

What's New



Featured Launch: Quick and easy commenting in Docs, Sheets & Slides

[Instant comments in Google Docs on the web](#)

[Instant mentions in Google Docs, Sheets, and Slides on the web, Android, and iOS](#)

[Comments in the Google Sheets and Slides apps for Android and iOS](#)

[Comment swiping in the Google Docs, Sheets, and Slides apps](#)



Docs, Sheets, and Slides on the go

Work anywhere

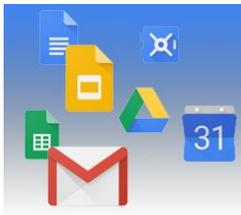
[Content previews and more with the latest version of the Drive iOS app](#)

[Increased control of sharing notifications in the Google Drive Android app](#)

[More formats, languages, and filtering in Docs, Sheets, and Slides Android apps](#)

[Smart suggestions in Google Calendar now in more than 30 new languages](#)

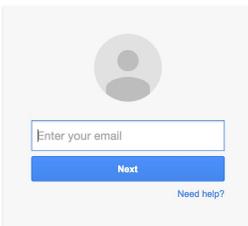
[54 new country-based holiday calendars added to the Google Calendar app](#)



Simple to use

[Organize your folders and files in Google Drive more easily](#)

[Search quickly and easily across Google Docs, Sheets, and Slides](#)



Business ready

[Device management settings easier to find and navigate in the Admin console](#)

[Book resources that are shared as 'See only free/busy' in Google Calendar](#)

[New admin control to suppress prompts when inviting external guests in Calendar](#)

[Increased control over Google Drive file sharing](#)



Learn more about Google Apps

[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
February 1, 2016

Featured Launch: Quick and easy commenting in Docs, Sheets & Slides

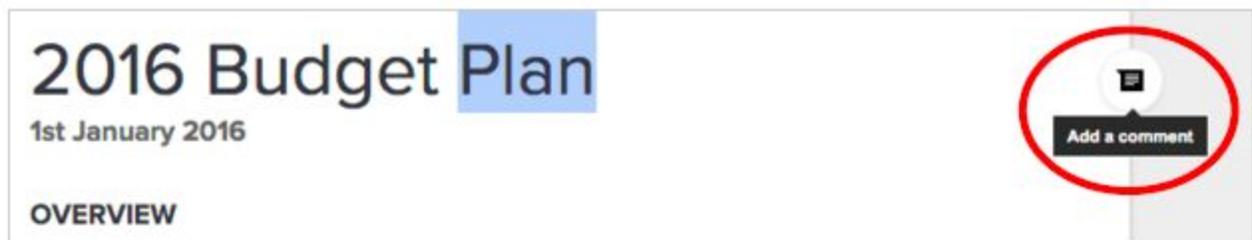
Better commenting in Google Docs, Sheets, and Slides

Announced January 27th, 2016

 Share with your organization

What's new: Work with others, with ease. This new group of features makes it super simple to comment on your colleagues'—and your own—Google Docs, Sheets, and Slides files on the web and mobile. Check out what's new below:

Instant comments in Google Docs on the web - Highlight text or hover over the edge of a page to surface a small commenting icon, then click on that icon to quickly add a comment to that area of the document.



Instant mentions in Google Docs, Sheets, and Slides on the web, Android, and iOS - Start typing someone's name or email address in a comment, and a list of suggested contacts will appear. Select anyone from that list to trigger an email notification to them—there's no need to type "+" or "@" before their name!



[Click here to watch the video on YouTube](#)

Comments in the Google Sheets and Slides apps for Android and iOS - Add new and reply to existing comments in the Sheets and Slides mobile apps—just like you can in the Docs apps for Android and iOS.

Comment swiping in the Google Docs, Sheets, and Slides apps - Simply swipe to move from one comment to the next in the Docs, Sheets, and Slides iOS apps, as well as the Slides Android app (you can already do this in the Docs and Sheets Android apps!).

Try out these new features in Google Docs, Sheets, and Slides, and collaborate with fewer clicks!

Note that the instant comments and instant mentions features on the web will be rolled out to Apps customers on the Scheduled release track in early February (see [launch release calendar](#)).

