What's New

G Suite

APRIL 2018

Featured launch: The new Gmail means business

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- Stay on top of email effortlessly using artificial intelligence in Gmail
- Accomplish more from your inbox with easy-to-use tools
- Additional details on the new Gmail Early Adopter Program

Work together

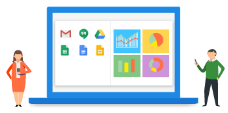
Smarter sharing of files with updated Google Drive Access checker
See people's profile information in new cards in G Suite apps
All customers can now create Hangouts Meet meetings w/ phone dial-in
Dial into Hangouts Meet from six additional markets
Call a US or Canadian phone number for free from Hangouts Meet

Simple to use

Think macro: record actions in Google Sheets to skip repetitive work
Additional details on new macro recorder and formatting options in Sheets
New in Google Slides: Linking in Docs, guides and rulers, better commenting
Get more control over chart data labels in Google Sheets
Receive Google prompts on iOS devices via the Gmail app
Add custom links to the navigation bar in the new Google Sites

Business ready

G Suite Enterprise for Education is now available
Session length controls for domains using SAML
Improved user management in the Admin console
More improvements to user management in the Admin console
Coming May 7th, 2018: A more secure sign-in flow on Chrome
Display your organization's brand in the Google bar
Allow users to install any app on their managed Android devices
Group users into multiple directories in G Suite
Event details now supported by Calendar Interop



Learn more about G Suite

Cloud Connect: The community for G Suite administrators
What's New for G Suite Admins videos

To help you better track the full breadth of G Suite launches, including those that aren't announced on the G Suite Updates blog, check out the What's new in G Suite page in the Help Center.

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

- The G Suite Team, May 1, 2018

Featured launch: The new Gmail means business

With new security and intelligent features, the new Gmail means business

Announced April 25th, 2018 | Share with your organization | - back to top -

What's new: Since the beginning, our aim with G Suite has been to help companies transform the way they work with our suite of cloud-based collaboration and productivity apps.

On April 25th we announced major updates to help the more than 4 million paying businesses that use G Suite work safer, smarter and more efficiently. This includes an all-new Gmail, with a brand new look on the web, advanced security features, new applications of Google's artificial intelligence and even more integrations with other G Suite apps. We're also introducing a new way to manage work on the go with Tasks.

Keep sensitive data secure with new Gmail security features

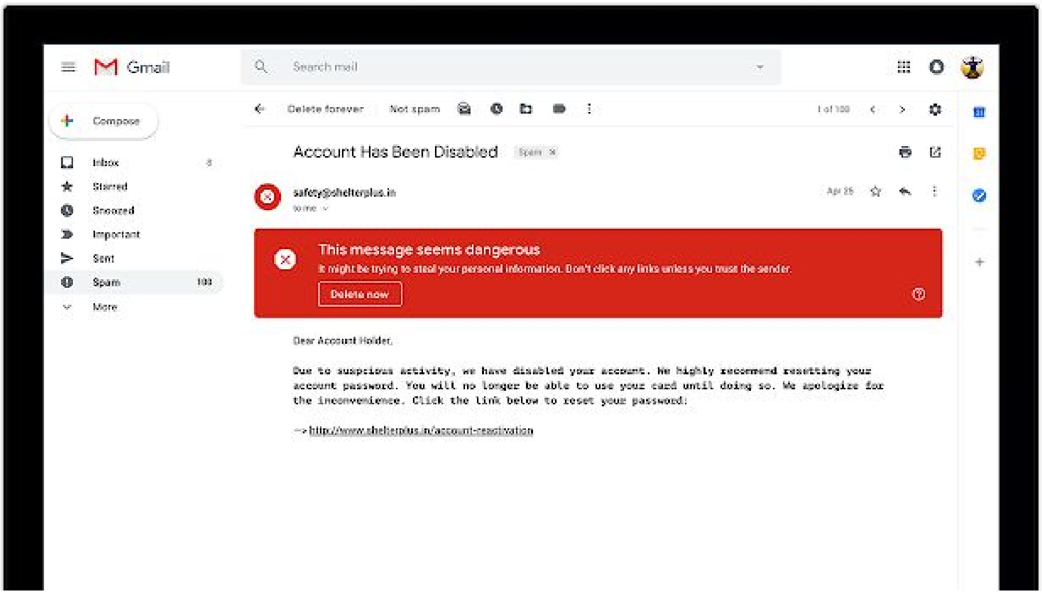
Keeping your data secure is our top priority, which is why last month, we introduced new phishing protections to help address Business Email Compromise (BEC) threats—or when someone impersonates an executive to get sensitive information. With these new protections, Gmail has helped block 99.9 percent of BEC attempts by warning users or automatically moving messages to spam for them.

We're introducing a new approach to information protection: Gmail confidential mode. With confidential mode, it's possible to protect sensitive content in your emails by creating expiration dates or revoking previously sent messages. Because you can require additional authentication via text message to view an email, it's also possible to protect data even if a recipient's email account has been hijacked while the message is active.

New confidential mode in Gmail lets you set expiration dates for sensitive information.

Built-in Information Rights Management (IRM) controls also allow you to remove the option to forward, copy, download or print messages. This helps reduce the risk of confidential information being accidentally shared with the wrong people. Confidential mode will begin to roll out to consumer Gmail users and a limited number of G Suite customers in the coming weeks (broader rollout following).

We've also redesigned our security warnings within Gmail so that they are simpler to understand and give a clear call to action to employees. These bigger, bolder warnings will help you be even more informed when it comes to potentially risky email.



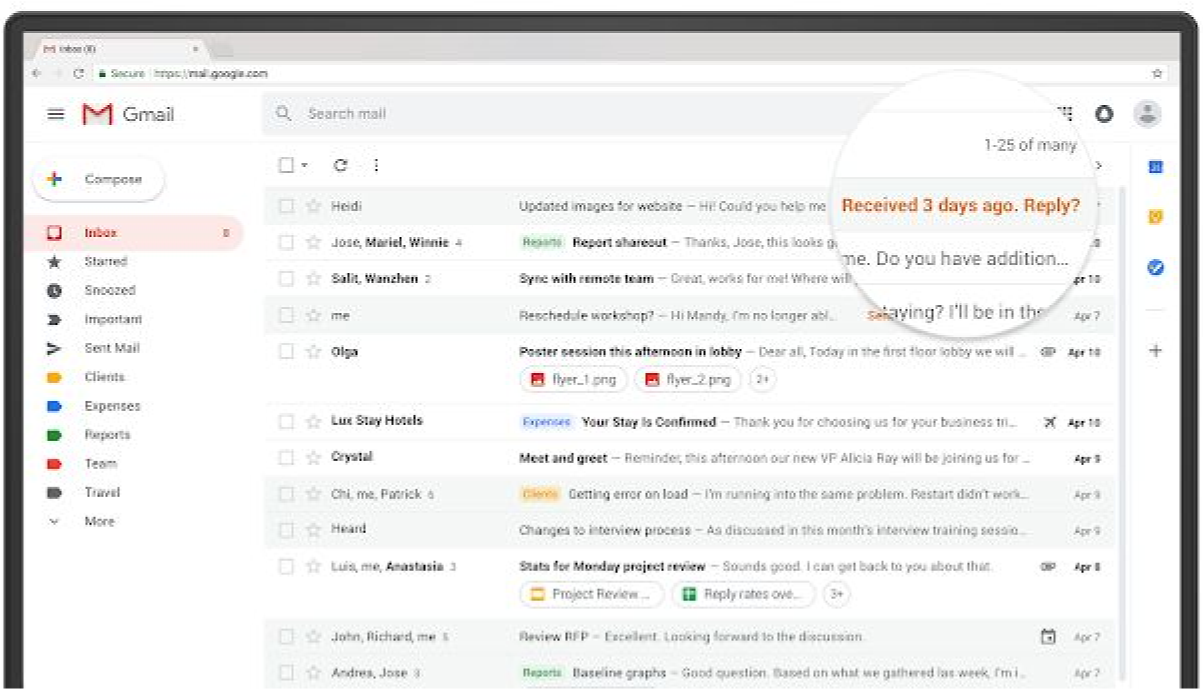
Bigger, bolder security warnings help you keep your company's confidential information safe.

And it's always worth a reminder: we do not scan Gmail for the purposes of targeting ads, and there are no ads shown in Gmail for G Suite customers.

Stay on top of email effortlessly using artificial intelligence in Gmail

New AI-powered features in Gmail, like Nudging, Smart Reply and high-priority notifications, can now help you spend more time on work that matters.

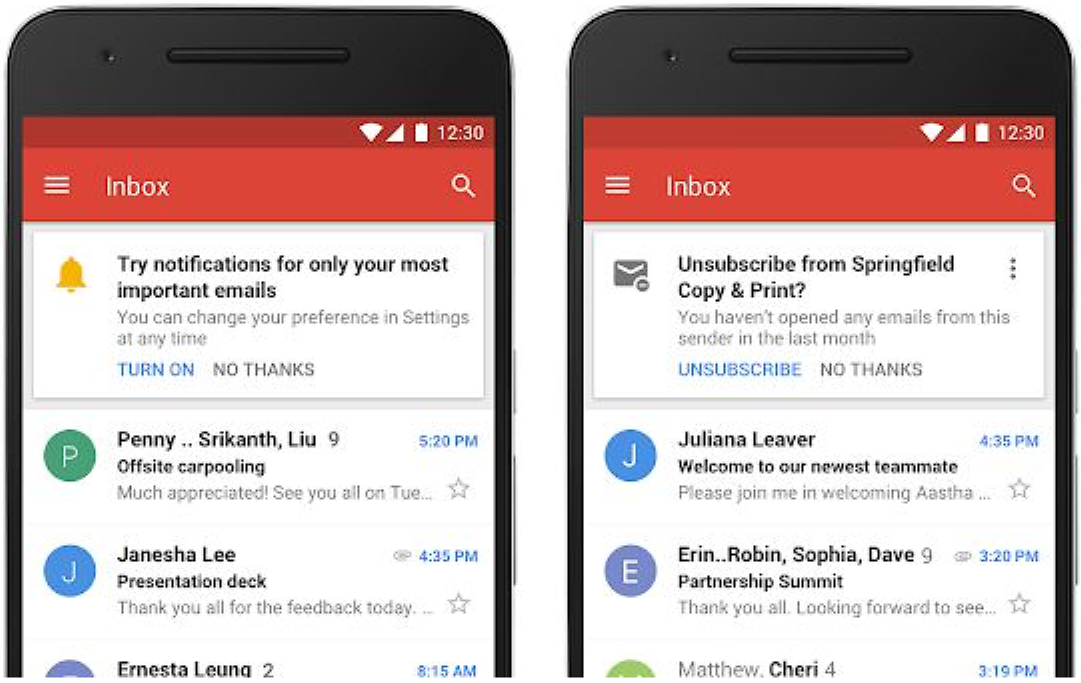
Most of us get more emails than we can deal with at one time, and sometimes things slip through the cracks. With Nudging, Gmail will proactively remind you to follow up or respond to messages, making sure you don't drop the ball.



Now Gmail will intelligently (and subtly) "nudge" you when you need to prioritize actions in your inbox.

Last year, we introduced Smart Reply to our Gmail mobile apps. Smart Reply processes hundreds of millions of messages daily and already drives more than 10 percent of email replies on mobile. We're now bringing Smart Reply to Gmail on the web to help you respond to messages faster.

We're also introducing new features on mobile to help you minimize interruptions and clutter. High-priority notifications is a new setting that only notifies you of important messages, keeping interruptions to a minimum. Gmail can also recommend when to unsubscribe from mailing lists. Using intelligence, unsubscribe suggestions appear based on cues like how many emails you get from a sender and how many of them you actually read. You'll start to see these notifications show up in your inbox over the coming weeks.

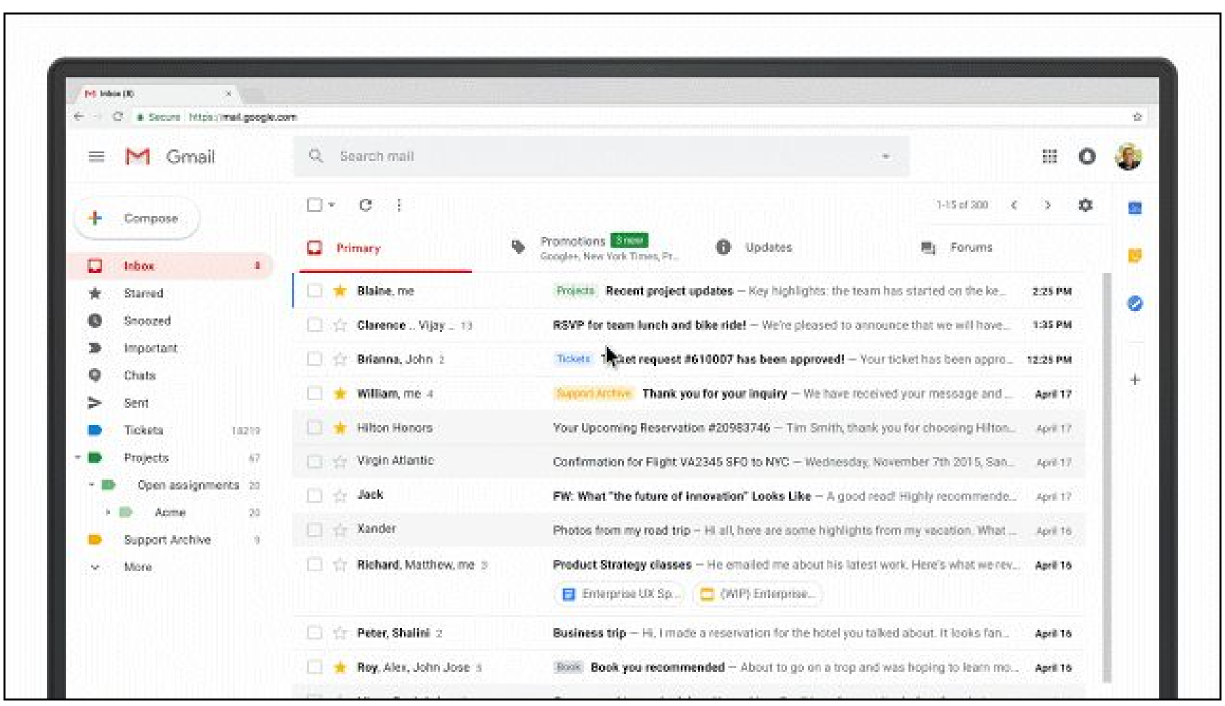


New notifications on mobile help you stay focused on what's important (and eliminate clutter, too).

Over the past few months, Salesforce has tested the new Gmail to collaborate on global projects. "As the global leader in CRM, the ability to quickly and securely communicate with our stakeholders around the world is critical," says Jo-ann Olsovsky, executive vice president and chief information officer of Salesforce. "Gmail's new easy-to-use interface and built-in intelligence enable our employees to collaborate faster and smarter, spending less time managing their inboxes and more time driving our customers' success."

Accomplish more from your inbox with easy-to-use tools

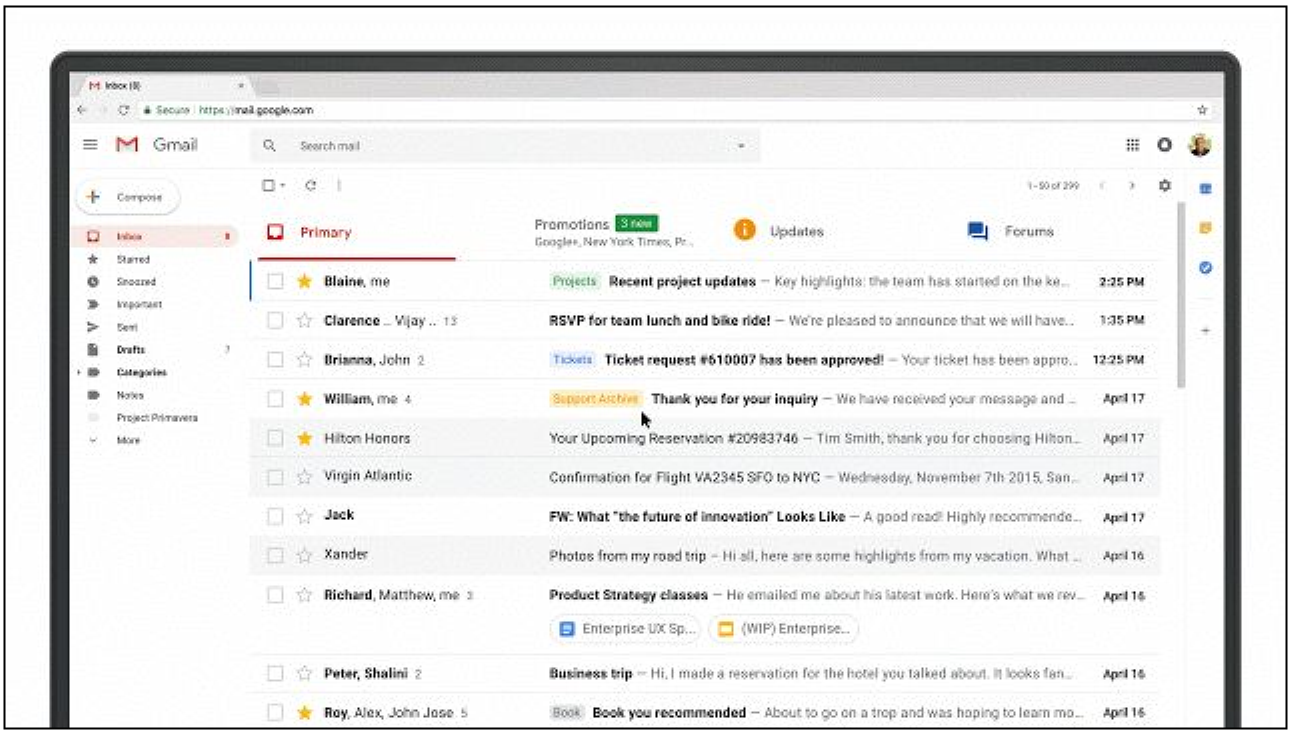
We redesigned the Gmail web application to help you take action even quicker. Now you can see and click attachments in your inbox before ever opening a thread. You can also hover over messages (you don't have to click into them) to do things like RSVP to a meeting invite, archive an email thread or snooze an email until the time is right.



