

What's New

G Suite

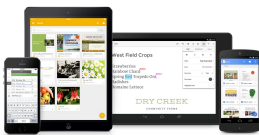
FEBRUARY 2017



Featured launch: Google Cloud Search

Bringing the power of Google Search to G Suite customers

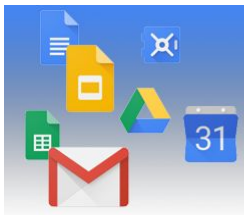
- A smarter search experience, tailored for you
- Breaking down information silos at work
- Now a part of G Suite



Docs, Sheets, and Slides on the go

Work anywhere

Searching for Google Drive files now easier on your Android phone



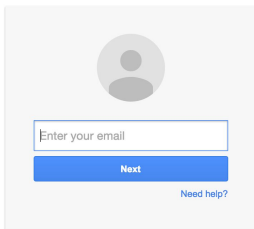
Simple to use

Insert videos from Google Drive in Google Slides

Link to cell ranges in Google Sheets

Support for rotated text, accounting number formats, and more in Sheets

Redesigned unread messages indicators in Hangouts



Business ready

Resolve conflicting accounts with the new Transfer tool for unmanaged users

A new admin privilege for managing custom templates in Google Docs Editors

Improved phone prompts for 2-Step Verification

Preview password-protected files in Google Drive

Google Keep now a G Suite core service with controls and access in Docs

Users with legacy Android devices can now access work apps in Google Play



Learn more about G Suite

Next '17 is coming soon: March 8-10, 2017 | San Francisco

Browse for ways to automate workflows on the Transformation Gallery

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, March 1, 2017

Featured launch: Google Cloud Search

Bringing the power of Google Search to G Suite customers

Announced February 7th, 2017

 Share with your organization

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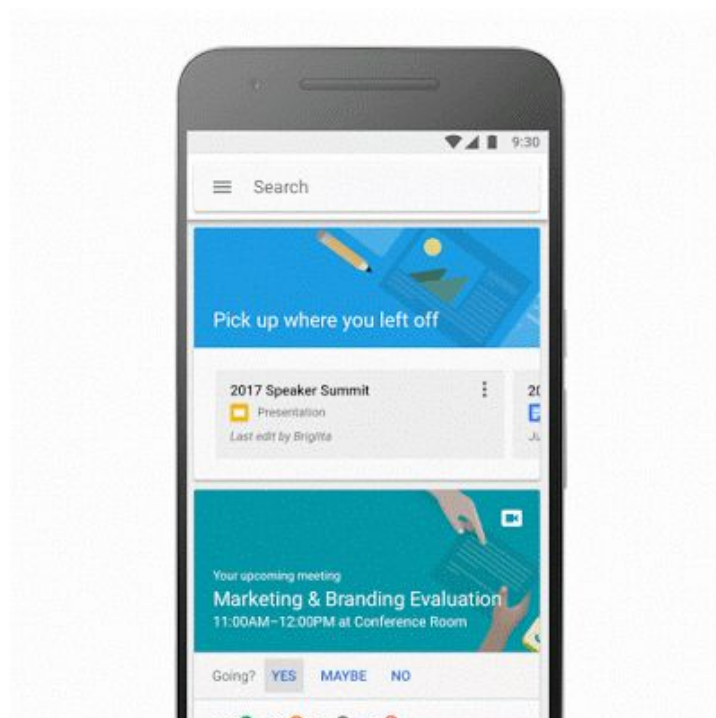
What's new: Every day, people around the globe rely on the power of Google Search to access the world's information. In fact, we see more than one trillion searches each year. As we continue to invest in new cloud-based technologies like machine learning to power our web search engine, we want to help businesses harness the same technology to search for internal information. In February, we announced Google Cloud Search (formerly known as Springboard), a new product that uses machine intelligence to provide a unified search experience across G Suite.

Sorting through internal information has become increasingly complex as more and more companies move their data and workloads to the cloud. As a result, teams are working on hybrid environments and storing immense amounts of data all over and in various formats. From emails and docs to spreadsheets, slides, forms, internal sites, and many more. In fact, according to McKinsey, the average knowledge worker spends 20% of the workweek searching for and consolidating information. Simply put, employees are wasting a lot of time in the process of finding information they need to do their job.

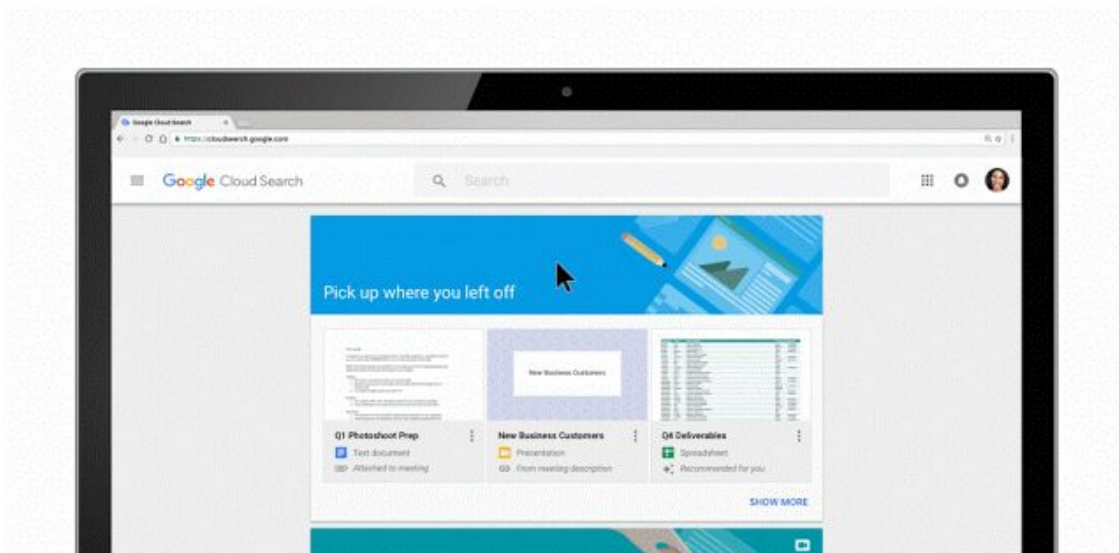
A smarter search experience, tailored for you

Cloud Search brings the best of Google Search and machine intelligence to G Suite. It provides both comprehensive search and proactive recommendations to help you throughout your day.