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

Work anywhere

Content previews and more with the latest version of the Drive iOS app

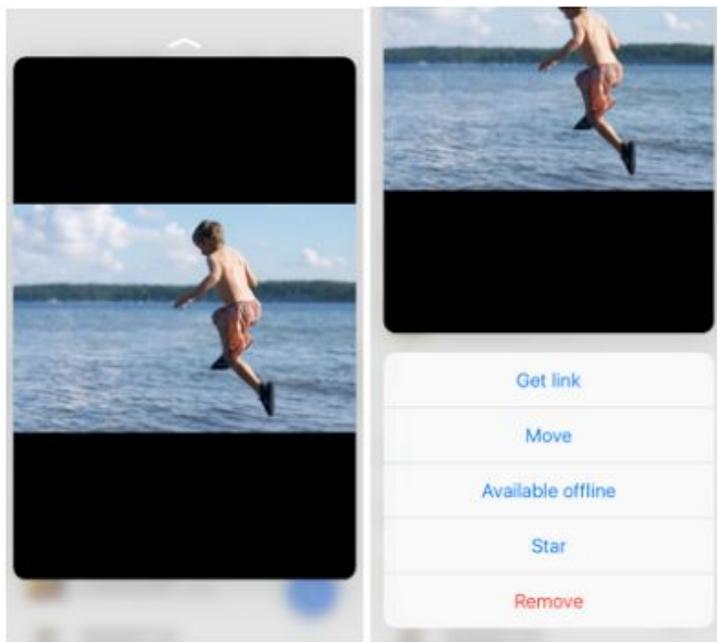
Announced January 6th, 2016

 Share with your organization

What's new: A new version of the Google Drive iOS app is now available in the App Store. New features include:

- **Peek and pop:** Use 3D Touch to preview a file or folder and take common actions before opening or sharing it (iPhone 6s and 6s Plus only) >
- Support for the following new languages: Hindi, Indian English, Canadian French, and Chinese (Hong Kong)

Check out the [Help Center](#) for more information and download the latest Google Drive app in the [App Store](#).

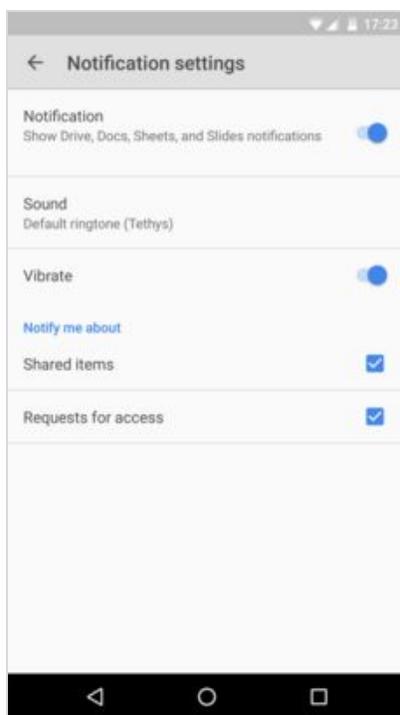


Increased control of sharing notifications in the Google Drive Android app

Announced January 21st, 2016

 Share with your organization

What's new: The latest version of the Google Drive Android app includes more granular controls for the sharing notifications feature [announced](#) in early November last year.



Now you can choose to switch on/off the notifications for both items that are shared with you, as well as access requests to files that you own.

Check out the [Help Center](#) for more information and download the latest Google Drive app on [Google Play](#).

More formats, languages, and filtering in Docs, Sheets, and Slides Android apps

Announced January 27th, 2016

Share with your organization

What's new: Updated versions of the Google Docs, Sheets, and Slides Android apps are now available on [Google Play](#). These versions include the following new features:

Import and export additional file formats in Google Docs, Sheets, and Slides - As long as you're online, you can now import and export the following file formats in and from the Docs, Sheets, and Slides Android apps:

- **Import** - .txt, .rtf, and .html (in Docs)
- **Export** - .docx, .rtf, .pdf, .txt., and .html (from Docs), .xlsx, .pdf, .html, .csv, and .tsv (from Sheets), and .pptx, .pdf, and .txt (from Slides)

Open CSV and TSV files in Google Sheets - In the latest version of the Android app for Sheets, you can open, view, and edit spreadsheets that are formatted as .csv or .tsv files.

