What's New

G Suite

APRIL 2017



Featured launch: Email Log Search improvements

Email Log Search improvements in Gmail to make your job easier

- Search for emails by subject line
- Email policies are linked in the email log



Work anywhere

Google Cloud Search iOS app now available



Simple to use

Discover more of the things you're into with Topics on Google+



Business ready

Customize your site with logos, matching colors, and more in the new Sites
Track Google+ adoption levels at your organization with new usage metrics
Updates to Admin console to always show the latest data
Improved admin controls over offline access to Docs Editors files on the web



Learn more about G Suite

Transform your workplace using the G Suite Transformation Gallery

The G Suite Show on YouTube

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

What's New for G Suite Admins videos

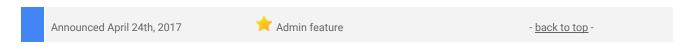
We'd really appreciate your thoughts on how we can make this newsletter work best for you.

- The G Suite Team, May 1, 2017



Featured launch: Email Log Search improvements

Email Log Search improvements in Gmail to make your job easier



What's new: Last December, we <u>made it easier</u> for Gmail administrators to support their users with better troubleshooting tools. As a follow-up, in April we launched several improvements to the <u>Email Log Search</u> tool.

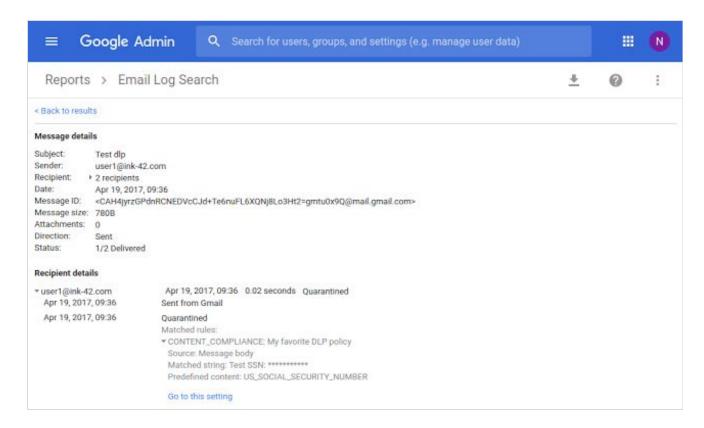
Search for emails by subject line

While the message ID is a great way to find the exact message for troubleshooting, it's not always convenient for users to provide this information. Now, email administrators can <u>search by email subject</u> and save time troubleshooting with their users.

Email policies are linked in the email log

Now, you will be able to know which of your email policies triggered which action and make modifications to your policies by clicking on a link to the relevant policy.

The email log shows delivery status for emails in your domain. For emails that didn't reach their destination or triggered an email routing rule, the status will explain why. For example, emails may have been quarantined as spam, or bounced because they couldn't be delivered.



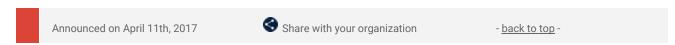
Thanks to all of the email administrators who provided feedback about Email Log Search.

Learn more about Email Log Search in the Help Center.

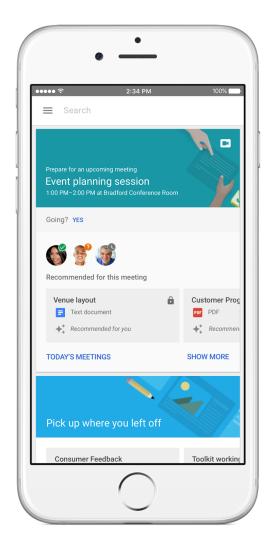


Work anywhere

Google Cloud Search iOS app now available



What's new: This past February, we <u>introduced</u> Google Cloud Search, a new product that uses machine intelligence to provide a unified search experience across G Suite. Already available on the <u>web</u> and via the <u>Android app</u>, Cloud Search is now accessible on your iOS device as well. With this launch, you can download the Cloud Search iOS app from the <u>App Store</u> and search across your G Suite applications right from your iPhone or iPad.



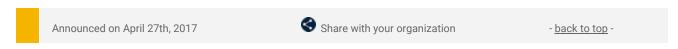
For more details, check out the Help Center: <u>Cloud Search Admin Help Center</u> | <u>Cloud Search User Help Center</u>

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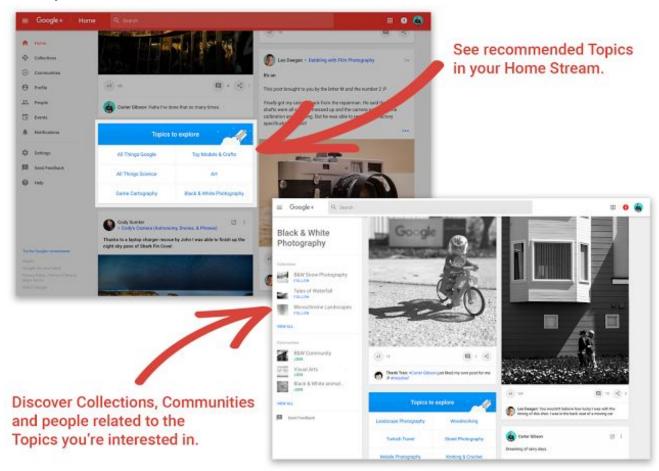


Simple to use

Discover more of the things you're into with Topics on Google+



What's new: Millions of people use Google+ to connect around the things they're interested in. To help you sort through the many Collections and Communities where people share, we've created a new feature called Topics. With Topics, you'll see a high-quality stream of Collections, Communities and people related to things we think you'll be interested in.