Gmail's new design helps you take action quicker

As a part of the redesign, we're also tightly integrating Gmail with other G Suite apps you use every day. Now you can quickly reference, create or edit Calendar invites, capture ideas in Keep or manage to-dos in Tasks all from a side panel in your inbox.

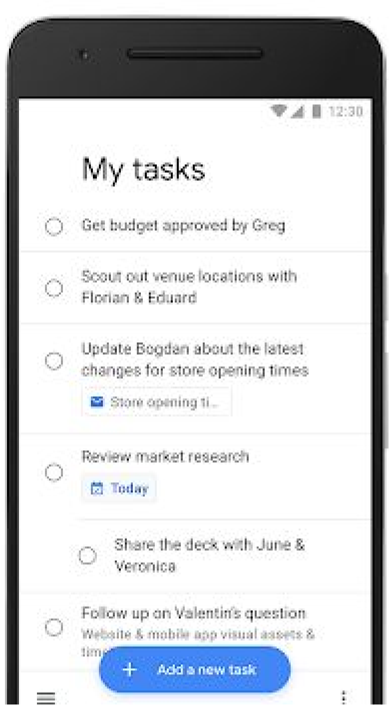
The side panel also makes it easy to access Gmail Add-ons, like third-party business apps you might use. This way you don't have to switch between tabs or apps to get work done. You'll start to see the new side panel integration in other G Suite apps in the coming months—like inside of your Calendar, Docs, Sheets and Slides apps.



Use the new side panel in Gmail to access all of your favorite G Suite apps, like Google Calendar

New native offline capabilities in Gmail on the web can help you work without interruption when you can't find Wi-Fi. Search, write, respond, delete, or archive up to 90 days of messages, just as you would working online, but offline. Teams can start using offline capabilities in coming weeks.

Like we mentioned, we're introducing an all-new Tasks on web, as well as new mobile apps to help you handle work on the go. You can use Tasks to create tasks and subtasks, and even add due dates with notifications to help you stay on track.



Track projects and meet deadlines with Tasks' refreshed design on the web and brand new mobile apps.

And because Tasks closely integrates with G Suite, you can simply drag and drop an email from Gmail into Tasks to create a to-do. Tasks with due dates can also appear in your Calendar. You can download the new Tasks mobile apps from the Google Play Store or iOS App Store.

The all-new Gmail experience is available for businesses to start using in the G Suite Early Adopter Program (EAP) and can be turned on in the Admin console. Read more detail on how to turn on the experience in the "Additional details on the new Gmail Early Adopter Program" section below. Heads up: you'll start to see offline support, confidential mode (limited release), Nudging, high-priority notifications and unsubscribe suggestions appear in the coming weeks. Keep up with the latest news on these features in the G Suite Updates blog.

Personal Gmail users can opt-in to the new experience, too (Go to Settings in the top right and select "Try the new Gmail.").

Finally, if you need help getting started with the new Gmail, check out this Help Center article or this cheat sheet on our Learning Center.

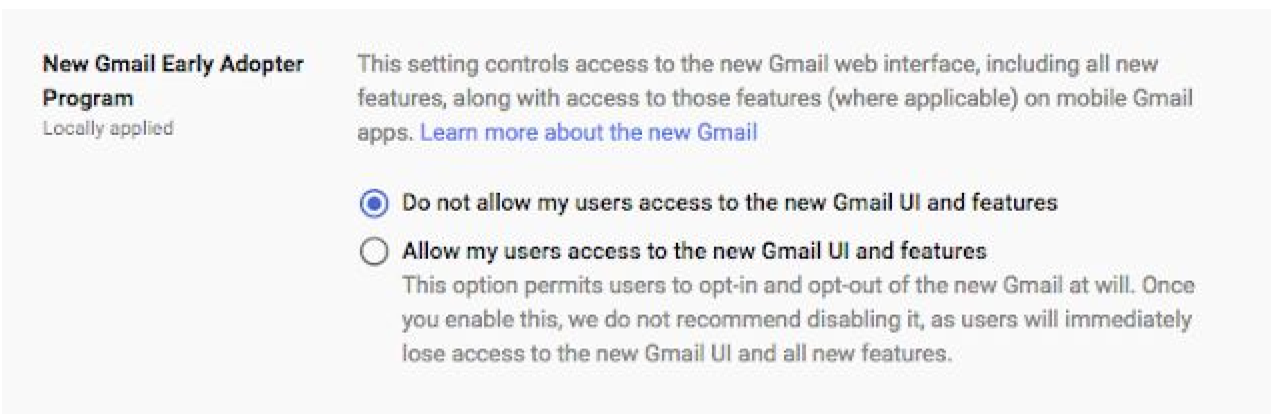
Additional details on the new Gmail Early Adopter Program

Announced April 25th, 2018 | Admin feature | - back to top -

Here are additional details on the EAP for the new Gmail, including how to opt in, the related Admin console settings, and the implications of certain features. We encourage you to read the "With new security and intelligent features, the new Gmail means business" section above before reading the information below.

Opting in to the new Gmail EAP

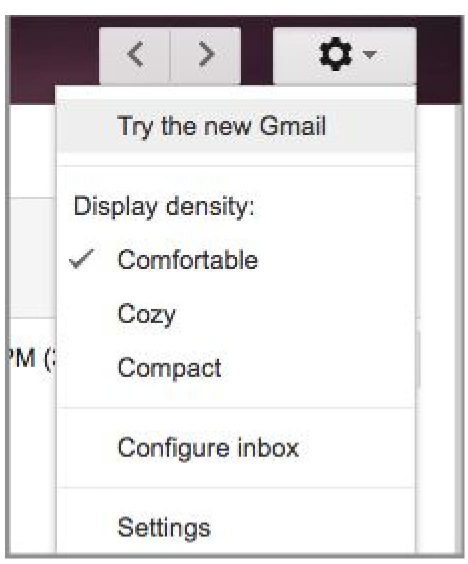
There's no need to sign up for the new Gmail EAP; you can simply turn it on in the Admin console. You can enable the new Gmail EAP for your entire domain or for specific organizational units (OUs) only. Please note that it may take up to a day for the setting to appear in your Admin console.



Admin console settings to enable and disable the new Gmail EAP

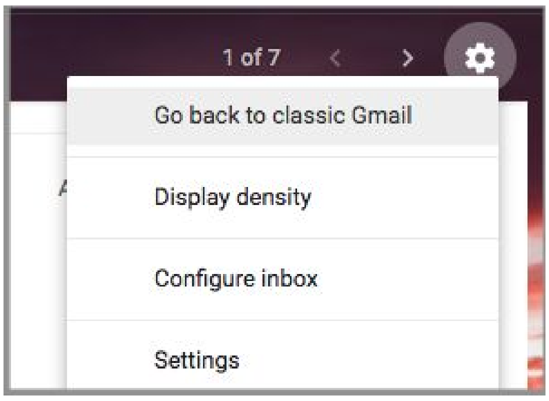
Trying the new Gmail

After you've enabled the new Gmail EAP for your organization, your users will have the option to turn it on individually in their Gmail settings.



Option in Gmail settings to try the new Gmail

If they choose to, your users can continue to use the classic version of Gmail instead of the new UI. When we launch the new Gmail to general availability, you'll have the option to force your users into the new UI. Note that if a user tries the new Gmail and wants to switch back, he or she can do so from the Gmail settings menu.



Option in Gmail settings to go back to classic Gmail

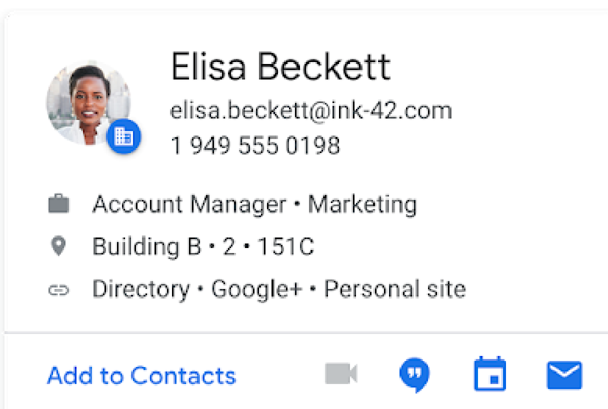
Native offline support in Gmail

We previously announced that we're moving Chrome apps, like Gmail Offline, to the web. As part of this effort, we'll introduce native offline support to EAP end users in the coming weeks. We'll follow up with an announcement on the G Suite Updates blog when the feature becomes available.

Native offline support will only be available to domains and users who've opted in to the new Gmail. At launch, it will be off by default for those domains, and admins will need to turn it on before it becomes available to their users. Please monitor the G Suite Updates blog for more information.

Contact cards

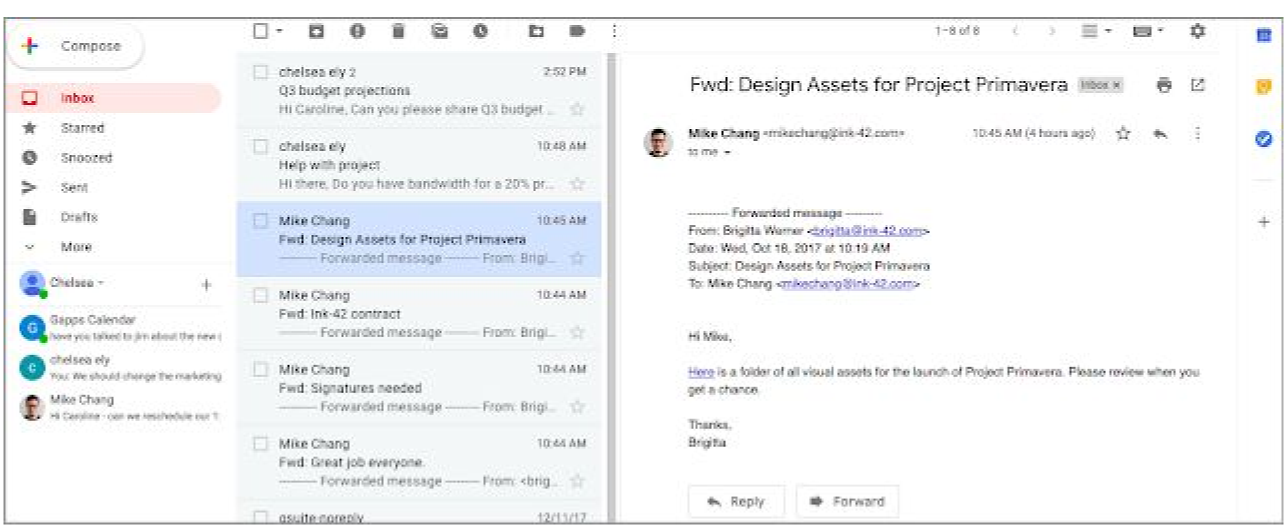
We recently launched new cards that surface user profile information when people need it most, right inside G Suite apps. These cards will appear in the new Gmail, so we recommend uploading relevant information about your users to make the cards as useful as possible. For step-by-step instructions on how to populate these details, please visit the Help Center.



An example of a card that surfaces profile information

Gmail Labs

The new Gmail will include a number of enterprise-friendly features that exist only as Gmail Labs in the classic UI. For example, you'll see canned responses, multiple inboxes, preview pane, and more as permanent features in the new Gmail. Users will be able to access these features from the Advanced tab in their settings.



Preview pane in the new Gmail

Turn on the new Gmail EAP today.

Work together

Smarter sharing of files with updated Google Drive Access checker

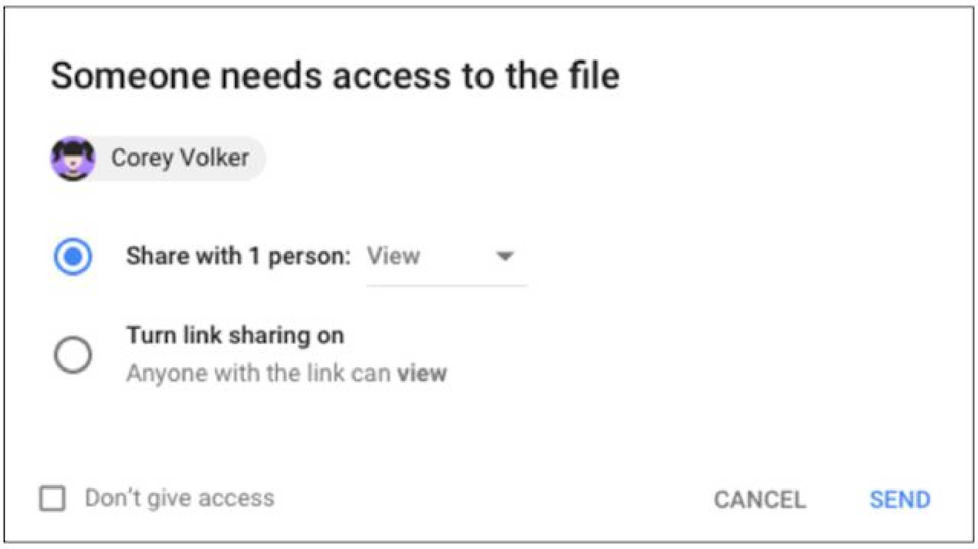
Announced on April 2nd, 2018 | Share with your organization | - back to top -

What's new: Google Drive makes it easy to share files through Gmail, Calendar, and other apps with a feature called "Access checker." When you send an email, calendar invite, or other communication that includes a Drive file, Access checker automatically looks to see if the people you're sending the message to have permissions to view the file. If they don't, Access checker asks if you want to change the permissions before you share the file.

We're updating Access checker to:

- **Make it easier to see who needs access.** You'll now see the names or email addresses that don't currently have access to the file in the Access checker interface.
- **Support more file types in Drive.** Access checker will now support files in a Team Drive.
- **Share directly with those who need access.** Access checker will anticipate who needs access to a file and intelligently default to sharing with those recipients only.

The updated Access checker interface looks like this:



You can share with these intelligent default settings in just one click, or choose a different sharing option for the file. Before, the default share option was "turn link sharing on." We hope this change makes it easier for you to ensure that only the right people have permission to access your files.

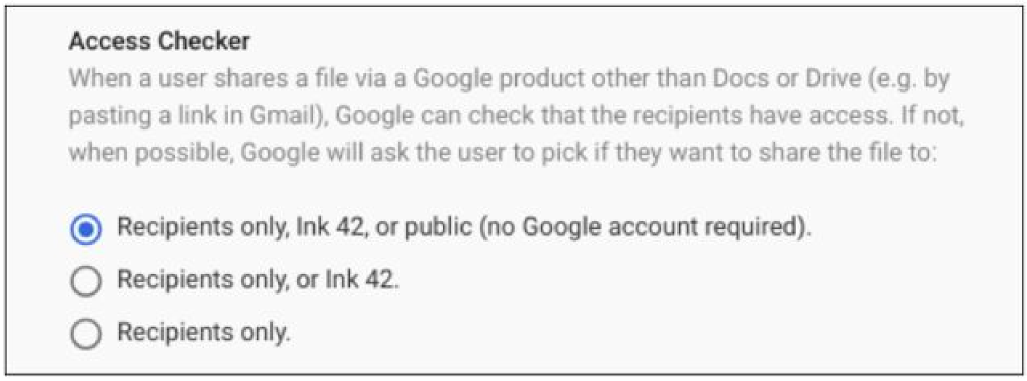
Note that all sharing settings configured for your domain (or OUs) will remain the same. This launch respects the settings you've already chosen for Sharing outside your domain, Access Checker, and Link Sharing Defaults. If you've chosen to limit Access Checker to Recipients only, link sharing will not be suggested.

These updates are based on your feedback, and we hope they deliver a sharing experience that is simple, secure, and anticipates your users' needs.