Read from right to left in Google Sheets - If you use a right-to-left language (e.g. Hebrew) in Sheets, you'll now see an option in the Android app to format your spreadsheet in that same direction. Once enabled, your columns will progress from right to left (starting with "A"), and your row numbers will appear on the right-hand side of your screen. >

Filter data in Google Sheets - You can now apply new filters to spreadsheets in the Sheets Android app, as well as view and change existing ones. (NOTE: This feature became available in the app's previous release.)



Check out the [Help Center](#) articles below for more information:

- [Help Center: Get started with the Sheets app for Android](#)
- [Help Center: Edit and view text from right to left](#)
- [Help Center: Sort and filter data on Android](#)

Smart suggestions in Google Calendar for event titles, places and people, now in more than 30 new languages

Announced January 28th, 2016

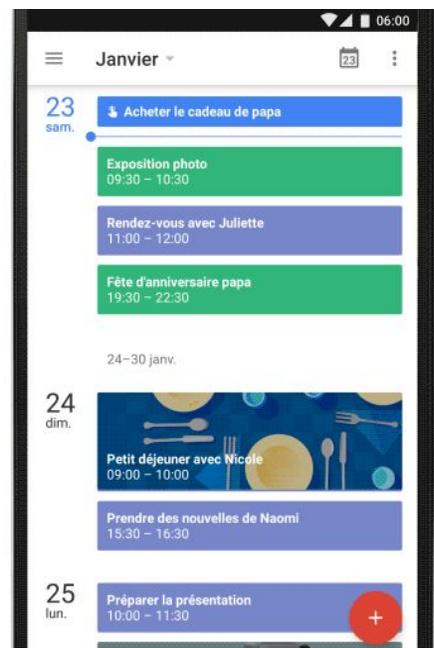
Share with your organization

What's new: With this launch, you'll be able to quickly create events in Google Calendar with smart suggestions for event titles, places and people, in more than 30 new languages. Available on Android and iOS.

Getting started

- When you begin typing an event title, you'll see matching suggestions -- choose one or keep typing.
- Tap "at..." to add a location to your event and later get directions.
- Tap "with..." To tag people in your event, so you can easily call or message them. This won't send them an invite.
- *English only:* Tap "on..." to easily specify the date, time and duration of the event

Visit the [Help Center](#) to get the full instructions for web, Android, and iOS.



The newly supported languages are:

Arabic (ar), Chinese (Simplified) (zh-CN), Chinese (Traditional) (zh-TW), Dutch (nl), English (UK) (en-GB), French (fr), German (de), Italian (it), Japanese (ja), Korean (ko), Polish (pl), Portuguese (Brazil) (pt-BR), Russian (ru), Spanish (es), Spanish (Latin America) (es-419), Thai (th), Turkish (tr), Bulgarian (bg), Catalan (ca), Croatian (hr), Czech (cs), Danish (da), Farsi (fa), Filipino (fil), Finnish (fi), Greek (el), Hebrew (iw), Hindi (hi), Hungarian (hu), Indonesian (id), Latvian (lv), Lithuanian (lt), Norwegian (Bokmal) (no), Portuguese (Portugal) (pt-PT), Romanian (ro), Serbian (sr), Slovak (sk), Slovenian (sl), Swedish (sv), Ukrainian (uk), Vietnamese (vi)

Get the latest version of the Google Calendar app from [Google Play](#) or the [App Store](#).

54 new country-based holiday calendars added to the Google Calendar app

Announced January 28th, 2016

 Share with your organization

What's new: We added 54 additional country-based holiday calendars to the Google Calendar Android and iOS apps. In total, you can now get 143 holiday calendars directly on your mobile calendar.

To add or change the national holidays you see on your calendar:

- Open the Google Calendar app
- In the top left, touch the Menu icon > **Settings > Holidays**
- Touch the name of the current country
- Touch a new country to add it, or touch the currently selected country to remove it

Get the latest version of the Google Calendar app from [Google Play](#) or the [App Store](#). Visit the [Help Center](#) to learn more.