For example, when you open the Cloud Search app on your phone or laptop, you'll see relevant information organized into simple cards (assist cards) that help you stay on top of your work. Assist cards are a new way to help you find the right information at the right time. Using Google's machine intelligence technology, these cards can help you prepare for an upcoming meeting or even suggest files that need your attention. Assist cards are designed to be timely and relevant so that you can navigate your workday more efficiently. As we continue to learn how information is most useful to you, we'll be adding more assist cards to Cloud Search over time.



In addition to searching for information, you can also search for people listed in your company's directory. You'll see colleagues' contact details, plus events and files you have in common. You can even choose to send an email, make a call, or start a Hangout with just a tap.



For businesses, privacy is a top priority. Cloud Search respects G Suite’s file sharing permissions, so people can only search for and find files that they have access to. This means that company resources like vacation policies can be found by everyone in your organization, but your team projects will only surface to people on your team, and your to-do lists will only be available to you.

Breaking down information silos at work

Since launching in the Early Adopter Program last summer, companies have been using Cloud Search to break down internal silos and access information more quickly. QAD, an ERP solutions provider for global manufacturing companies, helps businesses manage their finances, supply chain, business intelligence and more. Very little time can be spared sifting through documents to find what’s needed to make strategic business decisions, so QAD uses Cloud Search to help.

“At QAD, we operate at a high-level of speed and require technology that provides us agility, flexibility and seamless access to information. Cloud Search provides that. It’s given us the ability to break down silos that exist across different content systems and unlock information with very little effort from IT,” says Scott Lawrence Lawson, Director of IT Architecture.

Now a part of G Suite

Cloud Search is now available for customers using the G Suite Business and Enterprise editions. And this is just the beginning. In the future, we’ll be adding more capabilities to Cloud Search including integration with third-party applications. That way, you and your team can find, access and make the most of your information in G Suite and beyond.

Once turned on for your organization, Cloud Search will be accessible at cloudsearch.google.com.


For more information on Cloud Search, check out the Help Center:

- [Cloud Search Admin Help Center](#)
- [Cloud Search User Help Center](#)
- [Cloud Search Learning Center](#)
- [Cloud Search Product Page](#)

Work anywhere

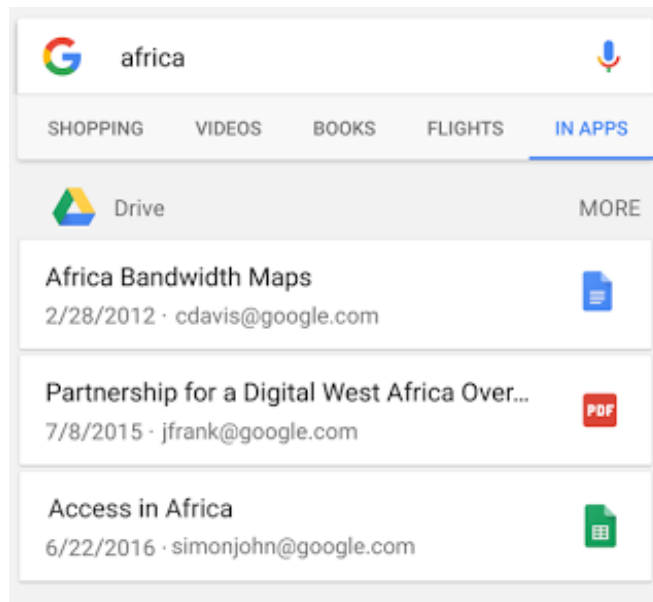
Searching for Google Drive files now easier on your Android phone

Announced on February 23rd, 2017

 Share with your organization

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What's new: It's now even easier to find your Google Drive files wherever and whenever you need them. With this launch, Drive files and folders are now indexed via [Firebase App Indexing](#) and appear as results when you search for them in the [Google app](#) on your Android phone. Simply type your query and tap the "IN APPS" tab to view any Drive files relevant to your search. Select those files to open them in the appropriate app.




Visit the [Google Play Store](#) to download the latest versions of the [Drive Android app](#).

Simple to use

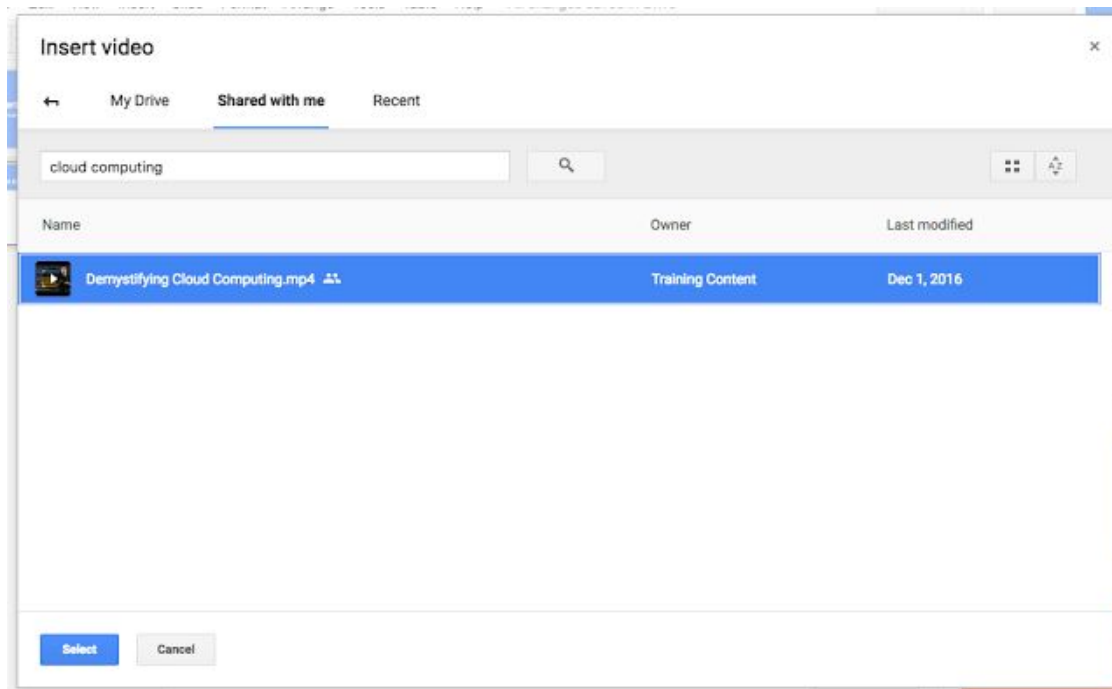
Insert videos from Google Drive in Google Slides