Admin controls for Access checker

As a G Suite admin, you can control how Access checker works for your organization. Specifically, you can select the sharing options that are available to your users. You can choose if your users see the option to:

- Share with recipients (default), share link within your organization, share link with anyone (no Google account required).
- Share with recipients (default), share link within your organization.
- Share with recipients (default).



See our Help Center to find out more about how to configure Access checker for your organization.

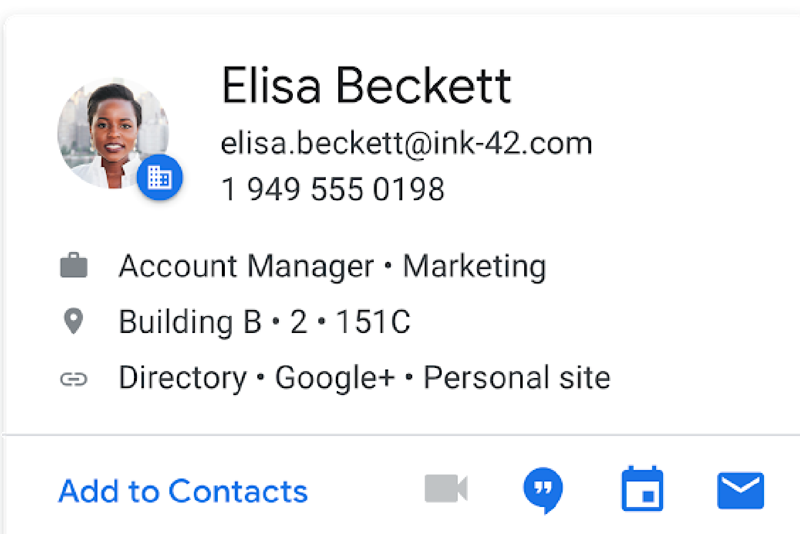
See people's profile information in new cards in G Suite apps

Announced on April 24th, 2018 | Share with your organization | - back to top -

What's new: Whether your users are scheduling a meeting or catching up on Google+ posts, it's important that they can easily see who they're interacting with. That's why we've added new person information cards that appear inside your G Suite apps on the web, like Google+ and Calendar, when relevant.

These cards surface profile information when a user hovers over another user's name or profile picture with their cursor. The information can include data points such as:

- Job title
- Desk location
- Department
- Contact information (email, phone number, etc.)
- Call-to-action links to internal directories, social media profiles, and more



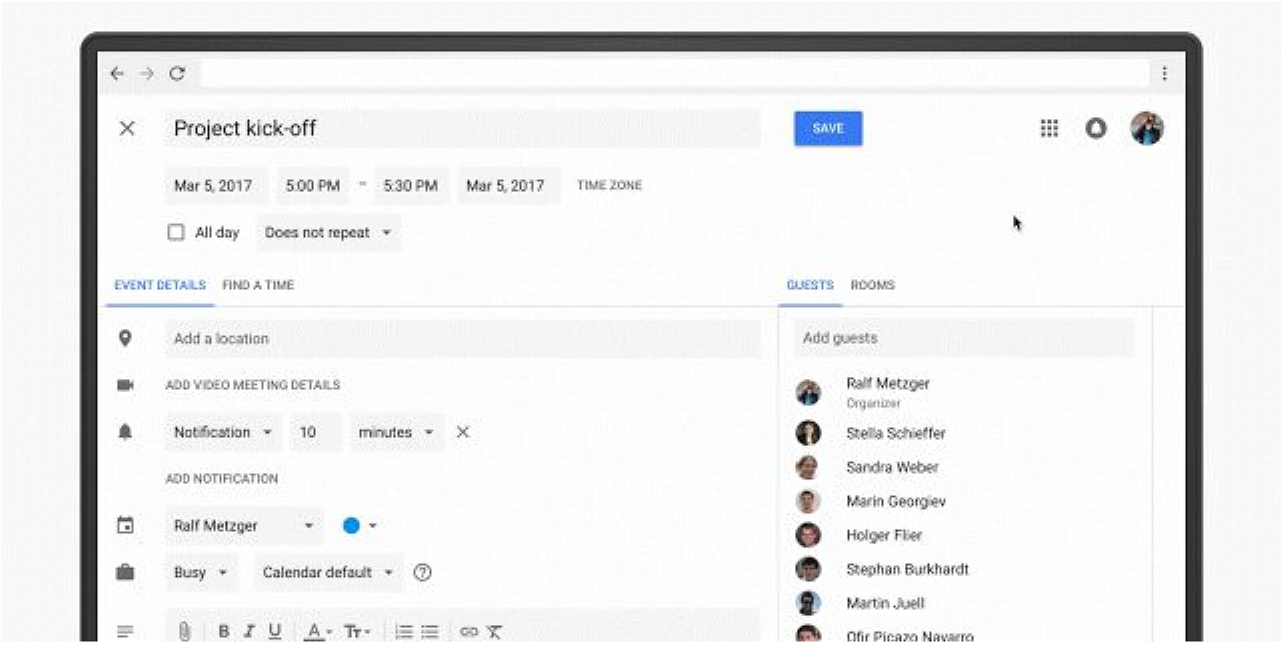
To get the full value of these cards, you, as a G Suite admin, can populate this data for users in your organization in a few locations:

- "Users" section of the Admin console
- Google Cloud Directory Sync, or
- Admin SDK

You can also delegate editing rights for some profile fields to end users in the Admin console at Apps > G Suite > Directory. Users can then edit their profile at aboutme.google.com. Additionally, in the future we'll be providing support for you to delegate editing of other fields, such as Manager and Job Title.

Other Benefits to Populating Profile Data

We recommend populating user profiles to unlock additional benefits for your users. For example, in the near future, Calendar will start using work location to intelligently suggest meeting rooms for guests.

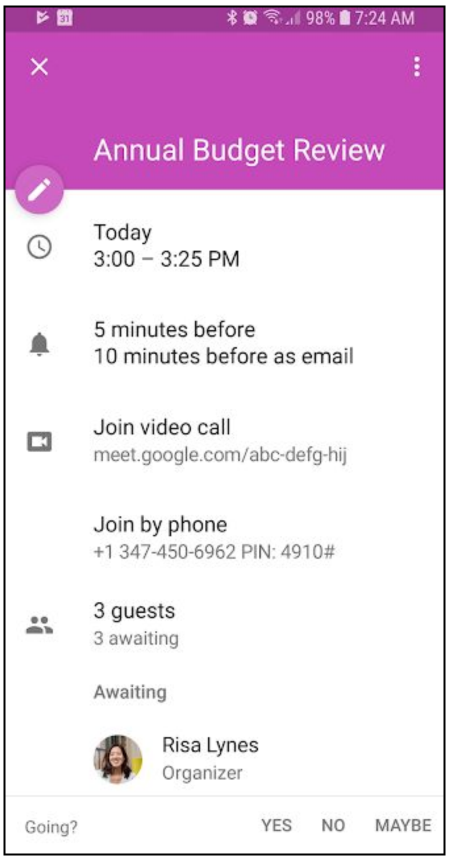


You can see these cards now in Google Calendar and Google+ on the web. They'll start to appear in other G Suite products over the course of the coming months.

All G Suite customers can now create Hangouts Meet meetings with dial-in phone numbers

Announced on April 23rd, 2018 Share with your organization - back to top -

What's new: Hangouts Meet makes it easier to connect with your team from anywhere with easy-to-join video calls. This includes when you're away from your computer, like if you're commuting or don't have a data connection, and you need to call into your Meetings while on the go.



Now, all meetings created in Google Calendar by G Suite users will have a US dial-in phone number that anyone can use to join the meeting, even non-G Suite users.

Meetings created by G Suite Enterprise users will also have international dial-in phone numbers available. Phone number dial-in was previously only available for meetings set up by G Suite Enterprise users. Please note, administrators can turn off the dial-in feature in the Admin console.

For more information on ways to connect using Hangouts Meet, check out the Help Center.

Dial into Hangouts Meet from six additional markets

Announced on April 10th, 2018 | Share with your organization | - back to top -

What's new: In October 2017, we announced the rollout of international Hangouts Meet dial-in phone numbers for G Suite Enterprise domains. This option helps your team to stay connected, wherever they are. We've added this functionality for six additional countries (with more to come!):

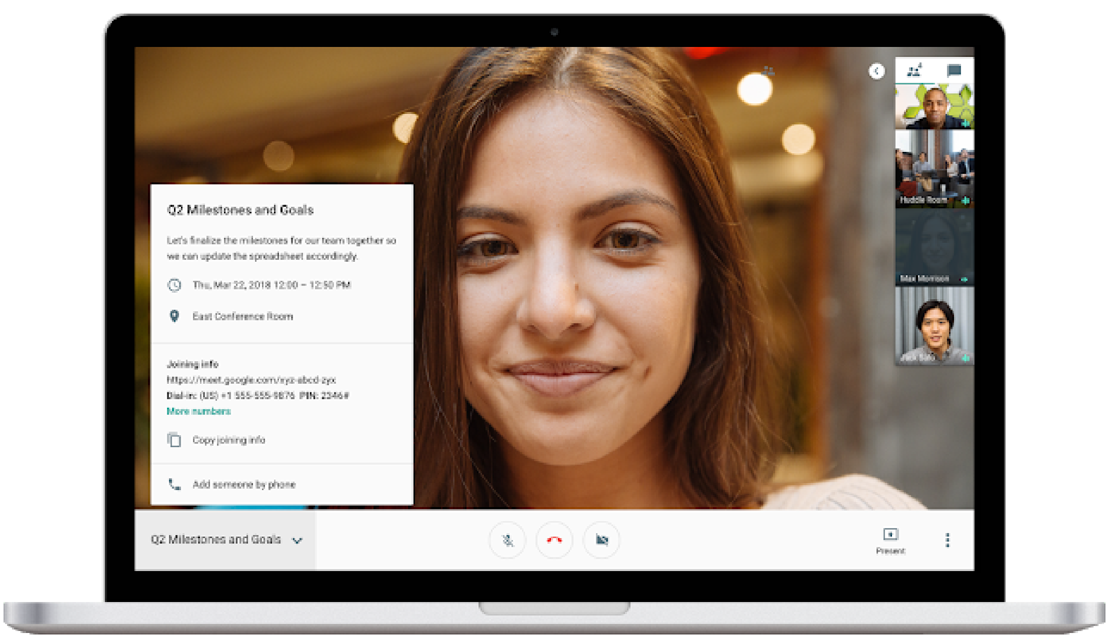
- Dominican Republic (DO)
- Estonia (EE)
- Greece (GR)
- Hungary (HU)
- Latvia (LV)
- Luxembourg (LU)

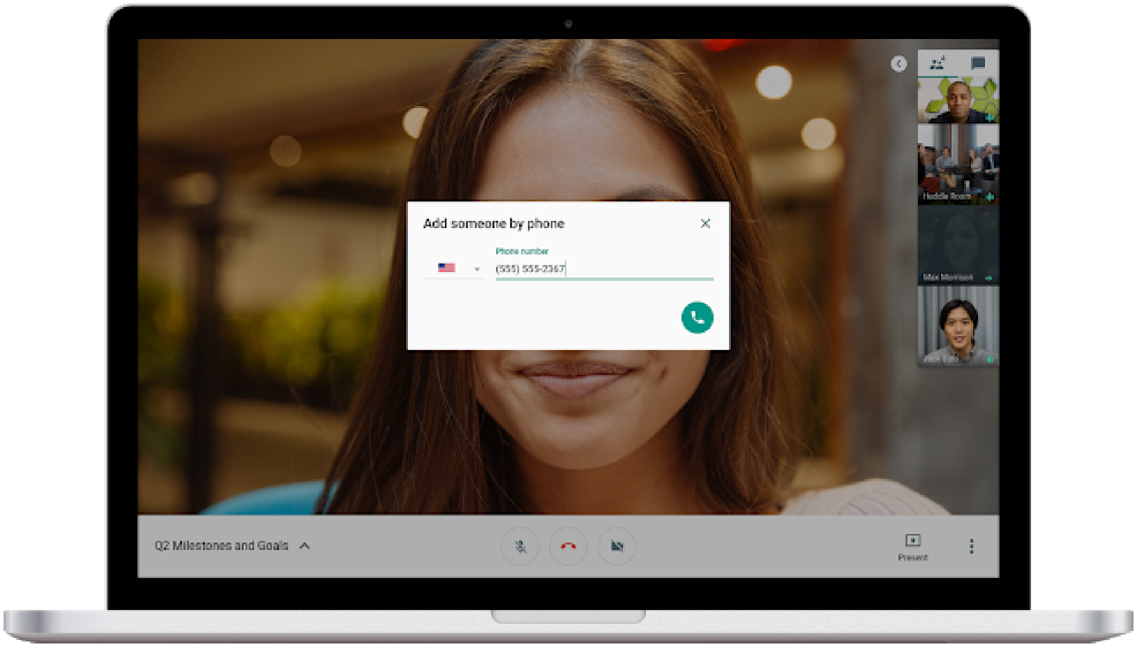
For a complete list of currently supported countries, visit this Help Center article.

Call a US or Canadian phone number for free from Hangouts Meet

Announced on April 2nd, 2018 | Share with your organization | - back to top -

What's new: With easy-to-join video calls, Meet helps your team stay connected. Sometimes, you may want to add participants to your meeting without needing to send them a link, like when you want to connect folks who are already dialed into a conference bridge, or if a team member is running late and is still on their commute. That's why you can now call US or Canadian phone numbers, directly from your meeting, for free. With this launch, G Suite users who are in the same domain as the event organizer, and who are accessing Meet through their web browser, can add someone by phone using the instructions in the Help Center.





To give their users access to this feature, G Suite admins will first need to enable Google Voice in the Admin console.

Please note, this feature is currently supported from specific countries only. Please reference this Help Center article for a list of countries that are currently eligible to use this feature.

Simple to use

Think macro: record actions in Google Sheets to skip repetitive work

Announced on April 11th, 2018 | Share with your organization | - back to top -

Since their debut nearly 40 years ago, spreadsheets have remained core to how businesses get work done. From analyzing quarterly revenue to updating product inventory, spreadsheets are critical to helping companies gather and share data to inform quicker decisions—but what else can you do if they're in the cloud?

We've been focused on making Google Sheets better for businesses for this reason, which is why we've recently added new features to help teams analyze and visualize their data. On April 11 we announced more updates to Sheets, including a way to record macros in the cloud to automate repetitive tasks, as well as more formatting options.

Record macros in Sheets, skip mundane tasks

We want to help companies automate work by approaching macros differently: cloud-first. You can now record macros in Sheets. Let's say you need to format new data imports or build the same chart across multiple sheets of quarterly data. Repeating the same steps manually can take hours, but the Sheets macro recorder lets you record those actions and play them back on command without having to write any code.

Video: Record macros in Sheets - Click here to watch the video on YouTube

Here's how it works: when you record a macro, Sheets converts the macro actions into an Apps Script automatically. If you want to update your macro, you can simply edit the script directly instead of having to re-record the macro from scratch. You can also write your own Apps Script functions and import them as new macros.

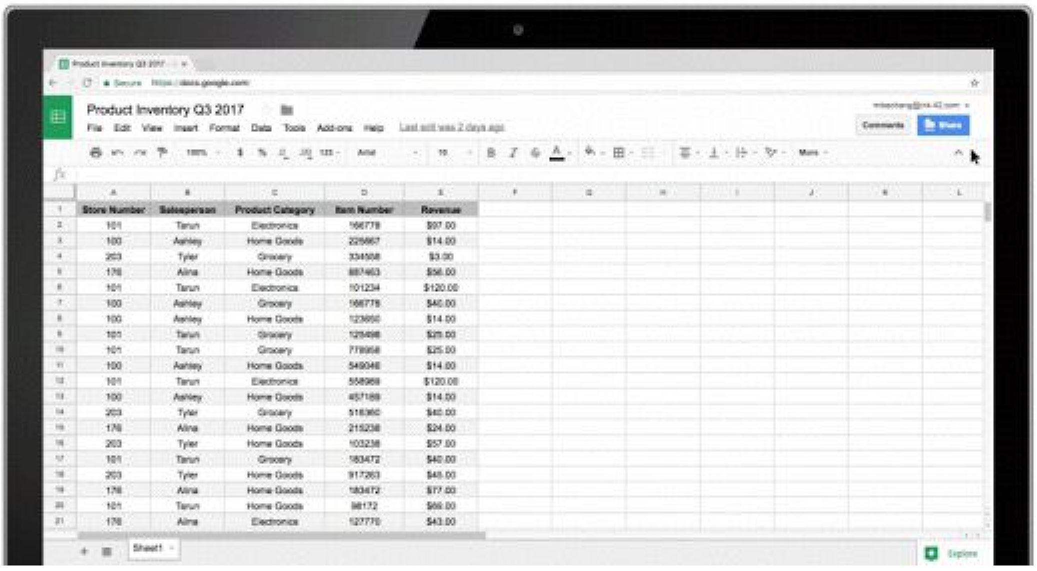
The best part about Sheets macros is that they're built for use in cloud-based files, which means that teams can run macros at the same time that others are working in the sheet without interrupting them. For example, a finance team having a budget meeting can run macros while reviewing the same spreadsheet. It also means that coworkers or clients won't be forced to download sensitive files to use your macros. Since your Sheets files are in the cloud, you can keep tighter controls over who can view and re-share your data.