Simple to use

Organize your folders and files in Google Drive more easily

Announced January 6th, 2016

 Share with your organization

What's new: We know how important it is to stay organized at work, so we're making it easier to move and arrange your files and folders in Google Drive.

How it works: When looking at **Search results** or items in the **Shared with me**, **Recent**, or **Starred** views in Drive, you'll now see one of two options in the toolbar at the top of the screen. If the item you've selected is not already located in **My Drive**, you'll continue to see the option to **Add to My Drive**. Clicking on that option will add the item to My Drive and then allow you to move it to various folders.



Alternatively, if the item you've selected is already in My Drive, you'll now see an option to **Move to**, which will make it easy to move that item to a new or different folder via a simpler, clearer workflow. As an added bonus, you'll also be able to drag and drop items from your search results to your folders.

In addition to these improvements, we're making it simpler to organize Drive files when you're previewing them. For example, if you're previewing a document that's not already in My Drive, you'll now see an option to Add to My Drive in the toolbar at the top of the screen. If you add that item to My Drive (or if you're previewing an item that's already located in My Drive), you'll now be able to quickly and easily move that file to different folders, directly from the preview screen.

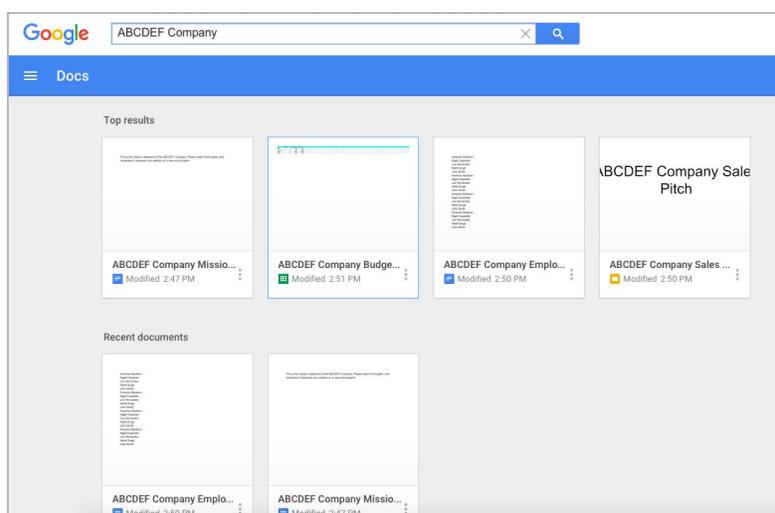
Search quickly and easily across Google Docs, Sheets, and Slides

Announced January 11th, 2016

 Share with your organization

What's new: We know that when you're working in Google Docs, you're often working in Google Sheets and Google Slides at the same time. With that in mind, we're making it easier to find and switch between your documents, spreadsheets, and presentations. As of this month, when you search from the Docs, Sheets, and Slides home screens on the web, your results will contain files from all three Apps.

How it works: At the top of the results screen, you'll see **Top results**, which will contain a mix of files, if relevant. Just below that you'll see **Recent documents** (or **Recent spreadsheets**, or **Recent presentations**, whichever is applicable), which will only contain files from the App you're working in.