Announced on February 8th, 2017

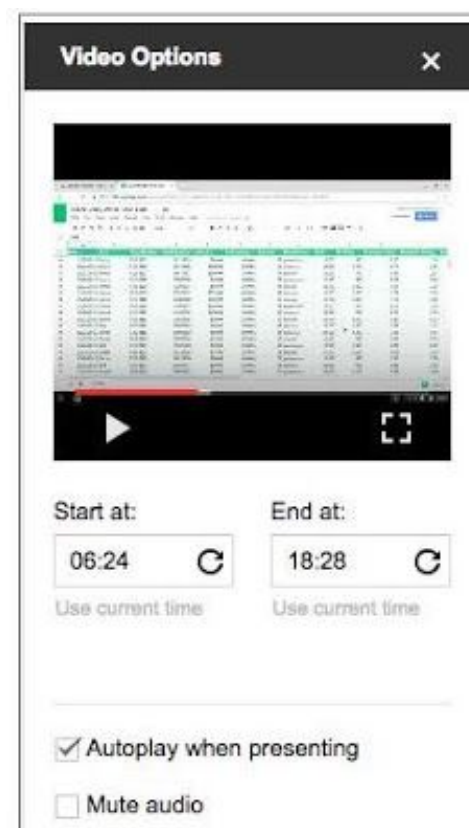
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What's new: With this launch, you can insert and play your Google Drive videos in Google Slides, in addition to videos from YouTube.



Once you've added a Drive video to your presentation, you can choose when to start and end it, whether it should autoplay when presenting, and whether it should be muted or play with audio. Simply right-click on the video and select **Video options**.



If a person viewing your presentation doesn't have permission to view a video embedded within it, they'll be prompted to request access.

Note that while you can play Drive videos in Slides on the web and mobile, you can only insert them from the web application.

For more details, visit the [Help Center](#).

Link to cell ranges in Google Sheets

Announced on February 13th, 2017

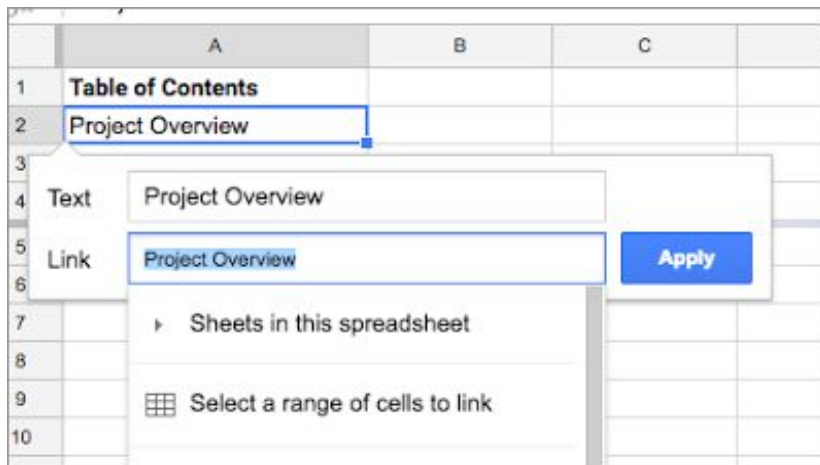
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What's new: Because it can be difficult to navigate large and complex spreadsheets, we introduced the ability to link to specific cell ranges in Google Sheets on the web.

With this new functionality, you can create a "table of contents" for your spreadsheet, direct others to specific content within your spreadsheet, and retain links to cells when you import spreadsheets from other applications.

To link to cells in your spreadsheet, simply go to "Insert link" > "Select a range of cells to link" and type or highlight the desired range.



For more details, visit the [Help Center](#).

Support for rotated text, accounting number formats, and more in Google Sheets

Announced on February 22nd, 2017

[Share with your organization](#)

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What's new: We're working hard to ensure that Google Sheets meets your business needs. As part of that effort, we introduced several enterprise-friendly features that you've been asking for in Sheets on the web, Android, and iOS:

Rotated text

You can now rotate the text in a cell in Sheets (Format > Text rotation). This is especially useful when you need to fit long header names into thin columns, or when you simply want to fit more text on a single screen.

| | 9/5 | 9/6 | 9/7 | 9/8 |
|------------|-----|-----|-----|-----|
| MONDAY | | | | |
| TUESDAY | | | | |
| WEDNESDAY | | | | |
| THURSDAY | | | | |
| Meeting | Y | N | N | Y |
| Conference | N | N | Y | Y |

Accounting number formats

We made it easier to read your budgets, expense reports, and other spreadsheets containing monetary amounts by aligning the currency symbols within them (Format > Number > Accounting). We also made improvements to the way numbers, decimal points, and repeated characters line up to make them simpler to scan and analyze.

| | A | B |
|---|----------------|---------------|
| 1 | Quarter | Budget |
| 2 | Q1 | \$ 900.00 |
| 3 | Q2 | \$ 1,100.00 |
| 4 | Q3 | \$ 2,500.00 |
| 5 | Q4 | \$ 400.00 |

More border styles

You can now choose from several new border styles in Sheets, including various thicknesses and double borders, which are commonly used in financial statements like balance sheets (Toolbar > Borders > Border styles).