More updates to Sheets

You may have noticed that over the past few years we've put effort toward building Sheets features to help businesses view, analyze and share their data more easily. This includes adding new chart types (waterfall and 3D), ways to embed charts while keeping data up-to-date in Docs and Slides (even if you move files), more functions (up to 400+ now), additional formatting, print options and more.

We also announced other requested features, including the ability to add printing page breaks, custom paper sizes, more options for row and column grouping and a way to add checkboxes in cells. We've also made it possible for you to group your data by time frame (like week, month or year) when you create pivot tables.

Speaking of pivot tables, our engineering team has also been hard at work bringing the power of Google's artificial intelligence into Sheets to help teams know what their data knows. You might have noticed that we recently added intelligent pivot tables in Sheets to help analyze and find new insights, no matter how skilled you are at data analytics.



Companies like Whirlpool Corporation and Sanmina are using Sheets for more collaborative data analysis. These latest additions are designed to make Sheets a go-to resource for businesses and began to roll out on April 11. Learn more about Sheets on our Learning Center.

Additional details on new macro recorder and formatting options in Google Sheets

Announced on April 11th, 2018 | Share with your organization | - back to top -

In our above post “Think macro: record actions in Google Sheets to skip repetitive work,” we provided an overview of some of the ways we’re making Google Sheets better for business. This included several new feature announcements. Below are some more specific feature and rollout information that may be useful to G Suite admins.

Record macros in Sheets

To help save your team time when completing repetitive tasks, you can record macros in Sheets. When you record a macro, it’s saved as an Apps Script that you can run in the cloud whenever you need to perform the task. You can also edit the script to change it, or import existing Apps Scripts as new macros. See the above post for more details, or the Help Center for the specific how-tos.

Group rows and columns in a spreadsheet

There’s a new option to group rows or columns in Sheets. This makes it easier to collapse or expand several rows and columns at once to customize your view. See the Help Center for more on how to manage rows, columns, and cells.

	A	B	C	D	E	F
1	**Task**	**Health**	**Priority**	**% Complete**	**Start**	**Finish**
2	Distribute Specifications	Green	Low	1.00	6/14/2016	6/22/2016
3	Receive Bids from contractors	Green	High	1.00	6/14/2016	6/16/2016
8	Scope potential lots	Green	Low	1.00	5/26/2016	5/27/2016
9	File Grading Sheets	Green	Low	1.00	4/27/2016	4/29/2016
10	Supplier check-in	Green	Low	1.00	4/13/2016	4/14/2016
11	Lot Identification	Green	Low	1.00	4/12/2016	4/21/2016
12	Meet SC consultant	Red	Low	0.72	6/21/2016	6/21/2016
13	Supply chain approval	Green	High	1.00	5/19/2016	5/22/2016
14	Install construction blocks	Red	Low	0.60	4/8/2016	4/12/2016
15	Revamp workback delivery	Red	Low	0.00	4/7/2016	4/7/2016
16	Meet product VPs	Red	Low	0.00	5/3/2016	5/4/2016
17	Approve supply base	Red	Low	0.40	5/18/2016	5/23/2016
18	Supply base analysis	Red	High	0.20	6/29/2016	7/1/2016
19	Machine inspection	Red	High	0.15	4/23/2016	4/23/2016
20	Pay Permit Fees	Green	High	1.00	6/17/2016	6/19/2016
21	Building Permit Issued	Red	High	0.10	5/1/2016	5/8/2016
22	Machine ramp up	Red	High	0.00	4/19/2016	4/24/2016

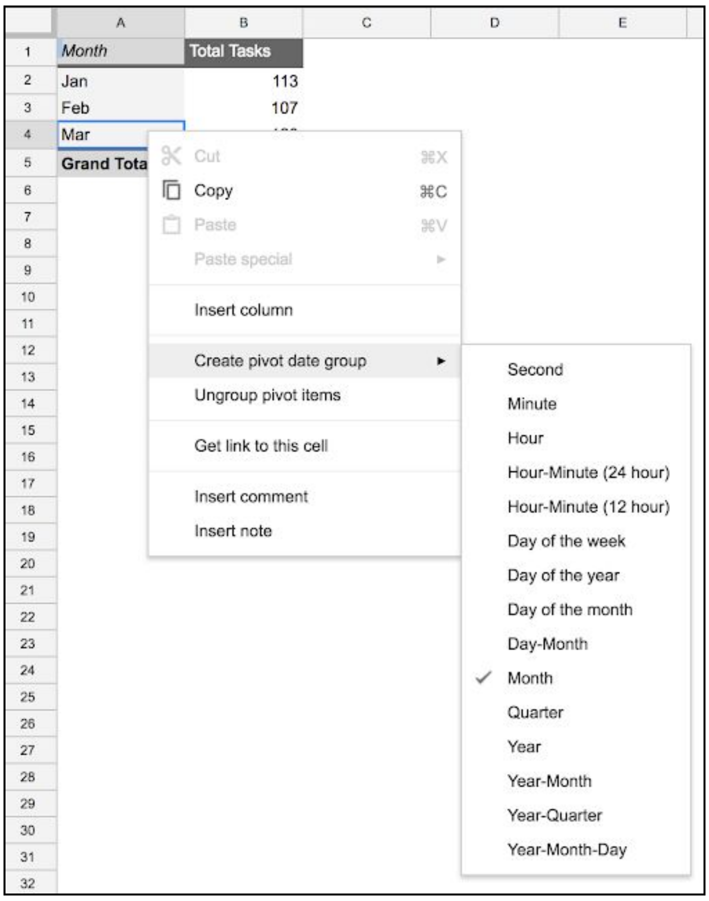
Add checkboxes to a list in Sheets

You can turn a list of items into a checklist with the new checkbox feature. See the Help Center to learn how to add and use checkboxes.

	A	B	C	D	E	F	G	H
1	**Complete?**	**Task**	**Health**	**Priority**	**% Complete**	**Start**	**Finish**	**Workda**
2	☑	Distribute Specifications	Green	Low	1.00	6/14/2016	6/22/2016	
3	☐	Receive Bids from contractors	Green	High	1.00	6/14/2016	6/16/2016	
4	☑	Develop sales plan	Green	Low	1.00	6/9/2016	6/19/2016	
5	☑	Construction workback schedule	Green	High	1.00	5/28/2016	6/3/2016	
6	☐	Execute contractor agreements	Green	High	1.00	5/1/2016	5/3/2016	
7	☐	Schedule site scoping plan	Green	Low	1.00	6/5/2016	6/11/2016	
8	☑	Scope potential lots	Green	Low	1.00	5/26/2016	5/27/2016	
9	☑	File Grading Sheets	Green	Low	1.00	4/27/2016	4/29/2016	
10	☐	Supplier check-in	Green	Low	1.00	4/13/2016	4/14/2016	
11	☑	Lot Identification	Green	Low	1.00	4/12/2016	4/21/2016	
12	☐	Meet SC consultant	Red	Low	0.72	6/21/2016	6/21/2016	
13	☐	Supply chain approval	Green	High	1.00	5/19/2016	5/22/2016	
14	☑	Install construction blocks	Red	Low	0.60	4/8/2016	4/12/2016	
15	☑	Revamp workback delivery	Red	Low	0.00	4/7/2016	4/7/2016	
16	☑	Meet product VPs	Red	Low	0.00	5/3/2016	5/4/2016	
17	☑	Approve supply base	Red	Low	0.40	5/18/2016	5/23/2016	
18	☐	Supply base analysis	Red	High	0.20	6/29/2016	7/1/2016	
19	☐	Machine inspection	Red	High	0.15	4/23/2016	4/23/2016	
20	☐	Pay Permit Fees	Green	High	1.00	6/17/2016	6/19/2016	
21	☐	Building Permit Issued	Red	High	0.10	5/1/2016	5/8/2016	

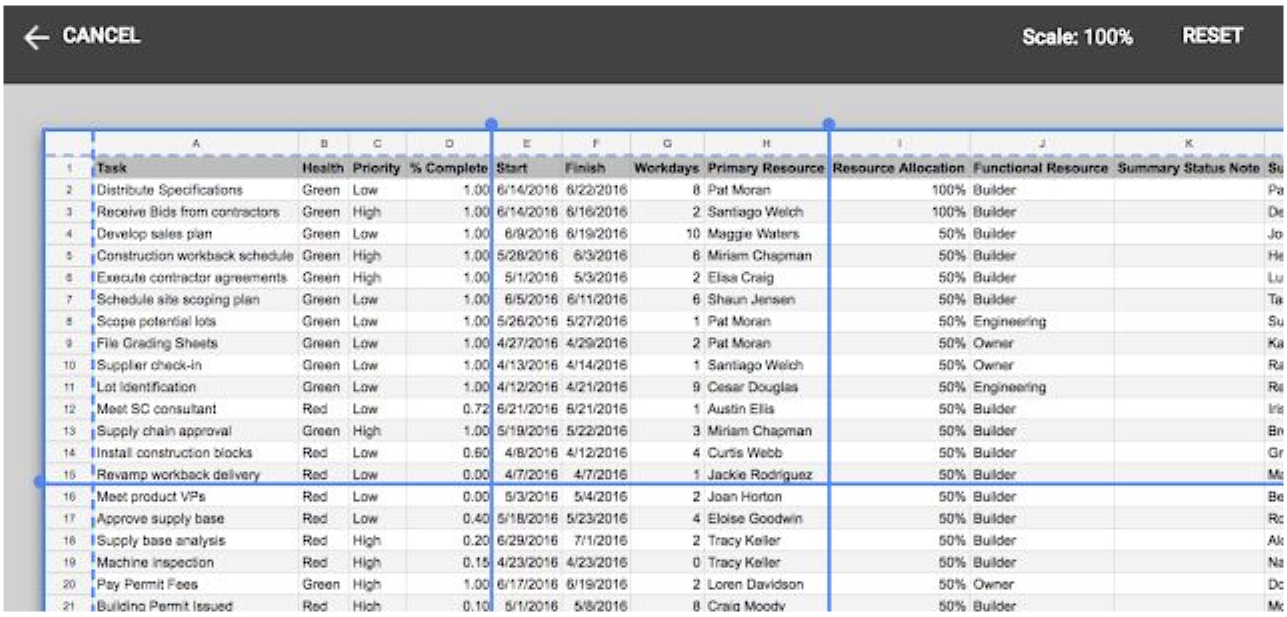
Improved date-based pivot tables

We're making it easier to work with dates in pivot tables by adding an option to create groupings by time and date, including hour, day, month, quarter, year, and more. See the Help Center to learn how to add and use pivot tables.



Better spreadsheet printing

We're adding new features to make it easier to print spreadsheets. Specifically, you can specify custom paper sizes and set custom page breaks. This makes it easier to get the right content from a spreadsheet on a printed page. See the Help Center for more about how to print from Google Sheets.



New in Google Slides: linking in Docs, guides and rulers, and improved commenting

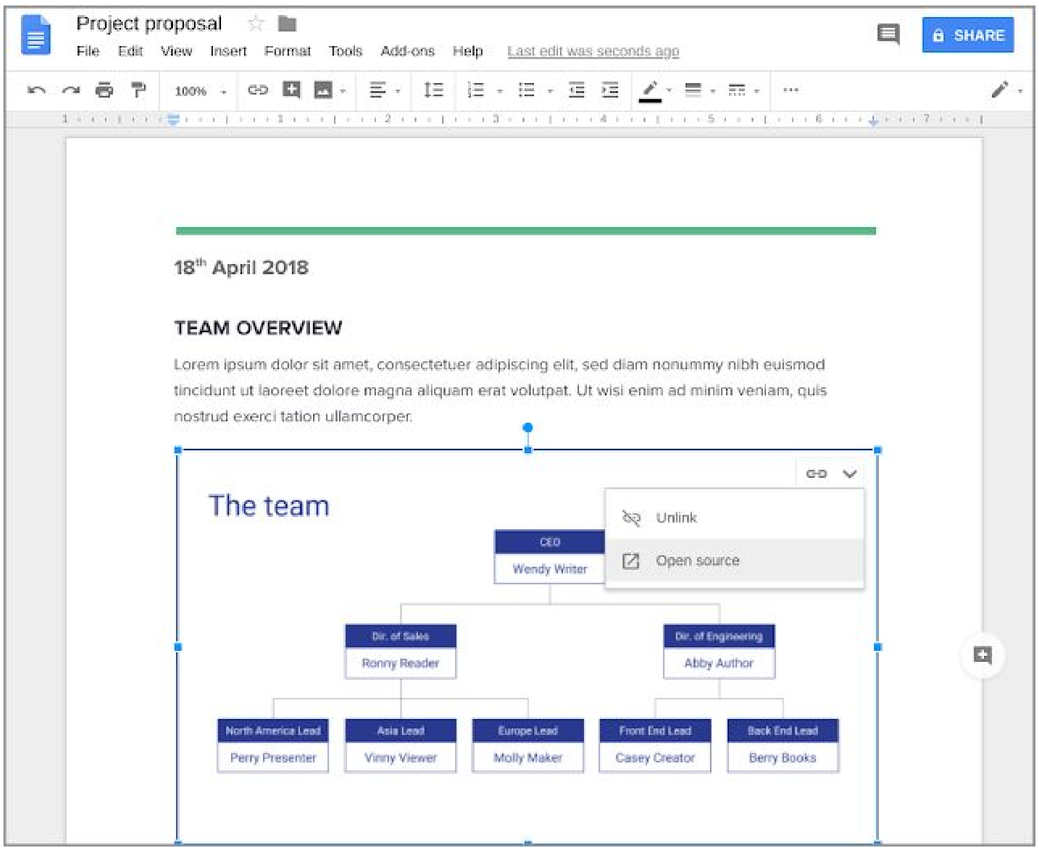
Announced on April 18th, 2018 | Share with your organization | - back to top -

On April 18 we introduced several features in Google Slides on the web that will make it easier to create, collaborate on, and share presentations. Read on for more information.

Insert slides from Google Slides into Google Docs

You can now insert a slide from a Google Slides presentation directly into Google Docs. If you want, you can then link that slide in Docs to its source presentation in Slides and sync any changes with just one click—similar to the way you can insert and link charts from Google Sheets. This should save you from doing duplicative work and ensure that the content in your documents is always up to date.

Use our Help Center to learn how to insert and link slides in Docs.

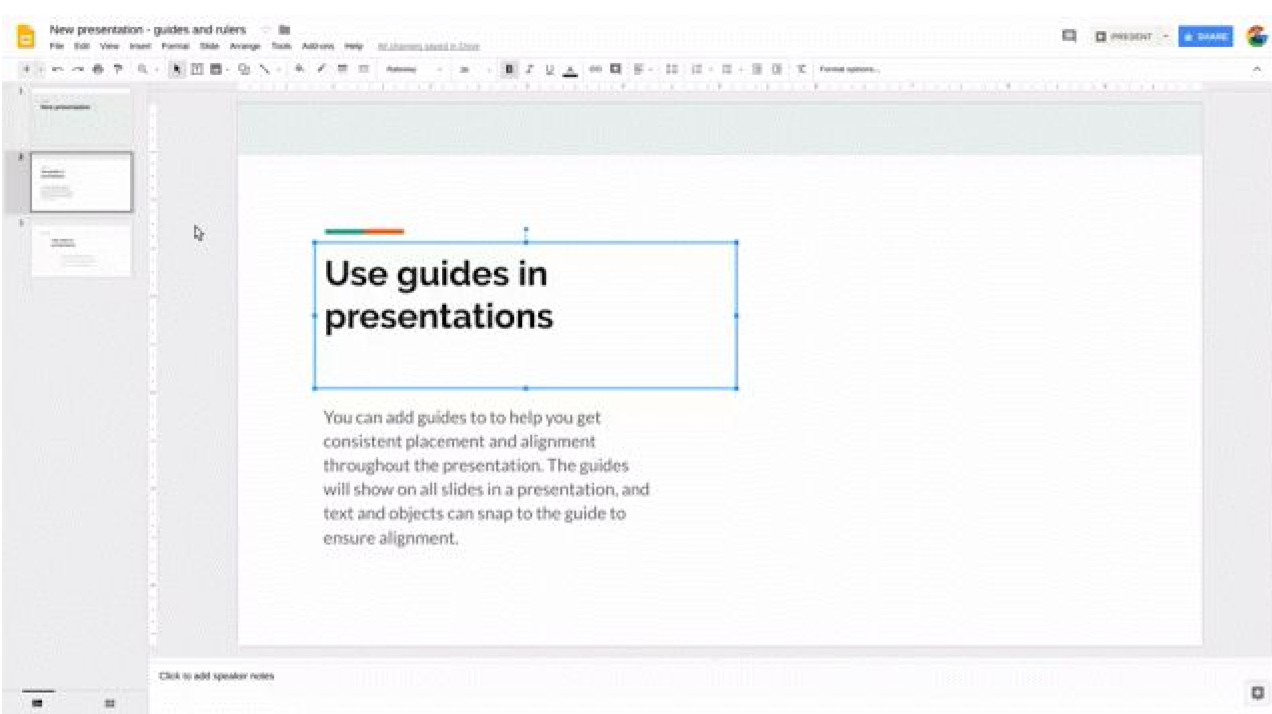


Design your slides with precision using new guides and rulers

You can now add guide lines for consistent placement and alignment throughout a presentation. These guides will show on all slides in a presentation, and text and objects will snap to a guide to ensure they're aligned.