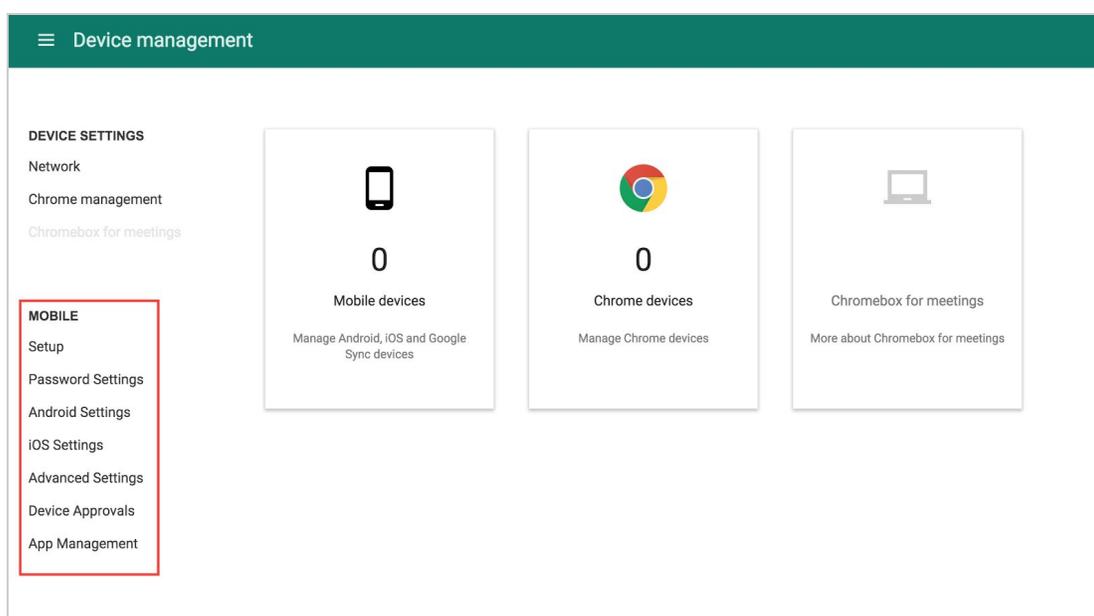
Business ready

Device management settings easier to find and navigate in the Admin console

Announced January 7th, 2016

★ Admin feature

What's new: We've redesigned the device management experience by logically categorizing the settings, making them easier to find and use. For example, all settings applicable to Android devices are now grouped under **Android Settings**. There are six additional groups of settings: **Setup**, **Password Settings**, **iOS Settings**, **Advanced Settings**, **Device Approvals**, and **App Management** (the individual settings themselves have not changed). Please note that this feature is rolling out gradually and may not be available to 100% of domains until mid-Q1 2016.



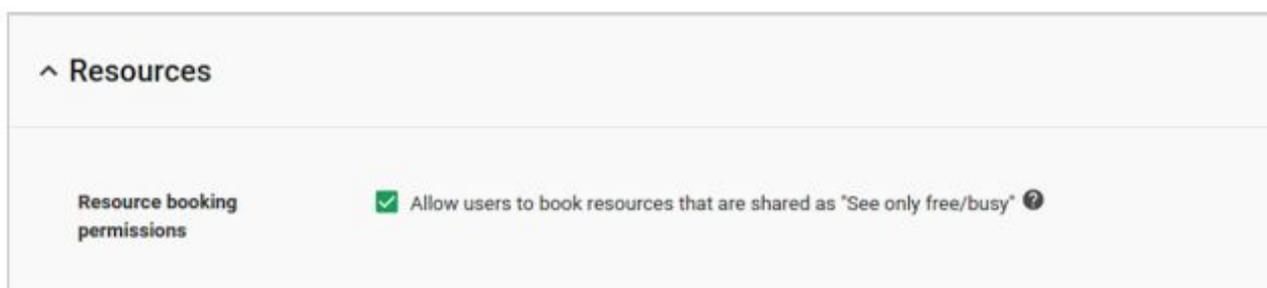
Book resources that are shared as 'See only free/busy' in Google Calendar

Announced January 12th, 2016

★ Admin feature

What's new: Previously, when Google Apps admins created a new calendar resource in the Admin console, it was shared as 'See only free/busy' with everyone in their domain when internal sharing options for secondary calendars were set to 'Hide event details.' However, this default behavior did not allow for these resources to be booked by users in the domain, and required admins to share those resources with the domain as 'See all event details.'

With this launch, a new setting has been added to the Admin console to allow users to book resources that are shared as 'See only free/busy.'



This new setting has the following advantages:

- Admins can now hide, by default, sensitive event information from users in their domain, without preventing those users from booking those resources.
- Admins no longer need to manually modify the sharing settings of each resource they create to make them available for booking from their domain.

The setting was defaulted off for all existing Apps customers, so existing configured resource booking settings were not changed as a result of this launch.