Additional improvements on mobile

In addition to the features described above, we also launched the following improvements to our mobile apps:

- Support for using a mouse with the Sheets Android app
- Ability to view and select existing custom colors in the Sheets Android app
- Ability to drag and drop rows and columns in the Sheets Android and iOS apps
- Formatting suggestions in Explore in the Sheets iOS app

For more details, check out the Help Center articles below:

[Help Center: Edit and format a spreadsheet](#)

[Help Center: Format numbers in a spreadsheet](#)

[Help Center: Edit rows, columns & cells in a spreadsheet](#)

[Help Center: See and use suggested charts and analysis in a spreadsheet](#)

Jump right back into the conversation with redesigned unread messages indicators in Hangouts

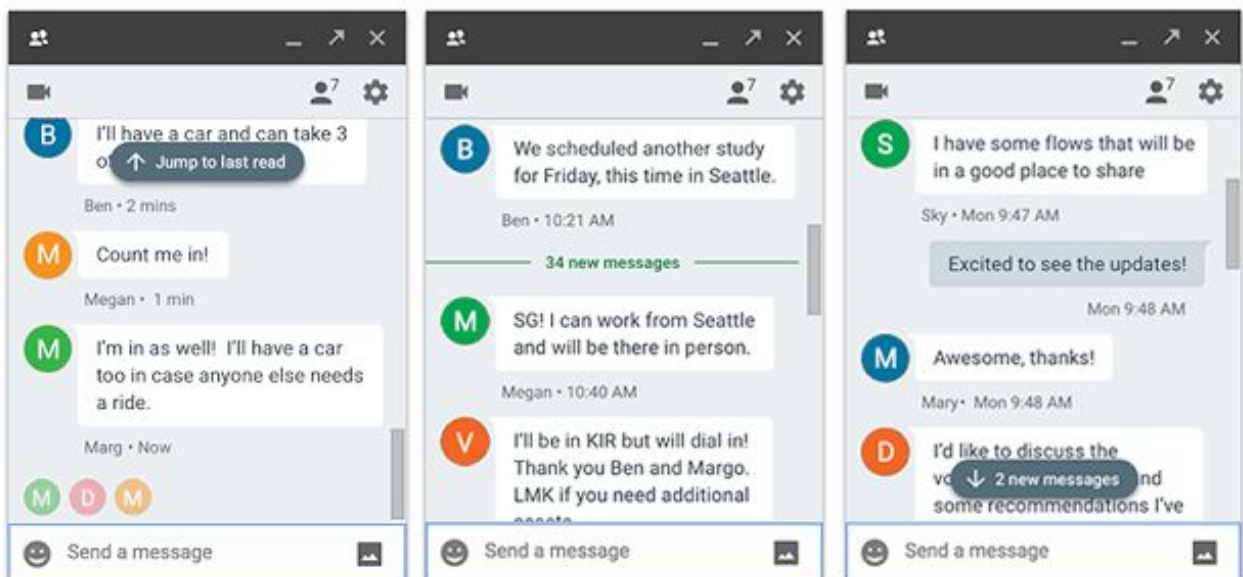
Announced on February 27th, 2017

[Share with your organization](#)

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What's new: In Google Hangouts on desktop and Android*, we've made some time-saving improvements to the way you navigate chats. When you enter a conversation where there has been a lot of activity, you'll see a "Jump to Last Read" button. This will take you to the last unread message in your chat denoted by # new messages indicator. Additionally, the "# new messages" button has been redesigned to match the new UI.

Check out the screenshot below to see how this works:



* Note that this feature is already available for Hangouts on iOS

Business ready

Resolve conflicting accounts with the new Transfer tool for unmanaged users

Announced on February 14th, 2017

★ Admin feature

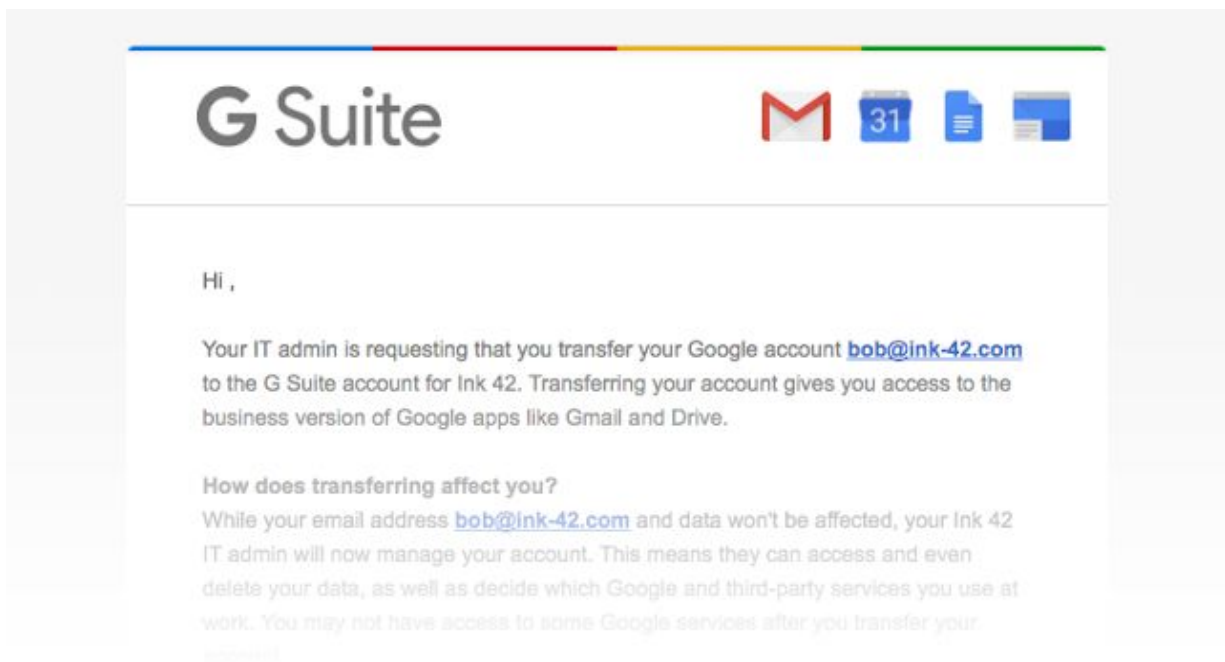
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What's new: If your organization recently made the jump to G Suite, you may have employees who previously set up personal Google Accounts using your company's domain name. With this launch, we've made it easier to identify and transfer those accounts before they become conflicting accounts.