We've also created a new visual ruler, which gives you fine-grained control over the alignment of text, lists, objects, and guides. Indentation markers in the ruler can help you control the alignment of text or bullets within objects.

Use our Help Center to find out how to use guides and rulers in Slides.



Comment on text within individual objects

You can now comment on specific text within an object, such as a text box, on a slide. Previously, you could only comment on the whole object or the whole slide. We hope that this extra control over what you're commenting on will make it easier to collaborate on presentations.

For more information on working in Slides, please visit the Help Center.

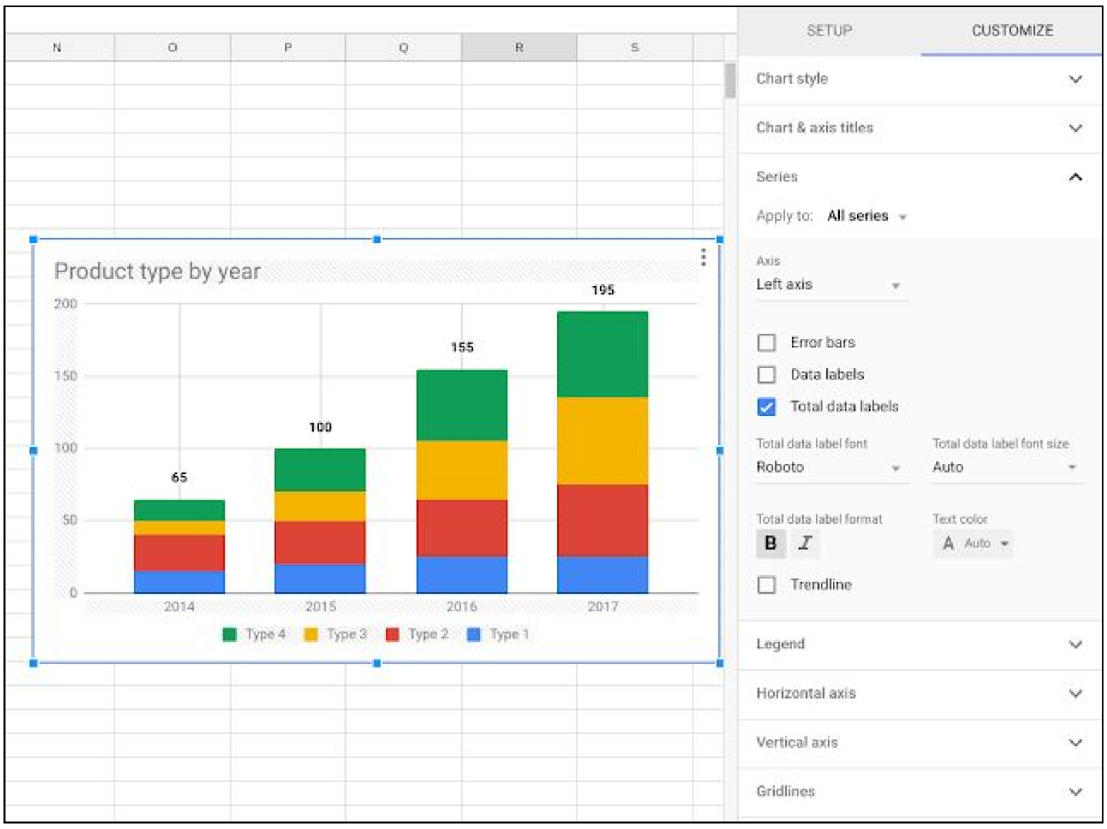
Get more control over chart data labels in Google Sheets

Announced on April 23rd, 2018 | Share with your organization | - back to top -

We're adding new features to help the charts you create in Google Sheets better represent the data they contain. These features include showing total data labels for stacked charts and controlling where data labels are placed.

Show totals in stacked charts

You can now add total data labels in stacked charts, which show the sum of all content in a data set.

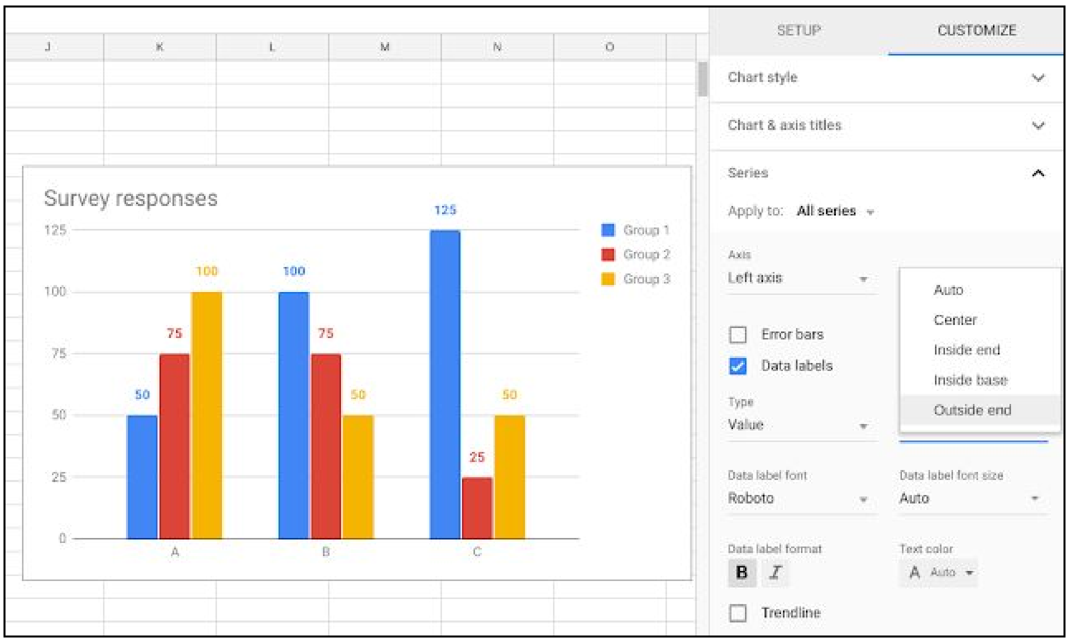


Choose the alignment of your data labels

You can also choose where data labels will go on charts. The options you have vary based on what type of chart you're using.

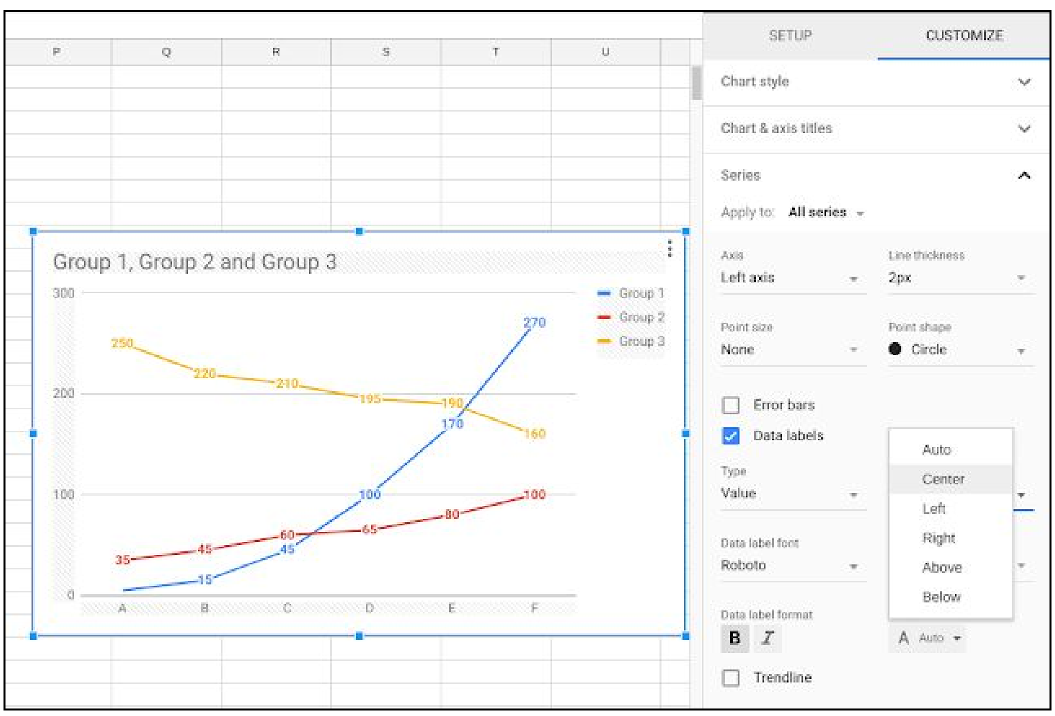
For column and bar charts, the data label placement options are:

- **Auto** - Sheets will try to pick the best location
- **Center** - In the middle of the column
- **Inside end** - At the end of the column
- **Inside base** - At the base of the column
- **Outside end** - Past the end of the column



For line, point, and area charts, the placement options are:

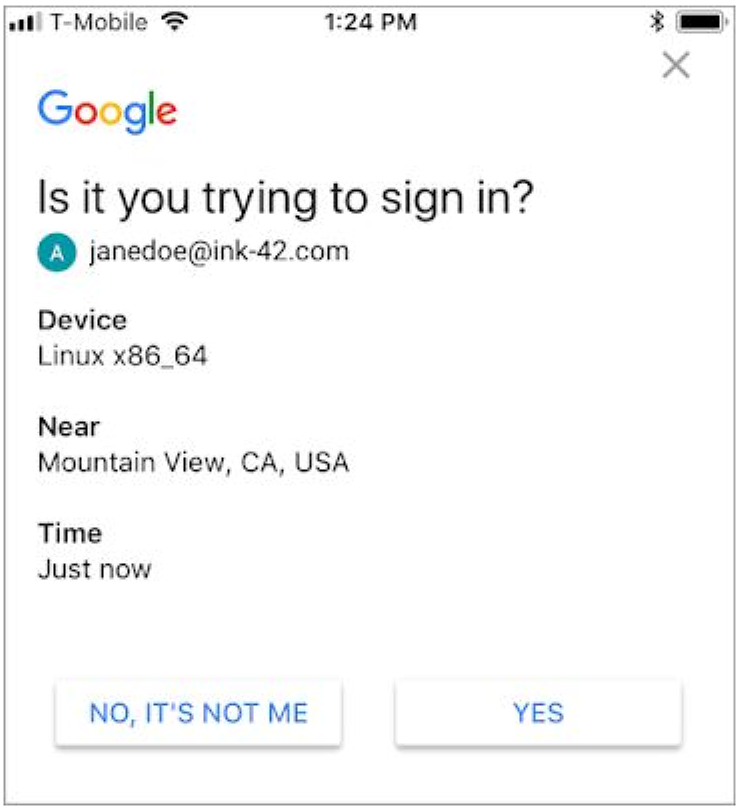
- **Auto** - Sheets will try to pick the best location
- **Center** - over the middle of the plot point
- **Left** - to the left of the plot point
- **Right** - to the right of the plot point
- **Above** - above the plot point
- **Below** - below the plot point



Receive Google prompts on iOS devices via the Gmail app

Announced on April 18th, 2018 | Share with your organization | - back to top -

In 2017, we made Google prompt the primary choice for G Suite users turning on two-step verification for the first time. Back then, we noted that users with iOS devices would need to install the Google app in order to use the feature. On April 18th we made it possible for users with iOS devices to receive prompts via their Gmail app as well. This should encourage more people to use Google prompt, which is an easier and more secure method of authenticating an account.



Note that if users have both the Google and Gmail app installed on their iOS device, they'll see prompts from Gmail.

For more information, visit the Help Center.

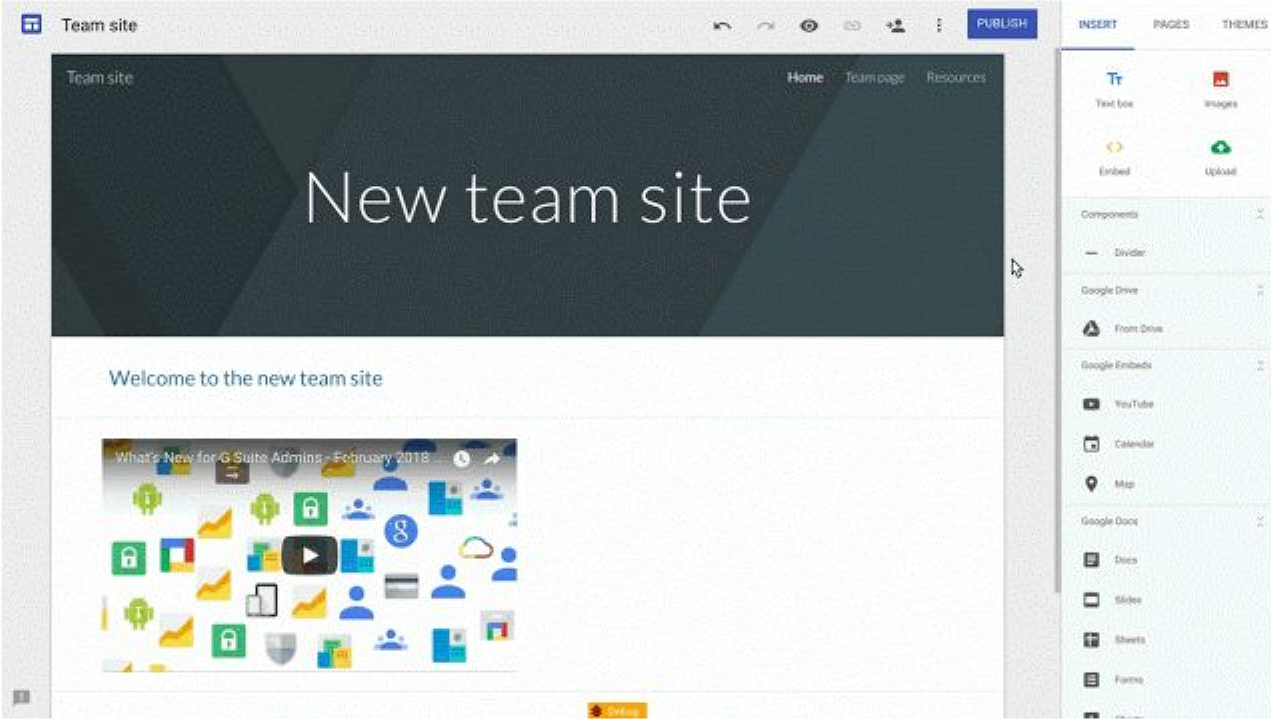
Add custom links to the navigation bar in the new Google Sites

Announced on April 11th, 2018 Share with your organization - back to top -

The navigation bar is how users get around a website, and it helps them find important resources quickly. The new Google Sites automatically creates an intuitive navigation bar that links to content within your site, but there may be times when you want to create your own links that go somewhere else. That's why we're adding a new feature where you can link to any URL from the navigation bar.

You can use this new custom link creator to add an item in the navigation bar that goes to:

- Your company's social media profile or homepage.
- Your company's HCM tool.
- Another Google Site with different access permissions.
- Your team's project tracker.
- Your team's Drive folder.
- Any other website.



Use our Help Center to find out how to add a custom link in the new Google Sites.

Business ready

G Suite Enterprise for Education is now available

Announced on April 18th, 2018 ⭐ Admin feature - back to top -

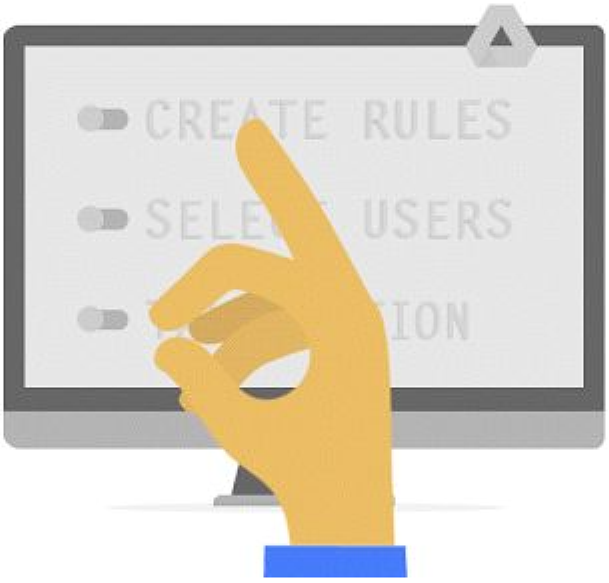
What's new: Since launching G Suite for Education, we've heard a common request from colleges, universities and large school districts: the need for more advanced tools to meet their complex technology needs. In January, we announced G Suite Enterprise for Education, a new edition of G Suite for Education that offers additional enterprise-grade capabilities designed for large institutions and customized for education. Starting April 18th, G Suite Enterprise for Education is generally available to educational institutions in the United States, and is coming to more countries soon.