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

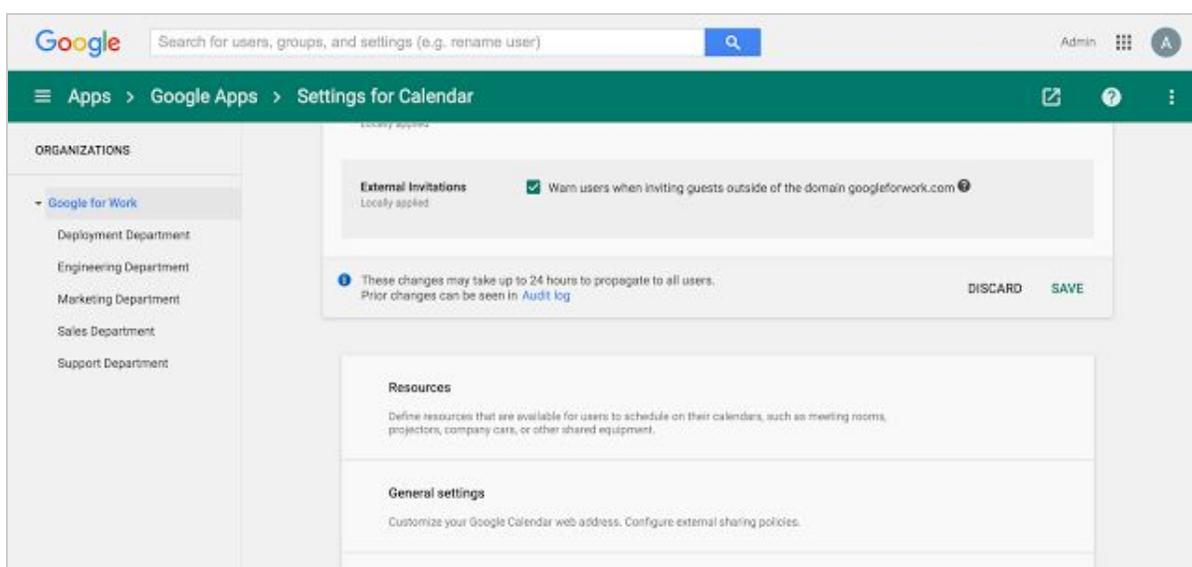
New admin control to suppress prompts when inviting external guests in Calendar

Announced January 19th, 2016

★ Admin feature

What's new: Previously in Google Calendar for Work, when creating an event that included one or more guests from outside of your domain, you were prompted to confirm whether it's okay to include external guests on the event invitation. With this launch, domain admins can now enable or disable these prompts from the Admin console.

From the Admin console, click **Apps > Google Apps > Calendar > Sharing Settings > External invitations** to enable or disable the invitation prompts when your users invite guests from outside of your domain.



Administrators who manage users through organizational units (OU) may also configure this setting on a per-OU basis. For example, if you have a Sales department that works with many external customers, you may disable the invitation prompts for those users but keep them enabled for your Engineering department.

This new setting was enabled by default for all users, which is the same experience that users are accustomed to today.

Learn more in the [Help Center](#).

Increased control over Google Drive file sharing

Announced January 25th, 2016

★ Admin feature

What's new: When you share Google Drive files using Google Apps, we try our best to ensure that your recipients can actually access them. For instance, if you link to a Google Slides presentation in Gmail and that presentation hasn't been shared with your recipient, we show you an option to share it before sending the email.

We also do this if you "+" someone into a comment in Docs, Sheets, or Slides, if you add someone to a protected range in Sheets, or if you attach a Google file to a Calendar invite (provided the person on the other end doesn't already have access).

We've heard from many Apps admins, however, that they want greater control over the sharing options their employees have in these scenarios. In response to that feedback, we recently introduced new **Access Checker** settings in the Admin console (**Admin console > Apps > Google Apps > Settings for Drive > Sharing settings**).

How it works: If an admin allows external, public file sharing (i.e. they've checked the box next to **Allow users in**

XYZ domain to publish files on the web or make them visible to the world as public or unlisted files), that admin will now be able to say which of the following three options their users will have when sharing files in the scenarios described above:

- **Option 1:** Recipients only, their domain, or public (no Google account required)
- **Option 2:** Recipients only or their domain
- **Option 3:** Recipients only

Allow users in yourdomain.com to publish files on the web or make them visible to the world as public or unlisted files

Access Checker
When a user shares a file via a Google product other than Docs or Drive (e.g. by pasting a link in Gmail), Google can check that the recipients have access. If not, when possible, Google will ask the user to pick if they want to share the file to:

Recipients only, yourdomain.com, or public (no Google account required).