Using the new Transfer tool for unmanaged users, you can view all personal Google Accounts with email addresses that match the G Suite email addresses for your organization. You can then send emails to those individuals, requesting that they convert their personal accounts to G Suite accounts. Later, you can view the statuses of those requests and cancel them as necessary.

| Filters | User email | Not sent | Last synced | Number of invitations sent |
|-----------|---|----------|-------------|----------------------------|
| By Status | <input type="checkbox"/> alic@ink-42.com | Not sent | Nov 3 | 0 |
| Not sent | <input checked="" type="checkbox"/> bob@ink-42.com | Not sent | Nov 3 | 0 |
| | <input type="checkbox"/> chris@ink-42.com | Not sent | Nov 3 | 0 |
| | <input type="checkbox"/> david@ink-42.com | Not sent | Nov 3 | 0 |
| | <input type="checkbox"/> edward@ink-42.com | Not sent | Nov 3 | 0 |
| | <input checked="" type="checkbox"/> fred@ink-42.com | Not sent | Nov 3 | 0 |
| | <input checked="" type="checkbox"/> george@ink-42.com | Not sent | Nov 3 | 0 |

If an employee accepts your request to transfer their account, you'll be granted access to their data and given the ability to manage that account. If they decline or ignore your request, they'll be asked to rename their personal account with a different email address when you create a new G Suite account for them. They'll retain sole access to and control over all of the data in their personal account.



Note that these actions must be performed manually. While you can send requests, cancel requests, and download request statuses for multiple users at once, you can't yet do so in bulk via an API.

We hope this launch will make the transition to G Suite easier for you and your end users alike.

For more information about the Transfer tool, please visit the [Help Center](#).

A new admin privilege for managing custom templates in Google Docs, Sheets, Slides, and Forms

Announced on February 15th, 2017

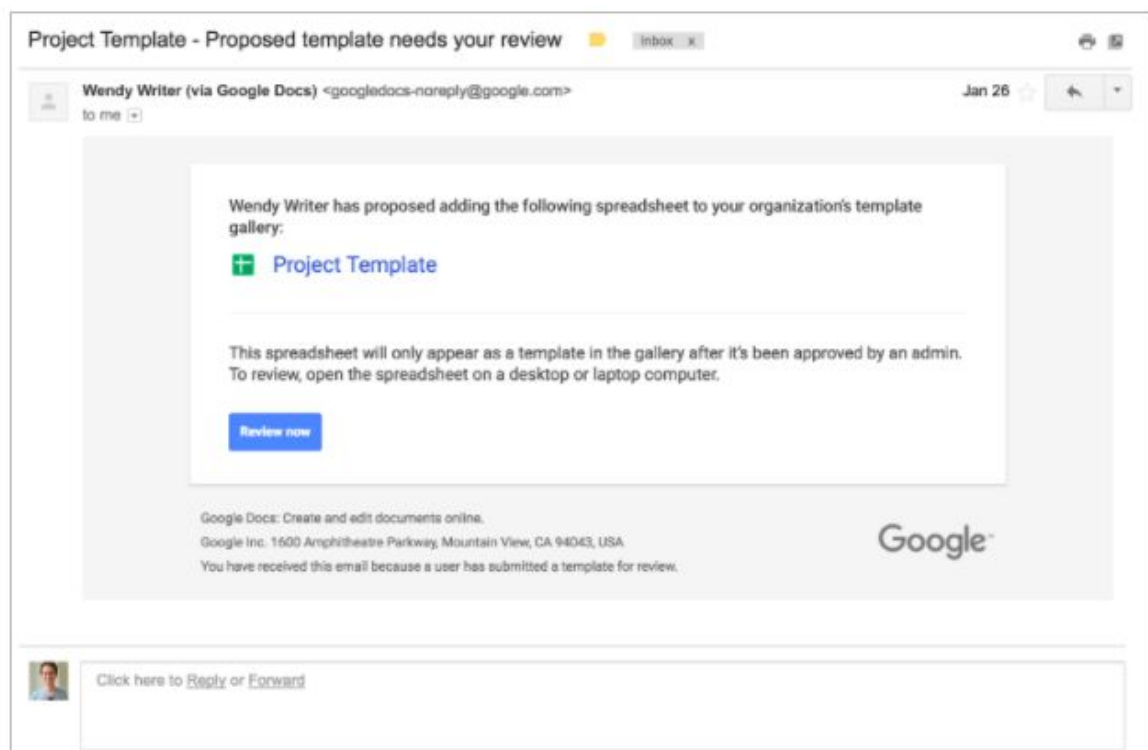
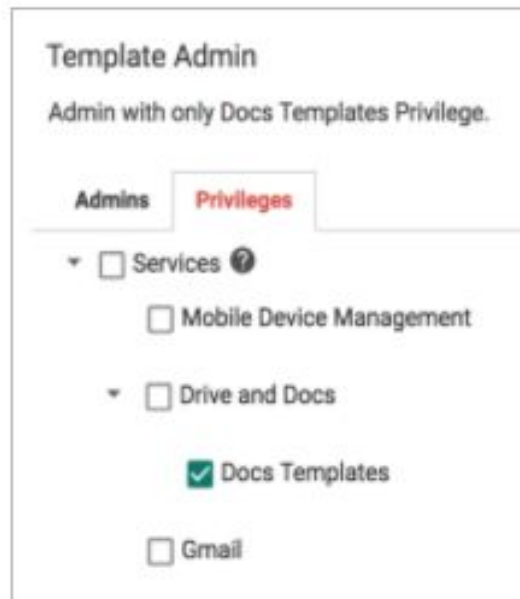
★ Admin feature

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What's new: In November 2016, we [introduced](#) custom [templates](#) in Google Docs, Sheets, Slides, and Forms, allowing teams to spend less time formatting and more time brainstorming, collaborating, and sharing their ideas. We also gave G Suite Business, Education, and Enterprise customers the following optional [controls](#) in the Admin console:

- **Moderated** - require that user-submitted templates be approved by admins with the [Drive and Docs admin privilege](#)
- **Restricted** - restrict template submission to admins with the Drive and Docs admin privilege

With this launch, it's no longer necessary to provision the full Drive and Docs privilege to admins who want the ability to moderate and manage templates. Instead, you can grant those admins a new **[Docs Templates privilege](#)**, which gives them the ability to approve templates and modify template settings in the Admin console, but not the authority to change other Drive, Docs, Sheets, Slides, and Forms settings. Admins who retain the full Drive and Docs privilege will continue to be able to manage templates.