Additionally, new tools—such as Data Loss Prevention (DLP), security key management and enforcement, and Gmail S/MIME—will start rolling out to all G Suite for Education users over the next few months. G Suite for Education, a suite of tools used by 80M teachers and students, has been and will remain free for schools and we'll continue to add new features to that edition at no additional cost.

New security features added to free version of G Suite for Education

Admins can expect increased security and greater controls with new tools that are being made available over the next few months to the free version of G Suite for Education:

1. **Gmail and Drive Data Loss Prevention (DLP)** lets admins prohibit users from sharing sensitive content with people outside their institutions. It checks for sensitive content like personal student information or preset keywords, and alerts admins so they can intervene.
2. **Hosted Gmail S/MIME** offers schools an additional line of defense to protect sensitive emails. With this tool, institutions have the option to digitally sign and encrypt emails. In addition, it also adds verifiable account-level signatures authentication to better protect against email spoofing. It's easy to manage for administrators and seamless for users.
3. **Security key management and enforcement** offers an additional layer of security for user accounts by requiring a physical key. Admins can now require faculty, staff and students to use physical keys that use cryptography as a part of 2-step verification when signing into G Suite.
4. **Admins can control session length** for users accessing Google services like Gmail and Drive, which means that users will be automatically logged out after a specified amount of time. If specific groups of users require certain session lengths, admins can apply different web session duration settings to different groups.



Enterprise-grade tools for educational institutions

For educational institutions with administrative needs similar to businesses, G Suite Enterprise for Education offers robust tools customized for education. Here's what users can expect:

Advance your institution with advanced controls

The Security Center in G Suite Enterprise for Education gives organizations more visibility and control over security. To prevent institutions from potential threats, we're arming IT admins with actionable insights to protect sensitive data against attacks. With security center tools, IT departments gain insights into how data may be exposed with external file sharing, can see phishing messages targeting users within their organization, and access metrics to demonstrate the organization's security effectiveness.

With Advanced Mobile Device Management (MDM), universities and institutions have scaled control over devices in their domain. Using customizable MDM rules, admins can automate mobile device management tasks, like approving all Android devices that enroll for management at the start of a new school year. Once the rules are in place, pre-specified events trigger actions like sending notification emails to administrators, blocking or approving a device, or even wiping account data from devices if its lost by a student. And with Mobile Audit, admins can see a report of device activities, including device policy compliance.

Enhanced analytics and search capabilities

Cloud Search is coming to G Suite Enterprise for Education soon, and with it, institutions will benefit from a unified search experience across G Suite—powered by machine intelligence. This tool helps educators and students stay on top of schedules, documents and emails, and can even suggest files that need attention. By searching through everything from a lecture presentation to the school corporate directory, users can spend less time searching for information and more time focusing on teaching and learning.

Gmail logs in BigQuery allow institutions to run sophisticated custom queries, conduct deep analysis and build custom dashboards. Gmail logs contain valuable information that can help administrators diagnose issues. The integration with BigQuery makes it easier for administrators to analyze the logs and unlock insights to help they run their organizations.

Collaborate. Coordinate. Communicate.

Advanced capabilities in Hangouts Meet improve internal and external collaboration, allowing for meetings with up to 50 participants and recordings saved to Google Drive. With these communication tools, instructors can save lecture and lesson recordings straight to Drive and collaborate from anywhere.

Since announcing G Suite Enterprise for Education in January, we've opted to make the U.S. dial-in feature in Meet available to all business and education customers, and will be rolling it out in the coming months. This lets users join meetings via phone from anywhere, without worrying about poor Wi-Fi connections. With G Suite Enterprise for Education, Meet dial-in is available in dozens of countries, allowing educators to easily connect if their institution has a footprint around the globe.

Get G Suite Enterprise for Education for your institution

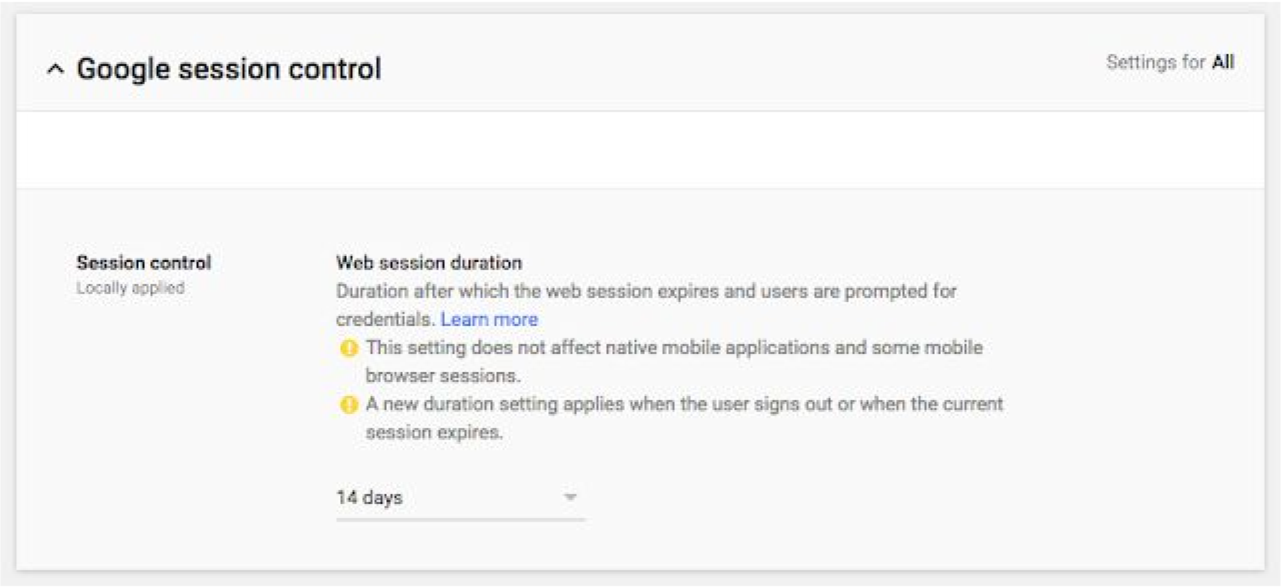
If you're interested in purchasing individual licenses, G Suite Enterprise for Education is $4/user/month for faculty and staff, and $4/user/month for students. If you're purchasing licenses for all faculty and staff in 2018, we're offering a special introductory price of $2/user/month for faculty and staff, and free for eligible students. Renewals at the introductory price will be honored for 3 years. Learn more about pricing, renewals, and features for this edition on our Help Center.

For help choosing the edition that's right for your institution, explore what's included with G Suite Enterprise Education and fill out an interest form to be contacted by a partner.

Session length controls for domains using SAML

Announced on April 20th, 2018 | Admin feature | - back to top -

What's new: In March, we introduced a setting that allows G Suite Business, Enterprise, and Education admins to specify the duration of web sessions for Google services (e.g. four hours, seven days, or infinite). At the time, this setting only applied to domains where Google was responsible for the login (i.e. where Google was the Identity Provider). We're now extending the reach of this setting and making it applicable in domains that federate to another Identity Provider (IdP) using SAML.



Note that these settings apply to all desktop web sessions, as well as some mobile browser sessions. Native mobile apps, like Gmail for Android and iOS, aren't impacted by these settings.

Removing session-based cookies on May 7th, 2018

In the past, in order to give more control over session lengths to a G Suite customer's preferred IdP, we set cookies for sessions created by federating to another IdP via SAML as transient, or session-based. These cookies were intended to expire whenever the browser was closed, meaning the user would be redirected to their primary IdP whenever they reopened the browser and visited a Google site.

Over time, however, this behavior has become increasingly inconsistent across browsers. We believe that G Suite admins are better served by explicit session length controls, like the ones we just launched. Unlike session cookies, these controls are respected regardless of the user's browser.

With this in mind, we'll be removing session-based cookies for G Suite customers who federate to another IdP via SAML on May 7th, 2018. Please consider setting a custom session length for your organization if your workflows depend on it.

Replicating previous behavior

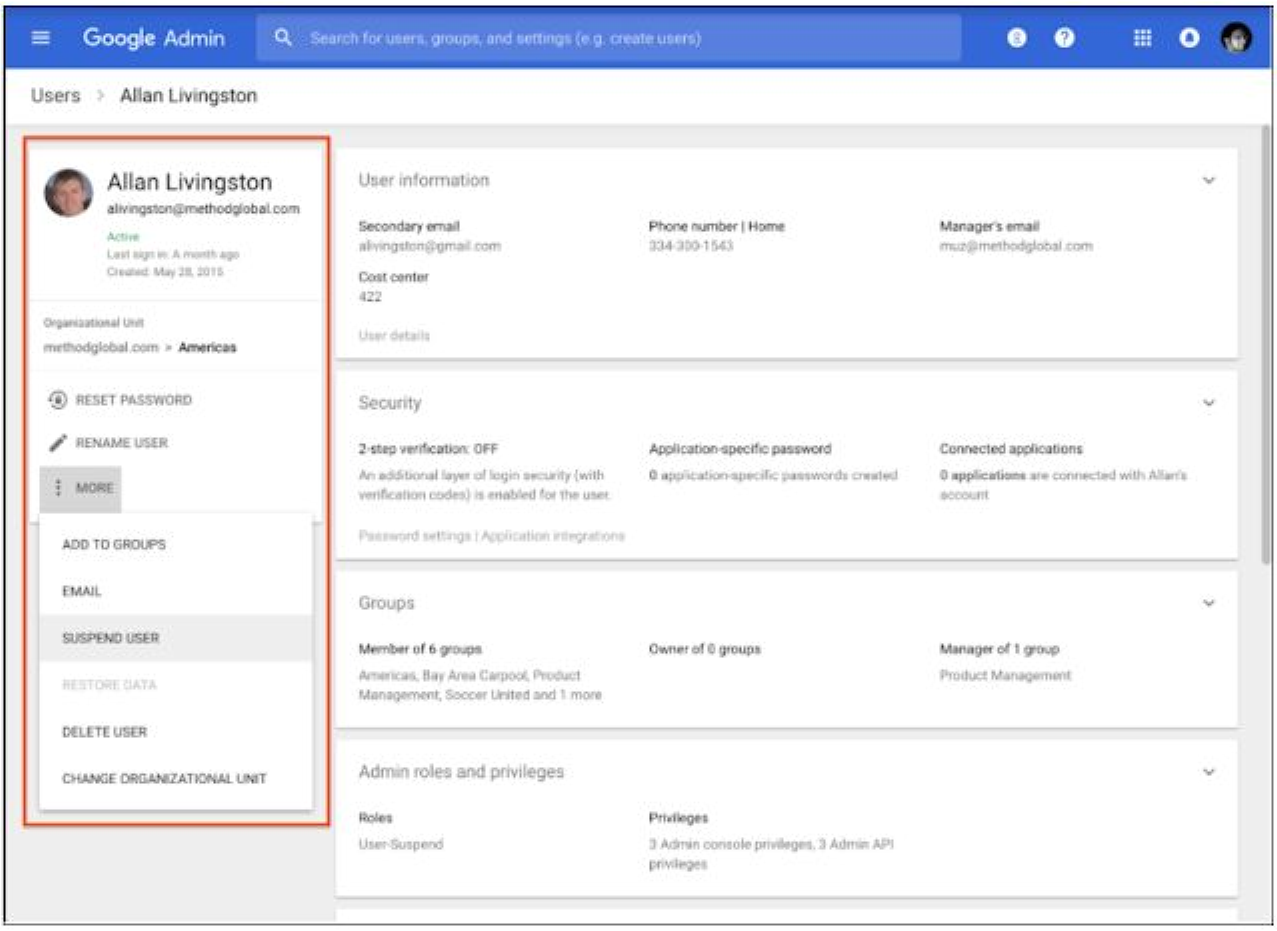
If it's critical to replicate the previous behavior, where all sessions expired when a browser was closed, you can change the browser settings on impacted machines to delete all local data when the browser is exited. Instructions to configure this on Chrome can be found here. To deploy this policy on multiple machines, use Chrome policies to configure ephemeral mode.

Improved user management in the Admin console

Announced on April 10th, 2018 ⭐ Admin feature - back to top -

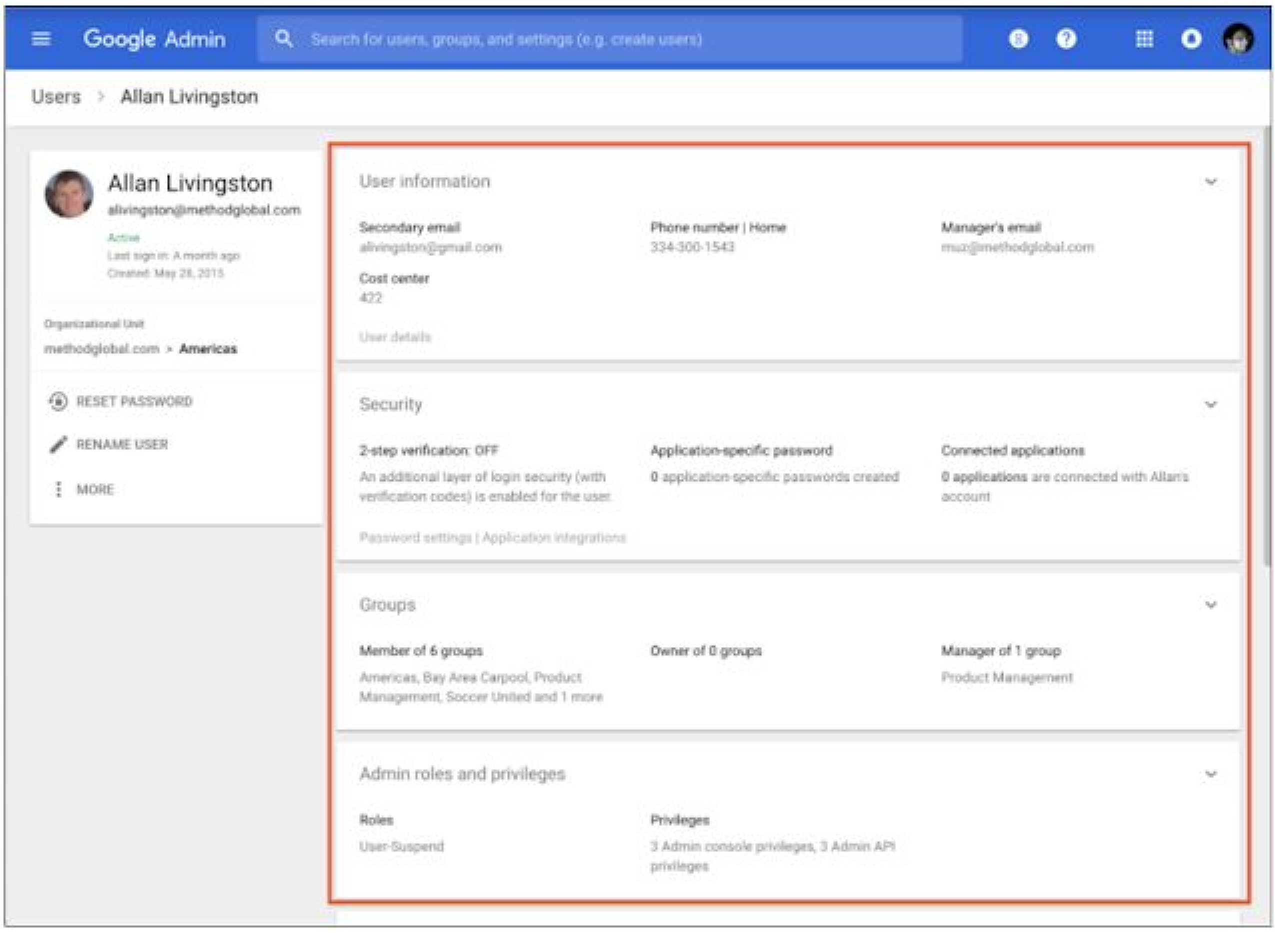
What's new: We're updating the interface you use when you manage your organization's users in the Admin console. These changes will make it easier to find and control user information and settings. For more information, see our Help Center topic on how to add and manage users.

New quick actions panel



When you click into an individual user, you'll see a user information panel, which allows you to quickly see and edit basic information about the user.