Recipients only or yourdomain.com.

Recipients only.

For example, if an admin chooses option 1 and an employee in their domain attaches a Google Sheets spreadsheet to an event in Calendar, that employee will be asked if they want to share that spreadsheet with guests of the event only or one of two additional options: (1) anyone in their domain with the link (if all guests are in their domain), or (2) anyone with the link (if any guests are in different domains).

This Drive file isn't shared with the guest

Change how this file is shared on Drive:

Anyone at yourdomain.com with the link: Can view ▾
Guests in yourdomain.com who have the link can access. [Learn more](#)

Guests of this event: Can view
Guests must have a Google Account. [Learn more](#)

Share & save Cancel Save without sharing

At launch, for admins who allow external, public file sharing, “recipients only, their domain, or public” will be the option selected by default.

Alternatively, if an admin *prohibits* external, public file sharing, that admin will be able to choose which of the following two options their users see when sharing files in the scenarios described above:

- **Option 1:** Recipients only or their domain
- **Option 2:** Recipients only

For these admins, “recipients only or their domain” will be the option selected by default.

It’s important to note that the sharing options shown to users will be determined based on the settings in the **document owner’s** domain, which may not be the same as the settings in the domain of the person sharing the file. If someone tries to share multiple files and different policies apply to each (e.g. because the document owners are in different domains), we’ll abide by the least permissive policy when showing options to users.

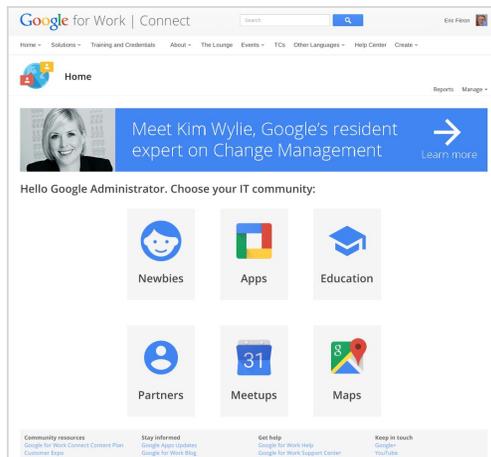
Consider this example: a user tries to send an email with three files attached—one file allows public sharing, and two allow sharing with recipients only. In that case, we’ll only offer the option to share with recipients, as that option abides by the least permissive policy associated with the files being shared.

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

Learn more about Google Apps

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

★ Admin resource



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: We're very excited for what 2016 has in store for GWC. We have a platform upgrade on the horizon that will bring new features to the community. We won't give them away just yet, but be sure to follow [Apps for Work Admins](#) to get the latest information.

In January, we launched our [Q1'16 Editorial Calendar](#). We covered a few topics, including:

- [Using **Inbox** to automatically bundle messages of a certain kind to help floor workers track incoming assignments](#)
- [Scheduling travel in **Calendar** for speaking at a series of roadshow events](#)
- [Non-profit helping blind people create **Docs**](#)

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

🔗 Share with your organization

What's new: Welcome to the four new hosts of *The Apps Show*! Drea, James, Jenny and Jimmy started the season sharing with us their tips and best practices with [Gmail](#), [Drive](#), and [Calendar](#) in the busy times of onboarding (when they were "Nooglers"). They also guide us through [their favorite learning and support materials](#) available online.

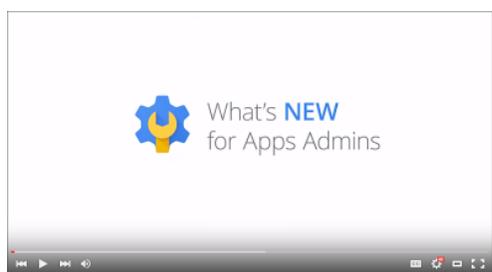


Want to become a pro on the creation of charts? Don't miss our [episode on flowcharts](#) and know how to create compelling representations of processes or org charts!

To do: When you learn something from *The Apps Show*, don't forget to promote and share it with your friends and work colleagues. Also, bookmark [The Apps Show YouTube playlist](#) or this [episode gallery](#) to keep up to date.

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.*