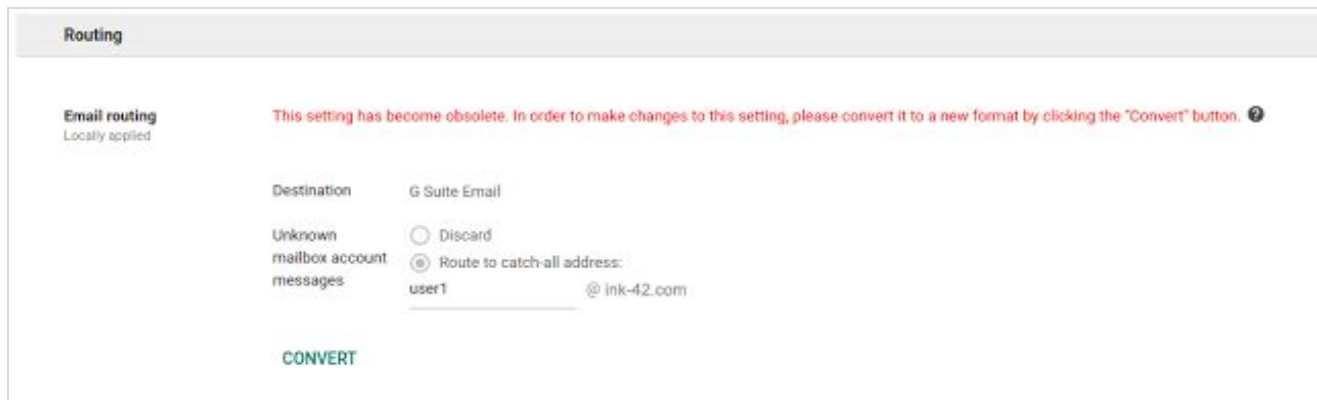
2. To add new routing settings, use the *Routing* section from Gmail's advanced settings section. The previous way to create routing settings will soon be removed.

3. To migrate your existing rules to the new section ahead of time, you can use the **CONVERT** button for all of your rules. If you decide not to make any changes to your routing rules, then your rules will be automatically converted to the new Routing format and section on **March 6, 2017**.

Check out the Help Center for more information.

Changes to the Google Play Private Channel

	Announced on January 12th, 2017	⭐ Admin feature	- back to top -

What's new: This month we announced a few changes to the Google Play Private Channel, a feature which allows G Suite admins to distribute private (custom) Android apps to their users via the Play Store app.

With this launch, private apps are now more discoverable and easier for your users to access. Customers using private apps can also now whitelist these apps for work profiles and company-owned devices in a more streamlined manner by using an Enterprise Mobility Management (EMM) provider.