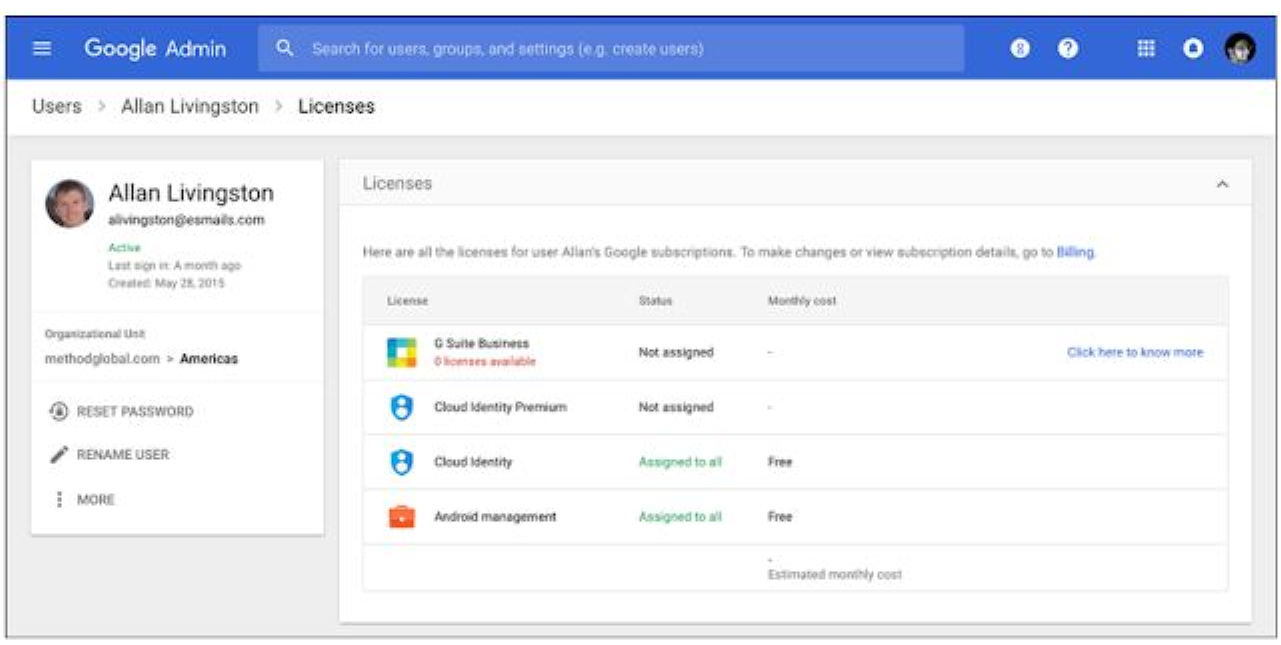
Category cards provide more detailed user management



When you're looking at an individual user, you'll also see cards with summarized information that will give you a quick overview of the most important information in several categories. Click on the cards to view the settings in detail or to quickly edit information related to that user. Depending on the user's account and your administrator privileges, you'll see some or all of these cards:

- User information. View and edit the user's contact information and see custom attributes.
- Security. Control the user's security settings, like 2-step verification and security keys.
- Groups. See the user's group memberships and roles, and manage their roles in those groups.
- Admin roles and privileges. See and change admin controls granted to the user.
- Apps. View apps the user has installed on a managed device.
- Managed devices. View and manage the devices associated with the user.
- Licenses. See licenses granted to the user and control individual user licenses. See more below.
- Team Drives. See the user's Team Drives memberships and manage Team Drive settings.

New license management functions



One of the new cards is a Licenses card which will help improve visibility and management of licences within your organization. It features:

- Improved license states to provide a better understanding of a user's license assignment.
- Separate view mode and edit modes to aid decision making for license management.

- Improved error handling and messaging to help admins.

More improvements to user management in the Admin console

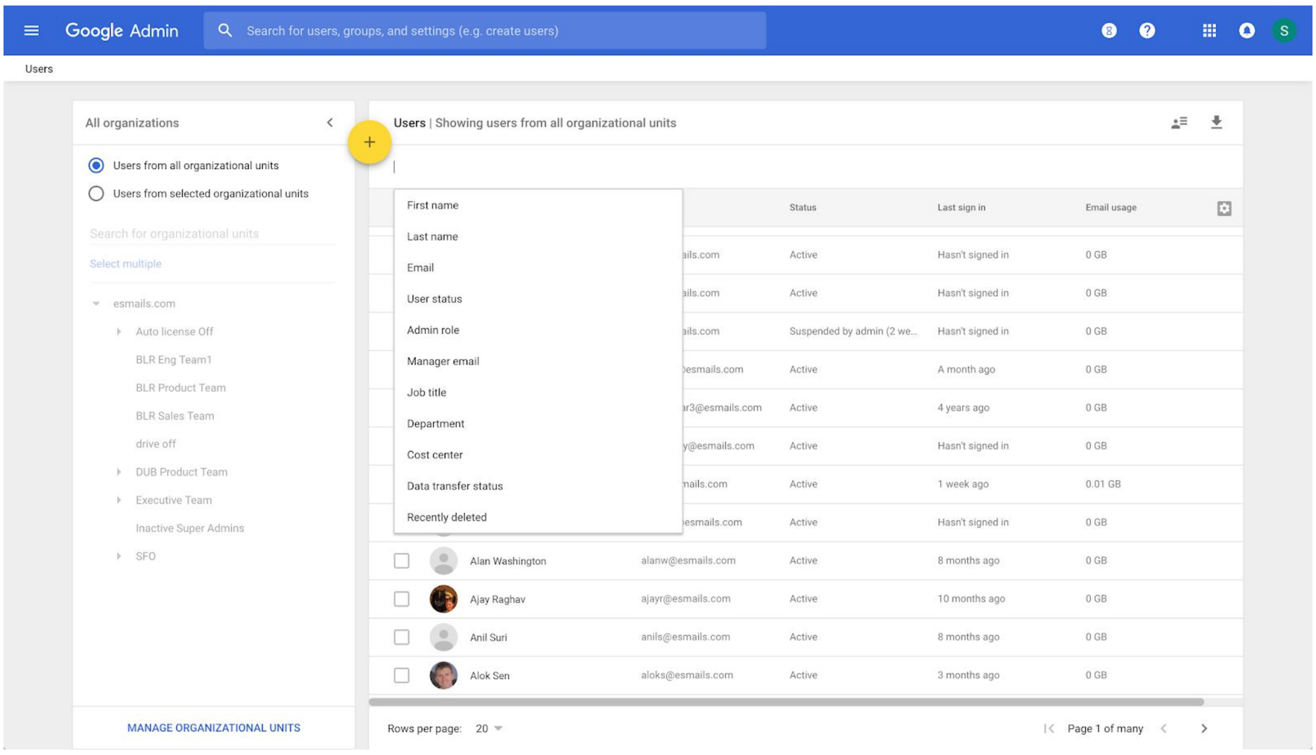
Announced on April 26th, 2018 | Admin feature | - back to top -

What's new: We're updating the User lists interface in the Admin console to make it easier to see, find, and manage users. These user list improvements build on the improvements to the user details experience in the above section "Improved user management in the Admin console."

Find users with improved search and new filters

The new user list view lets you view users in all or some organizational units (OUs), search for and filter users, and take actions on specific users. You can:

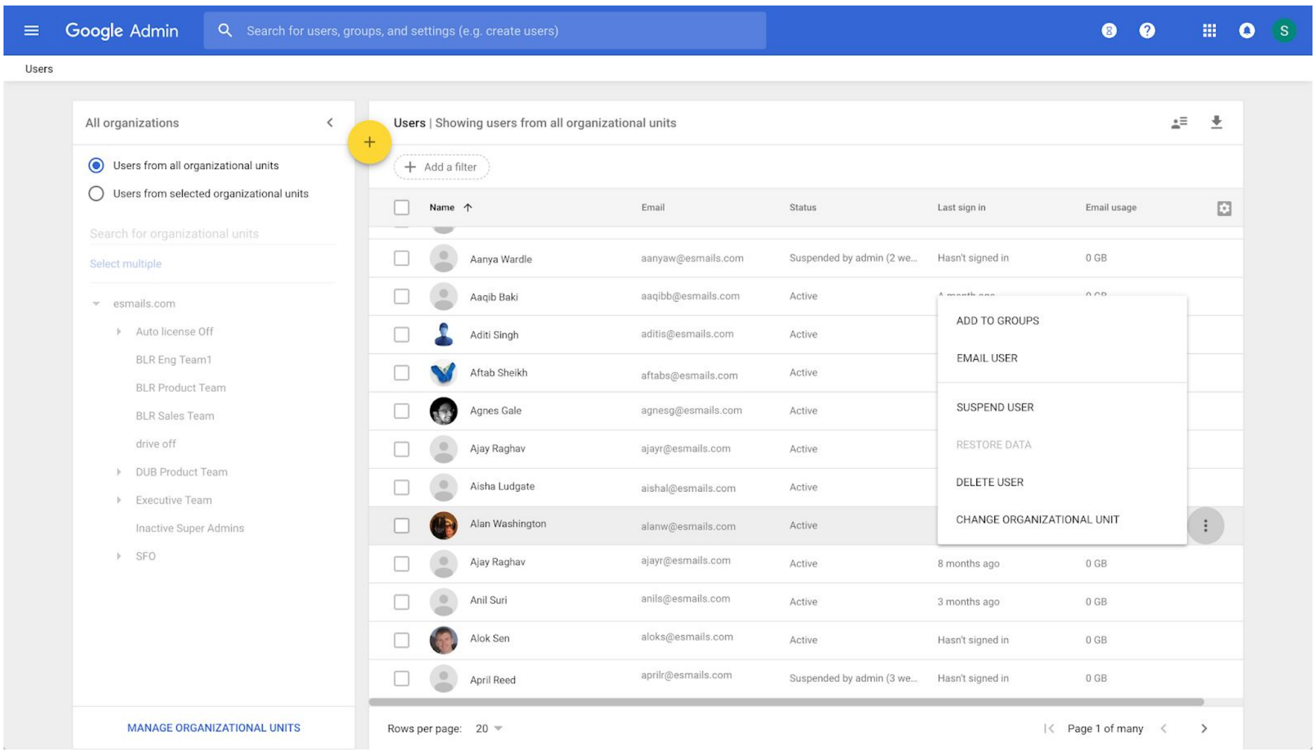
- **Find users with filters:** You can now filter by admin role, job title, department, user status, and more.
- **Download or export filtered lists:** Once you filter, you can download a list of users with those filters applied.
- **Improved search:** Find users quickly using powerful new search features, including the ability to search within specific OUs and by user attributes.
- **Customize your view:** Customize the columns displayed in the table to see all the info you need in a single view.



Learn more about filtering and searching here.

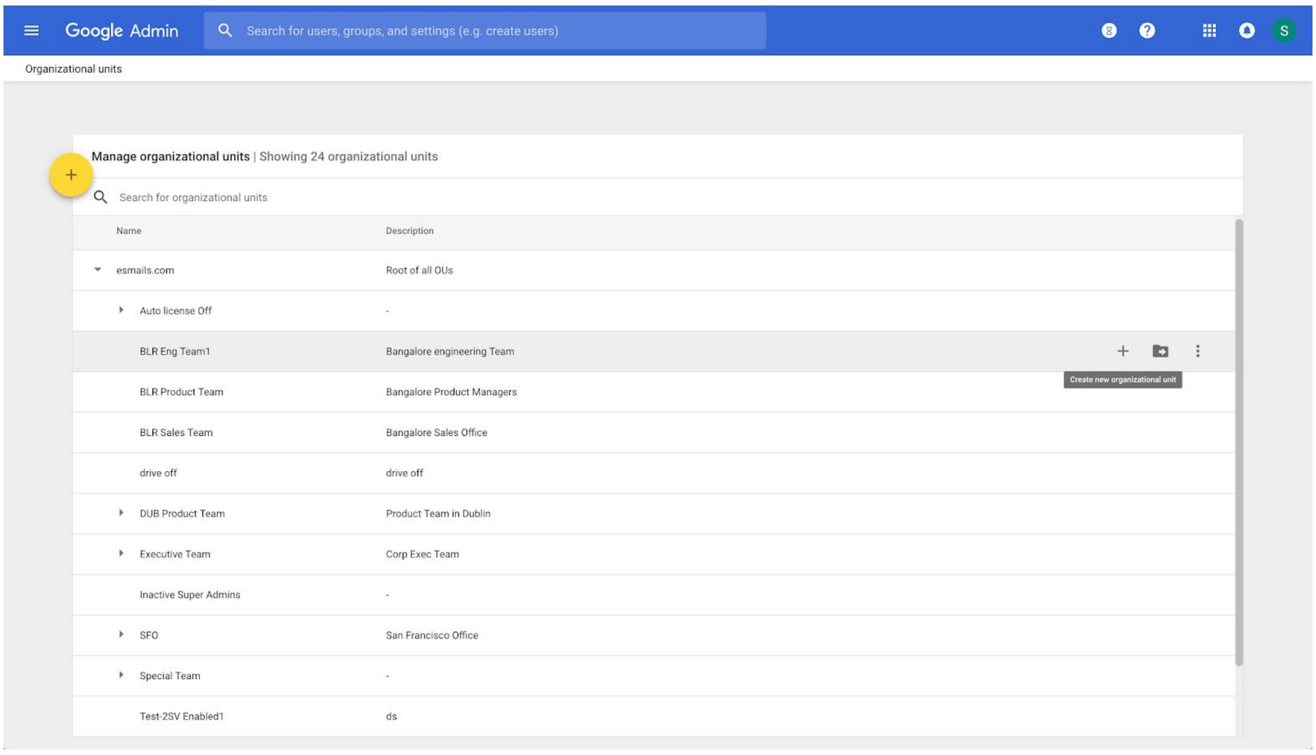
Take quick actions on users directly from the list

- **Change individual user info:** Hover over a user to take quick actions including reset password, rename user, suspend, delete, or restore user account, change organizational unit, and more.
- **Update multiple users with bulk actions:** Quickly edit info for multiple users with bulk actions such as add to group, email users, delete accounts, and more.



Easily manage organizational units

There’s a new section dedicated to simpler management of organizational units. Here, you can easily create, move, and manage organizational units.

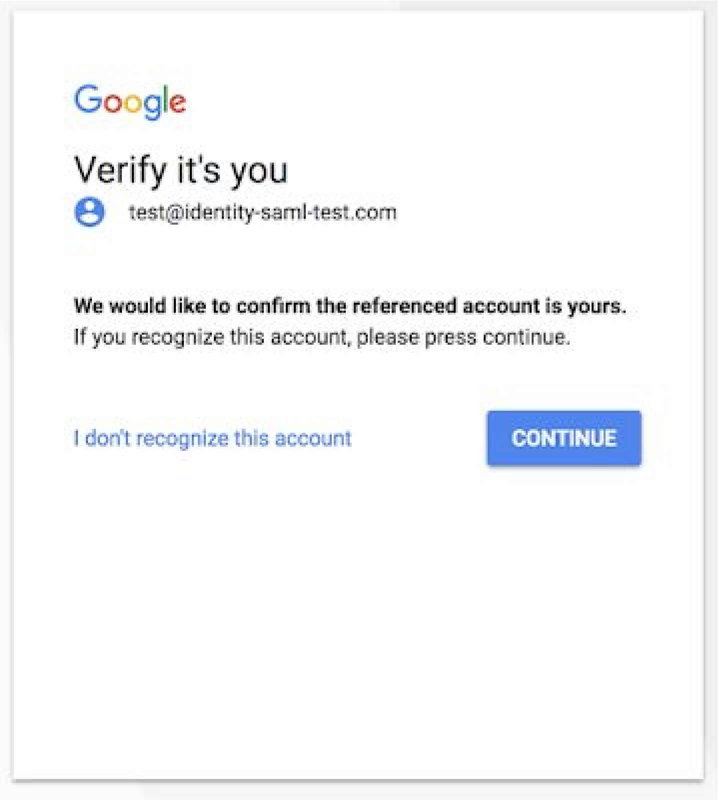


Learn more about managing user accounts [in the Help Center.]

Coming May 7th, 2018: A more secure sign-in flow on Chrome

Announced on April 25th, 2018 | Share with your organization | - back to top -

What’s new: If your organization uses SAML to sign users in to G Suite services*, those users will soon see an additional step in the process when using Chrome as their web browser. Starting on May 7th, 2018, after signing in on a SAML provider’s website, they’ll be brought to a new screen on accounts.google.com to confirm their identity. This screen will provide an additional layer of security and help prevent users from unknowingly signing in to an account created and controlled by an attacker.



To minimize disruption for the user, this feature will only be shown **once per account per device**. We're working on ways to make the feature even more context-aware in the future, meaning your users should see the screen less and less over time.

Protecting against phishing attacks

This new screen is intended to prevent would-be attackers from tricking a user (e.g. via a phishing campaign) into clicking a link that would instantly and silently sign them in to a Google Account the attacker controls. Today, this can be done via SAML single sign-on (SSO), because it doesn't require a user interaction to complete a sign-in. To protect Chrome users, we've added this extra protection.

Creating a consistent identity

This new security feature is part of a larger project to create a consistent identity across Google web services (like Gmail) and native Chrome browser services (like Chrome Sync). This consistency will make it easier for signed-in G Suite users to take advantage of native Chrome browser features, but it requires additional protection during authentication. This new screen adds that protection and reduces the probability that attackers successfully abuse SAML SSO to sign users in to malicious accounts.

Disabling the new screen

If you wish to disable the new screen for your organization, you can use the X-GoogApps-AllowedDomains HTTP header to identify specific domains whose users can access Google services. Users in those domains won't see this additional screen, as we assume those accounts are trusted by your users. This header can be set in Chrome via the AllowedDomainsForApps group policy.