This change will allow your organization to manage custom templates in a scalable way, without relinquishing control over sensitive admin settings.


For more details on the Docs Templates privilege and for instructions on managing templates, check out the Help Center articles below:

[Help Center: Administrator privilege definitions - Docs Templates](#)

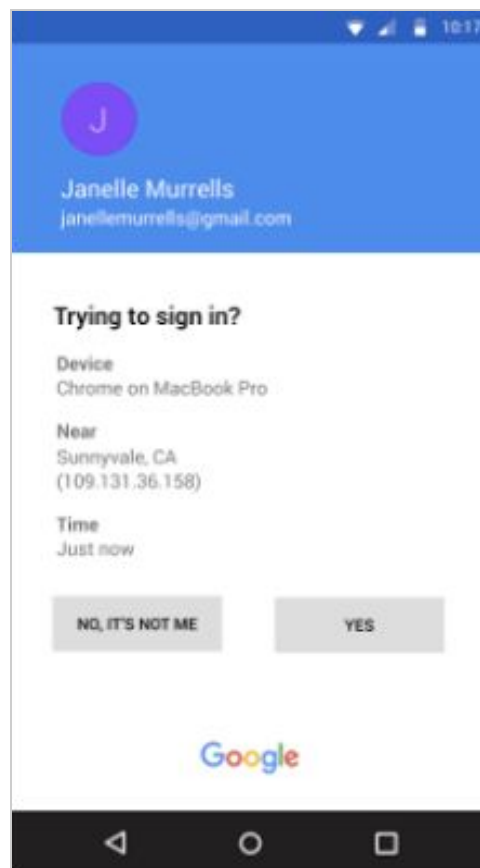
[Help Center: Enable custom templates for Docs, Sheets, and Slides](#)

Improved phone prompts for 2-Step Verification

Announced on February 22nd, 2017
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 Share with your organization


What's new: In June 2016, we [introduced phone prompts](#) for 2-Step Verification, giving users another option to keep their accounts safe. With this launch, users who have opted into receiving phone prompts for 2-SV will notice improvements to the notifications they get when trying to sign in. For instance, when available, they'll see additional details about the sign-in request, like when and where it was made. These improved prompts will appear on both Android and iOS devices.



Check out the [Help Center](#) for more information on [2-Step Verification phone prompts](#).

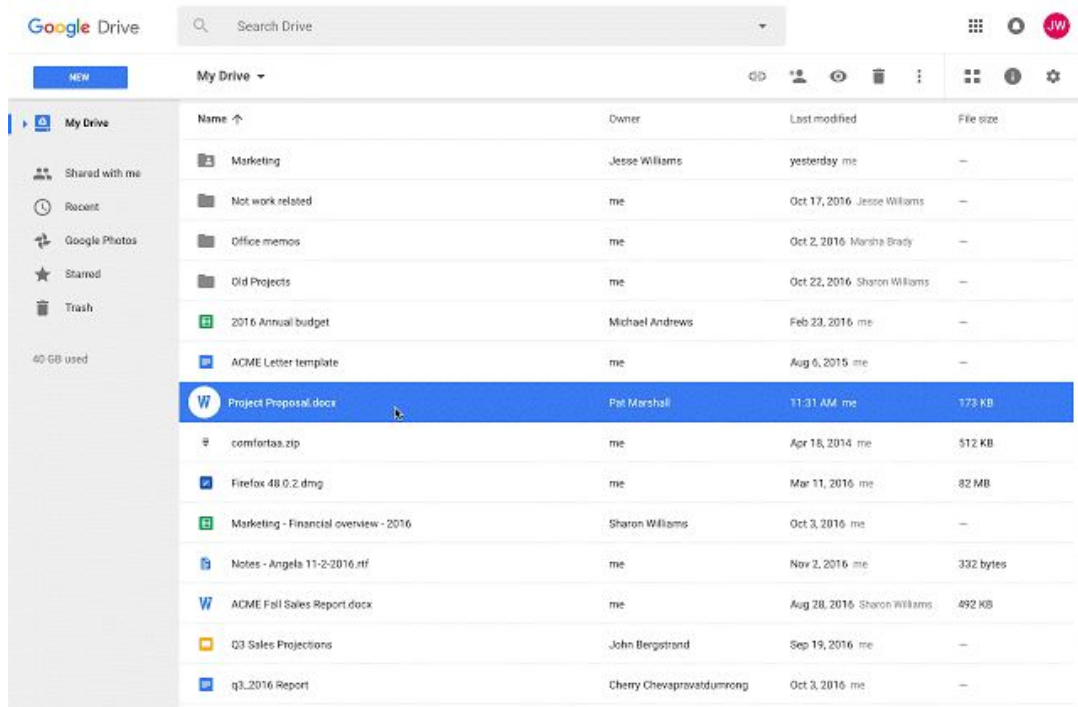
Preview password-protected files in Google Drive

Announced on February 23rd, 2017
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 Share with your organization

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What's new: We know that you work with a variety of file formats in Google Drive. That's why, with this launch, we made it possible to preview password-protected Microsoft Office documents, presentations, and spreadsheets in Drive.



Now when you attempt to open one of these file types in Drive on the web, you'll be prompted to enter the password and, upon doing so successfully, you'll see a read-only preview of that document.

Note that this feature also works when you open password-protected Office files sent as attachments in Gmail.

Google Keep now a G Suite core service with Admin console controls and access in Docs

Announced on February 28th, 2017
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What's new: Available to G Suite users with Google Drive since 2013, Google Keep helps employees capture their thoughts, ideas, action items, and more in one easy-to-access place. With this launch, Google Keep is now a G Suite core service when used within a domain, and it has been added to existing G Suite agreements for most customers. In addition, Keep is now accessible in Google Docs, so employees can easily revisit and repurpose their notes.