Making private apps more discoverable and easier for your users to access
Previously, private apps were located in your company's Private Channel: in the Play Store Android app under the tab [*your organization's name*], which is the last category within the Play app.
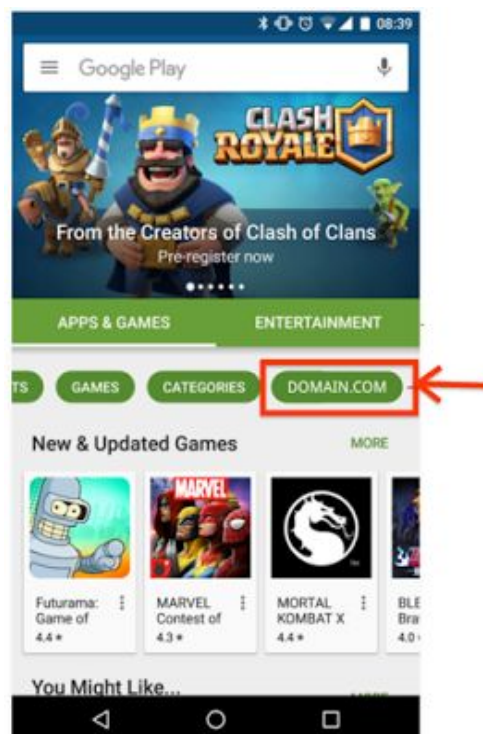
In order to make these apps easier for users to access, private apps were relocated to the "Work Apps" tab within the Play app, the third category, which will also contain any managed applications if your organization is using an EMM provider, such as Google Mobile Management.
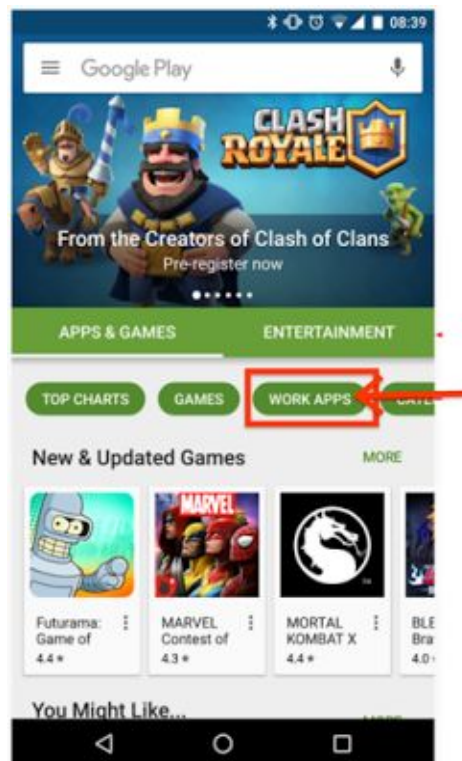
Making "Work Apps" richer with private apps and managed Google Play (formerly Play for Work) for new customers

Our vision for "Work Apps" within Google Play is for it to become the single destination for corporate users to find all of the applications they need. G Suite admins can now offer a curated set of both public and private applications specific to your enterprise for your employees.

You also no longer need to manage different access controls for your employees; controls for both private and public applications within managed Play have been consolidated, simplifying the whitelisting process for mobile applications.

As part of this simplified whitelisting process, customers who currently are not using Google Play Private Channel, and want to deploy private apps for the first time, must enroll with an EMM, such as Google Mobile Management, and must enroll with managed Google Play. This will allow you to make private applications available in work profiles and on company-owned devices, as you currently can do with managed public applications. Customers currently using Google Play Private Channel are not required to use an EMM and can continue to use private applications as they do today.

Check out the Help Center to learn more about Google Play Private Channel apps.

Protecting your domain's email reputation from SMTP relay abuse with automatic user suspensions

	Announced on January 24th, 2017	⭐ Admin feature	- back to top -

What's new: Last October, we announced a new administrator notification which lets you know when one of your users is abusing the SMTP relay service to send out spam or malicious emails. If you are a super administrator at your domain, then you already receive a list of the users affected, steps to identify why it's occurring, and how to fix it. **After February 6, 2017,** if we still detect abuse after 24 hours, your user being flagged for abuse will be automatically suspended from sending messages in order to prevent further domain reputation damage. You will be able to re-enable these accounts from the Admin console, but you should first determine the source of the spam.

Google

Hello G Suite Administrator,

Google regularly monitors SMTP relay traffic from G Suite domains to help protect your domain reputation and keep your mailflow healthy. A high volume of relay spam is often an indicator that a machine or account has been compromised or a device is set up as an open relay. This can damage the reputation of your domain.

We noticed large volumes of SMTP relay spam over the past 24 hours from the addresses listed below.

We urge you to review your relay devices and accounts as soon as possible. You can find suggestions on how to investigate this in the G Suite Help Center.

Learn more about this Account activity alert in the G Suite Help Center.

Sincerely,
The G Suite Team

Registered G Suite Users

Google will temporarily **suspend** any user listed below if the account continues to send spam messages over the next 24 hours. You can restore the account when the issue is resolved. During suspension, the user will not be able to sign in or send mail, but will receive mail as normal.