**This won't impact individuals who sign in to G Suite services directly and those who use G Suite or Cloud Identity as their identity provider. The screen is also not shown on devices running Chrome OS.*

Display your organization's brand in the Google bar

Announced on April 26th, 2018 ★ Admin feature - back to top -

What's new: We're updating the Google bar to feature your brand. Along with some small changes to the bar's look and feel, we'll soon show your domain's logo next to a user's picture (or initials or avatar) at the top of many G Suite services, like Calendar and Drive.

You can add an image for your organization in the Admin console at *Company profile > Personalization*; until you've done so, we'll show the G Suite logo instead.

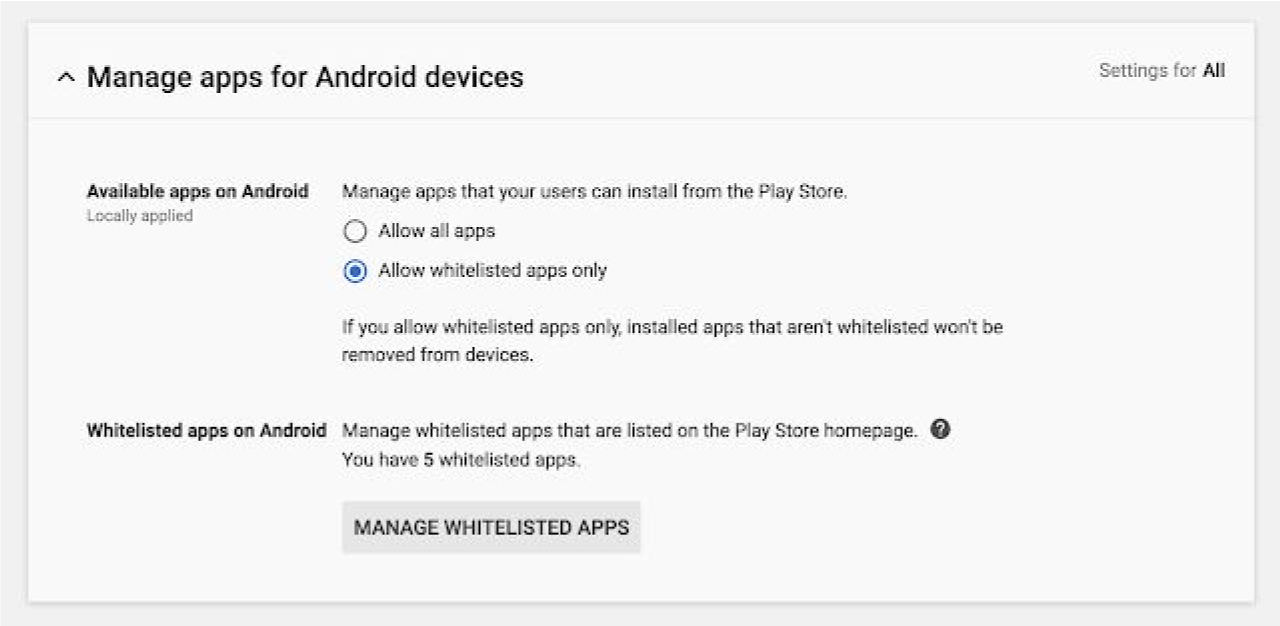
Note that this will roll out across G Suite services slowly, so you may not see it in all of your apps for some time.

Allow users to install any app on their managed Android devices

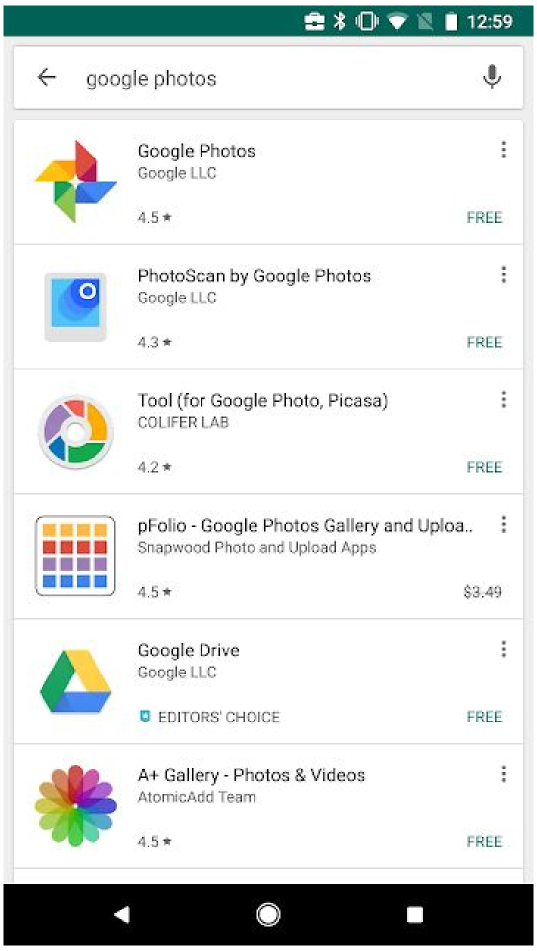
Announced on April 16th, 2018 ★ Admin feature - back to top -

What's new: Until now, G Suite users with company-owned Android devices and those with work profiles could only install mobile apps that had been specifically whitelisted by their admin. In some organizations, however, such restrictions weren't critical, and whitelisting required unnecessary time and effort. That's why, going forward, we're giving admins the option to allow their users to install any app in the managed Google Play store on Android devices that are corporate-owned or have work profiles.

Admins can select this option in the Admin console under *Device management > App Management > Manage apps for Android devices*.



If an admin selects "Allow all apps," he or she can still whitelist specific apps. These whitelisted apps will appear on the managed Google Play homepage, but users will be able to find any app using the search tool.



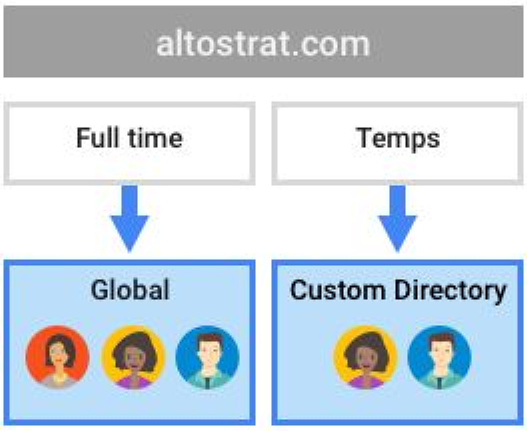
For more information, visit the Help Center.

Group users into multiple directories in G Suite

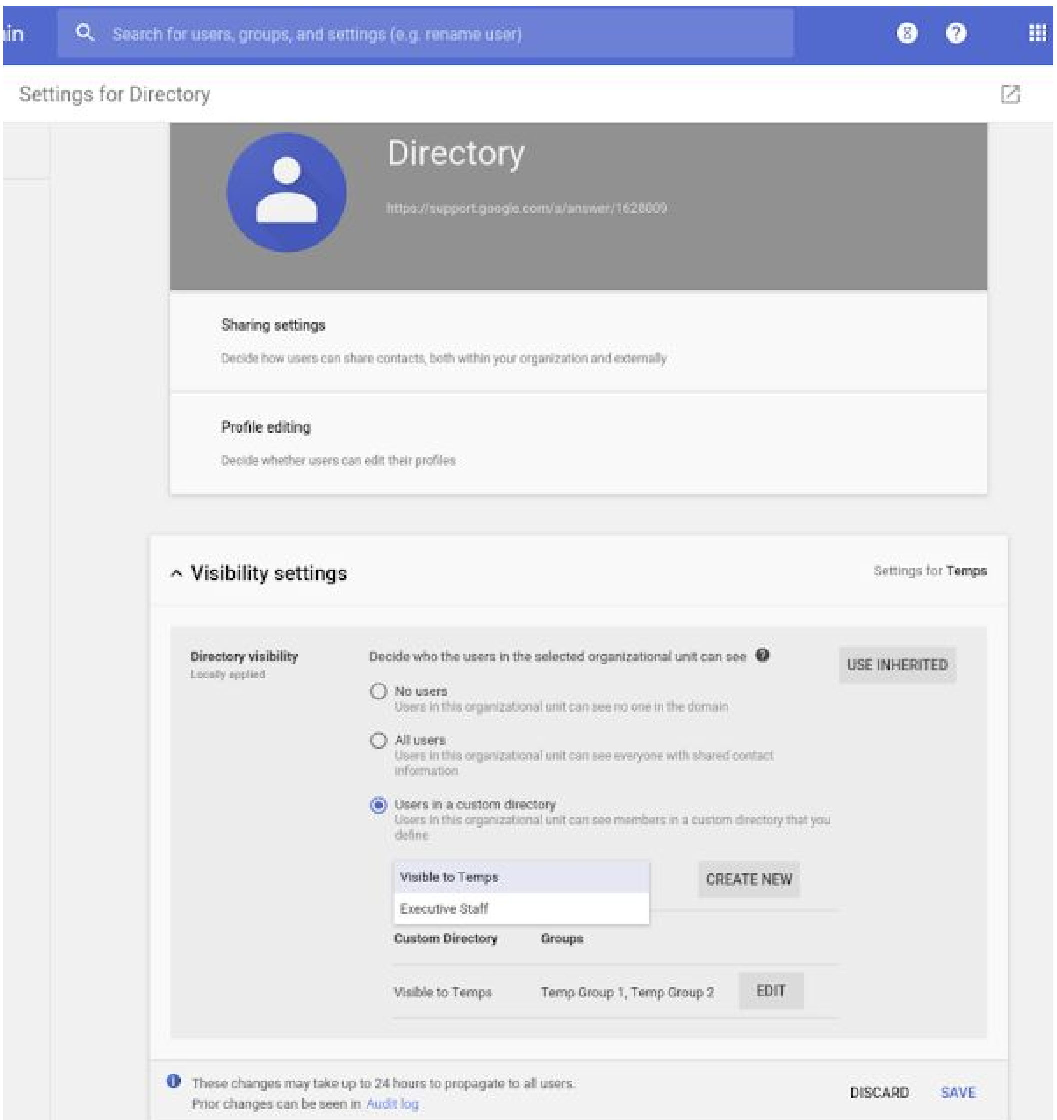
Announced on April 10th, 2018 | ★ Admin feature | - back to top -

What's new: The G Suite Directory surfaces profile information to users in your organization, allowing them to easily find and learn about one another while they work in G Suite apps. For instance, autocomplete in Gmail makes it easy for users to find their coworkers' email addresses and quickly send them a message.

Previously, we allowed one directory per domain, which meant G Suite admins could only enable or disable contact visibility for their entire domain and couldn't specify who saw what information. We're now making it possible for G Suite admins to cluster users in separate directories with custom visibility rules for each organizational unit (OU). For example, a company might give full-time employees access to a global directory, because they want them to be able to find other full-time employees and temps. At the same time, they might not want temps to be able to find full-time employees, so they'll limit them to a custom directory with restrictions applied.



Admins can configure these visibility rules in the Admin console under Apps > G Suite > Settings for Directory.



For more information on configuring Directory settings, check out this Help Center article.

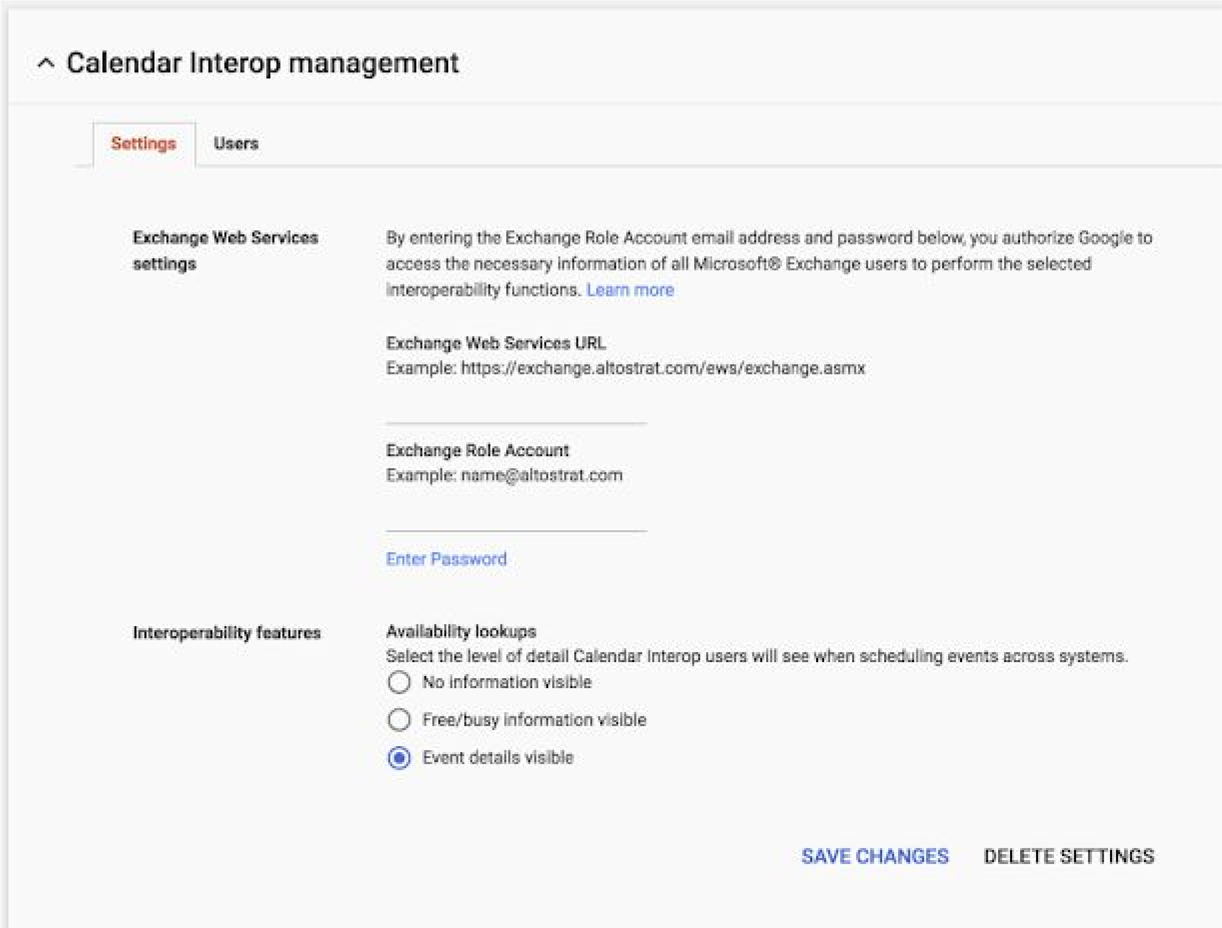
Event details now supported by Calendar Interop

Announced on April 26th, 2018 ⭐ Admin feature - back to top -

What's new: Last summer, we announced improvements to Google Calendar Interop for Microsoft Exchange. We simplified the setup process, introduced detailed logs in Admin console, and made free/busy lookups available on mobile as well as web.

To continue enhancing the coexistence of these two systems, we're rolling out the support for event details in availability lookups. Now, G Suite admins can opt in to sharing event details when users use Calendar's Find a Time or Outlook's Scheduling Assistant. Event details include:

- Event title
- Event location
- Guest's response status



We have also improved our authentication mechanism recently, paving the way to a simplified Calendar Interop setup in the future. To be able to use the event details feature, you will likely have to regenerate Exchange credentials using the credential generation tool and update your availability address space as explained in steps 3 through 5 here.

For more information on how to enable these new interop features, check out this Help Center article.

Learn more about G Suite

Cloud Connect: The official community for G Suite Admins

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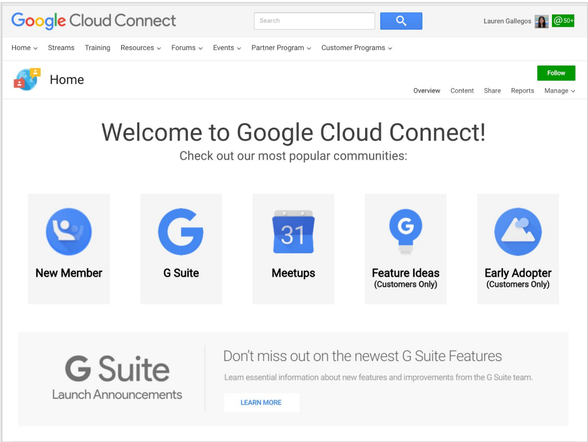

Sign in today: Cloud Connect is your one stop shop for resources to make your work with G Suite easier. Sign in today to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out! Make sure you follow our Community Manager, Lauren Gallegos, to get the weekly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

What's new: In April, we continued our Editorial Calendar for Q1. We added new use cases to our growing catalog, covering topics like G Suite Learning Centre Update

G Suite Learning Centre Update and the Tips for increasing the usage of Drive and/or G+ within your organisation.

Join us in May for more use cases on your favorite Google Cloud products.

What's New for G Suite Admins videos

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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.