G Suite core service

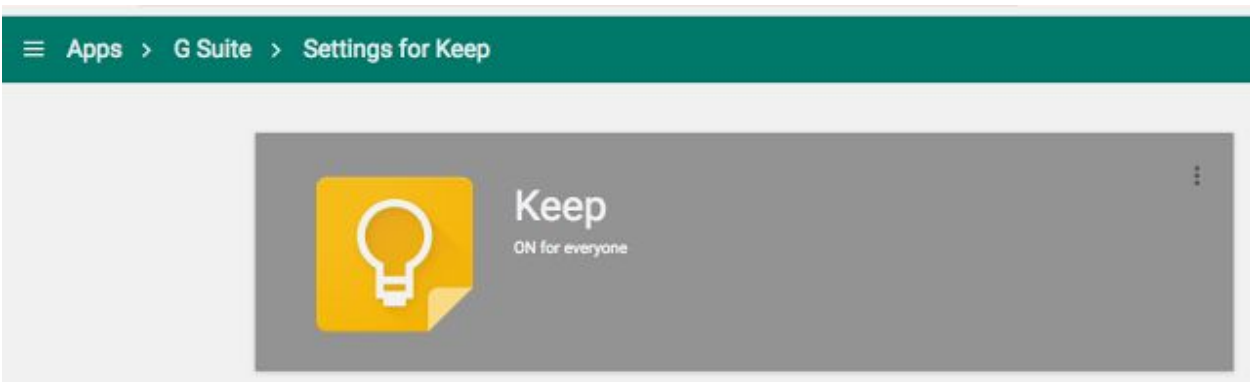
Keep now has the same technical support and service level commitments as any other core service, like Gmail or Google Drive. Going forward, domains using Keep will receive the following benefits:

- Keep content will be handled as specified in your G Suite agreement.
- Keep will be compliant with the terms, conditions, and service levels defined in the [G Suite Technical Support Services Guidelines](#) and the [G Suite Service Level Agreement](#).
- Keep will be added as a monitored service to the [G Suite Status Dashboard](#).

Additional admin controls

In addition, we're giving G Suite admins greater control over Keep usage in their organizations, by allowing them to turn the app on or off for their domains. The steps to do so will depend on an organization's current use of Google Drive. For example:

1. If you currently have Google Drive enabled for your organization, your users have had access to Keep and will continue to have access to Keep following this launch. If you would like to turn Keep access OFF, you can now do so from the Admin console (**Apps > G Suite > Keep**).
2. If you do not have Drive enabled for your organization, your users have not had access to Keep. Should you choose to turn on Drive in the future, Keep will be turned ON for your organization if you've opted into automatically receiving new services in the Admin console and turned OFF for your organization if you've chosen to manually enable new services. You will be able enable or disable the application from the Admin console at any time.

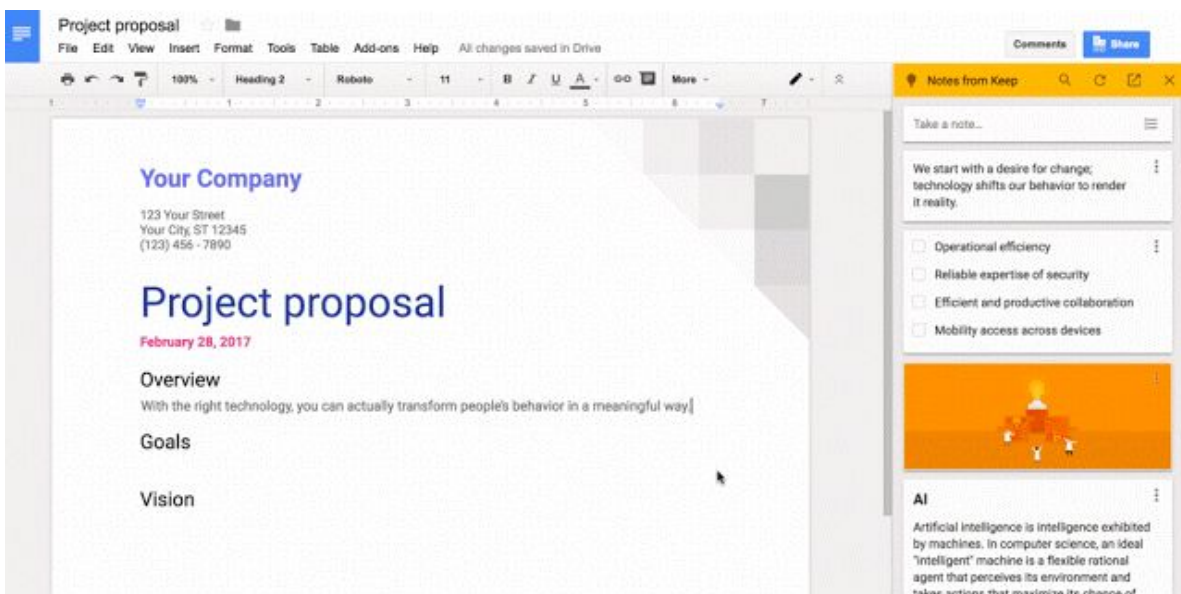


When turned on, Keep will respect a subset of the [sharing settings](#) applied to Google Drive.

View and create Keep notes in Docs

The improvements to Keep don't just apply to admins. End users can now view and create Keep notes in Google Docs on the web. Starting today, simply select "Keep notepad" from the Tools menu to pull up a sidebar containing your notes from Keep (and the option to search them). You can then edit those notes and drag and drop them into your document.

If you're inspired by the content already in your doc, you can create a new note by highlighting the relevant text, right-clicking, and selecting "Save to Keep notepad." Or, if you simply want to create a new note with brand-new content, you can start typing in the "Take a note..." box in the notepad. All notes you create while in a document will be added to a "related" section within the sidebar. When you then view those notes in Keep, they will include a link back to the document in which they were created.