Sending Address	Details	
justin@ink-42.com	**Originating Device IPs**	1.2.3.4, 192.168
	Relay Client IPs	2.3.4.5, 10.0.0.1, fe80:871:a800:0:345:af00:2fc:2e8c
	Sample Message IDs	@ink-42.com> @ink-42.com> @ink-42.com>
printer@ink-42.com	**Originating Device IPs**	10.99.3.4
	Relay Client IPs	2.3.4.5
	Sample Message IDs	@ink-42.com> @ink-42.com>

Your domain's super administrators will receive an email that looks like this.

Learn more about G Suite

Google Cloud Next '17: March 8-10, 2017 | San Francisco

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The future of cloud is now, at Next.
Get new ideas. Learn from industry experts. Engage with peers. Join us for an immersive event that brings together executives, customers, partners, developers, IT decision makers, and Google Engineers to build the future of the cloud. Choose from over 200 sessions on Google Cloud Platform, G Suite, Maps, Devices, and more. Register now.

Google Cloud
Next

REGISTER NOW

Google Cloud Connect (GCC): The official community for G Suite Admins

⭐ Admin resource   - back to top -
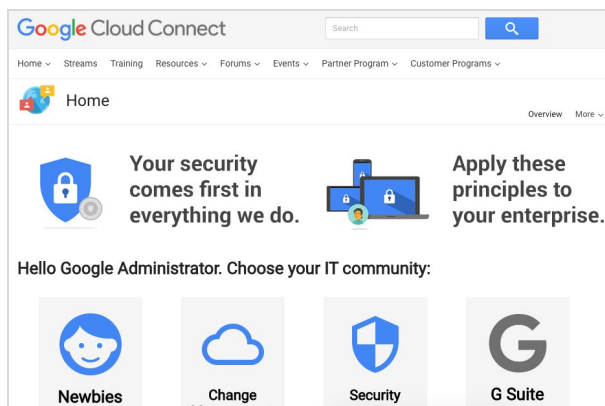
Sign in today: Google Cloud Connect (GCC) is your one stop shop for resources to make your work with G Suite easier. Sign in today to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out! Make sure you follow our Community Manager, Lauren Gallegos, to get the weekly buzz.

What's new: In January, we kicked off a new Editorial Calendar for 2017. We added new use cases to our growing catalog, covering topics like how to Give your organization a boost with the Transformation Gallery and Learn more about Google Cloud's flagship event, Next '17**.**

To top things off, Kim Wylie continued her Change Management series with articles on Google's Change Management Methodology and a guest post from Kate Johnson, The Workplace of the Future is now: Creating the 'burning platform'. Join us in February for more use cases on your favorite Google Cloud products.

The G Suite Show on YouTube, every Tuesday, 11am PST

🌐 Share with your organization   - back to top -

Season 10 kicks off!

The G Suite Show is back with an all new season and content. In January, we opened with updates to the G Suite brand as well as to the show. We're still providing the same tips and tricks across G Suite, but with a fresh new intro!

Work smarter with the Transformation Gallery
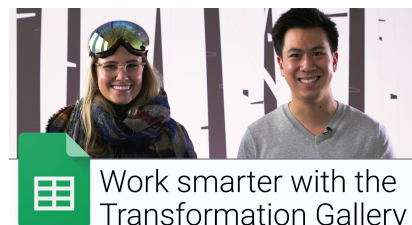
Drea and Lily shared a new smart feature, the Explore button. It uses machine learning to speed up the time it takes to format, research, and design your presentations and content within Docs and Slides.

In episode 3, Jenny and Jimmy introduced the Transformation Gallery with a use case on managing PTO. This is especially helpful for small businesses or teams that are struggling with submitting, approving, and overall visibility with time off.

Stay tuned for more great content and episodes soon!

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G Suite

What's New for G Suite Admins videos

What's new: The *What's New for G Suite Admins* videos provide a recap of all of the features we've released in the past month that are relevant to G Suite 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.

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