For additional details, check out Help Center:

- [G Suite Learning Center: Keep](#)
- [Help Center: Get started with Keep](#)
- [Help Center: Turn Keep on or off for users](#)
- [Help Center: Set Keep sharing settings](#)
- [Help Center: Use Google Keep in a document](#)

Users with legacy Android devices can now access work apps in Google Play

Announced on February 28th, 2017
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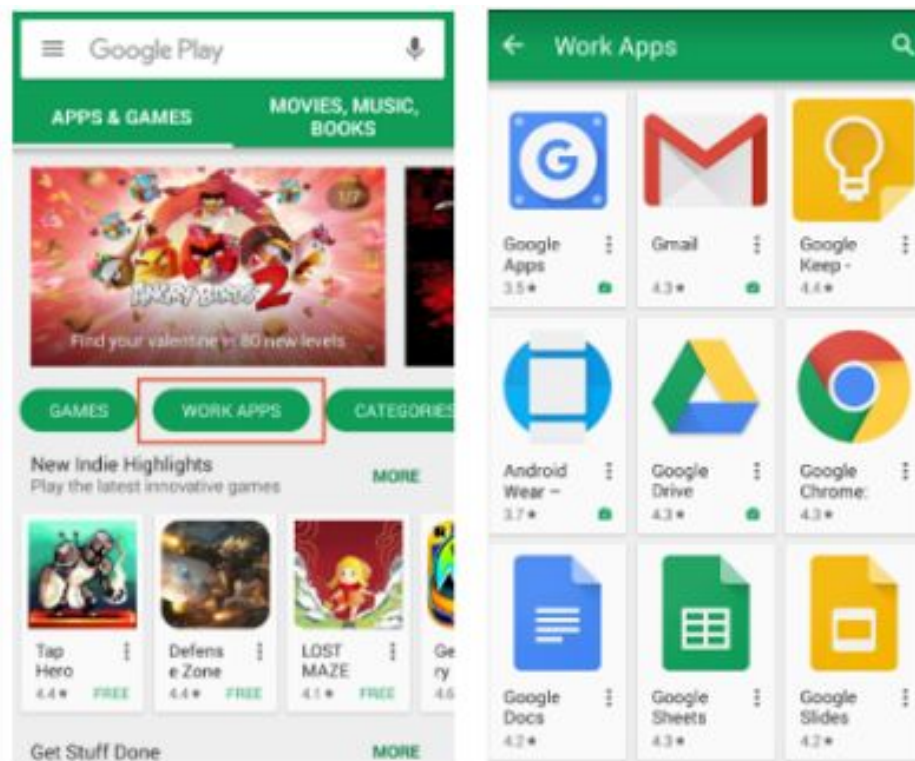
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What's new: Earlier this year, we [announced](#) that your organization's private apps would move from the "Private Channel" (i.e. the "domain.com" tab) to the "Work Apps" tab in the Google Play Store. We envision this Work Apps section as a single destination where users can find all of the applications they need to be productive on mobile. Using [Google Mobile Management](#), G Suite administrators can offer a curated set of both public and custom apps to their employees in the Work Apps section of Google Play.

Previously, however, employees with Android devices that did not support [work profiles](#) could not see the Work Apps tab and the apps their admins had curated. This included any users with Android devices running 5.0

Lollipop or less. With this launch, employees with these older devices can now access the Work Apps tab in Google Play (in their personal profile) and the apps their admins have curated.



Note that on devices that *do* support work profiles, the Work Apps tab can only be accessed from Google Play in the work profile.

For more information, check out the Help Center:
[Help Center: Manage Google Play private apps](#)
[Help Center: Publish private apps](#)
[Help Center: Manage apps on mobile devices](#)

Learn more about G Suite

Next '17 is coming soon: March 8-10, 2017 | San Francisco

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Google Cloud

Next

WATCH THE LIVE STREAM

In just a week, thousands of developers, IT practitioners, and industry leaders will gather in San Francisco for Google Cloud's premier conference. Join Diane Greene, Sundar Pichai, and other Google leaders to learn what Google Cloud offers today, our vision for the future, and how customers and partners are using Google Cloud to build what's next.

View the live stream [here](#) starting Wednesday, March 8, at 9 AM PST.

Browse for ways to automate workflows on the Transformation Gallery

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Automate workflows around the workplace

In February the Transformation Gallery team kicked off a new blog series, [Work hacks from G Suite](#). Check it out to get some tips for making processes automatic. Using tools like Forms, Apps Script, and Sheets you can streamline every day workflows from tracking employee compliance to requesting time off.

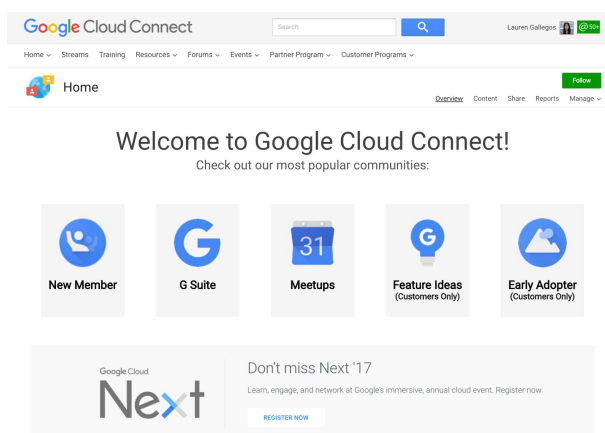
Bookmark the [Transformation Gallery](#) and see what processes have worked for others in your industry or job function.



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

Admin resource

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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 continued our Editorial Calendar for 2017. We added new use cases to our growing catalog, covering topics like how to [Automate your time-off request process](#) and [The first public cloud locations map](#).

To top things off, Kim Wylie continued her Change Management series with articles on [Google's Change Management Methodology for Deploying G Suite](#) and [G Suite adoption for high performing teams](#). Join us in March for more use cases on your favorite Google Cloud products.

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

 Share with your organization

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Halfway through Season 10!

The G Suite Show featured episodes for Google Classroom, focusing on individualized learning, the latest Chromebook with a stylus and world-facing camera, as well as the new Admin console reports. You can check out the episode [here](#).

Next, Lily and Jimmy share their favorite [Gmail gems](#) so you can easily tackle an unmanageable inbox. These gems feature ideas for labels, filters, integrated search, and schedule direct to calendar.

When scheduling meetings, oftentimes we are forced to do it on-the-go. Have no fear as "Find a Time" for mobile is here! It easily scans your calendar and guest calendars to determine the next best time. Jimmy and Drea share new features for calendar [here](#).

Lastly, Drea and Jenny explain how businesses can make a [virtual training hub](#) using Google Sites and Drive. This is one of our most popular cards from the [Transformation Gallery](#).




See what's new with Google Classroom



Quickly and easily create a virtual training hub

What's New for G Suite Admins videos

 Admin resource

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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.*