There are already hundreds of Topics available in English, Spanish and Portuguese, covering everything from black-and-white photography to hiking and camping. So whether you've recently discovered the wonders of woodworking, love gardening, or can't get enough of street photography, there's a stream of unique and interesting stuff waiting for you on Google+.

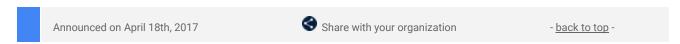
To see the recommended Topics, head to your home stream and look for the "Topics to explore" cards.

For more information, check out the Google+ Keyword blog post.

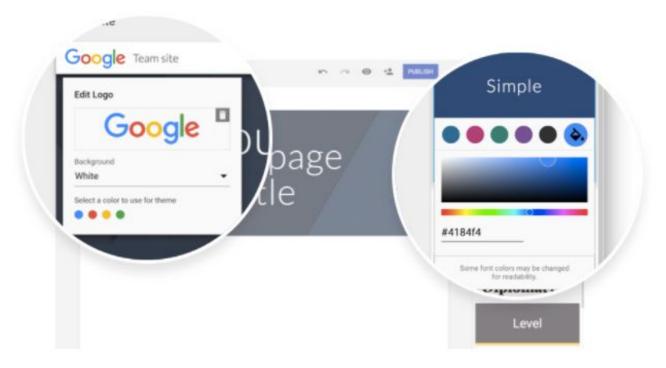


Business ready

Customize your site with logos, matching colors, and more in the new Sites



What's new: Since <u>launching</u> in November 2016, we've continued to add features and functionality to the new Google Sites, including support for Team Drives, section dividers, subpage creation, and more. With this launch, we've made it possible to add a logo to your site and to use the colors from that logo to customize your site further. Simply add the logo of your choice, and we'll intelligently detect its colors and offer them for use in your theme. A common request from our enterprise users, this new feature will help you create professional, business-ready sites for your organization.



For more information on custom logos and colors, visit the Help Center.

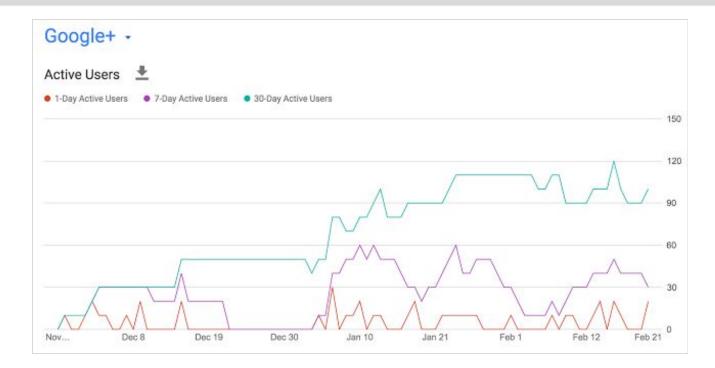
Track Google+ adoption levels at your organization with new usage metrics in the Admin console and the Reporting API



What's new: One of the most compelling reasons to adopt Google+ is its power to connect and engage your workforce. Having a more engaged workforce increases retention and innovation within an organization and leads to more productivity. Since announcing that Google+ is now a core G Suite service last September, we've heard that you'd like better reporting on Google+ adoption and engagement throughout your organization. In response, we've taken the first step by adding new enterprise-focused Google+ usage reporting in the Admin console and the Reporting APIs. With this change, you'll now be able to look up:

- Daily active Google+ users
- Weekly active Google+ users
- Monthly active Google+ users
- Number of new users
- Number of new posts
- Number of new comments
- Number of new +1s
- Number of posts viewed
- Number of posts reshared

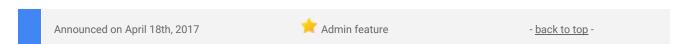




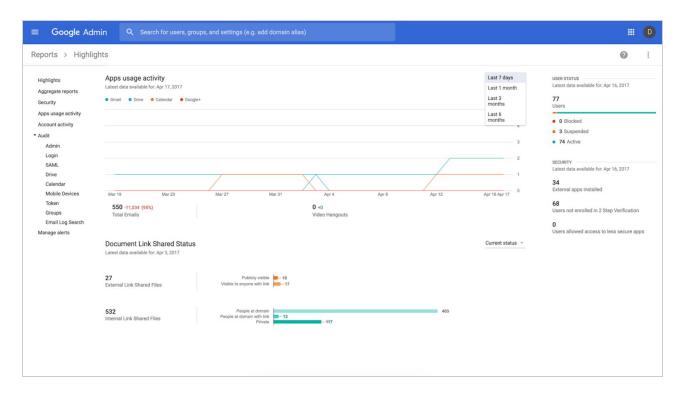
We're excited for this first launch of enterprise reporting metrics for G+, and look forward to adding even more improvements, like user-level reports, later this year. Please let us know how you're using them and what else you'd like to see through the Feedback options in the Admin console.

Check out the Help Center for more information on Aggregate Reports.

Updates to Admin console to always show the latest data, "date picker" being removed



What's new: This launch changed the default behavior of the Highlights, Aggregate Reports, and Security reports in the Admin console to always show the latest available metrics for each data source. Before, these reports were filtered on a default date in the past that contained the first complete set of reports, which may have included delayed metrics even when more up to date information was available. Going forward, we'll remove the date picker and always show you the latest available metrics and notify you when metrics are delayed.





Benefits:

- Under the Highlights section, you can now see the latest data for each metric.
- Under Apps Usage, Document Link Shared Status, User Status, Storage, and Security Reports, we'll display "Latest data available for: " for the relevant metric when you hover over the metric.
- A '*' symbol may appear next to stale metric values under each section, indicating when data may be delayed compared to other metrics in the same section.

FAQ:

- Does this change affect the Reporting API?
 No, the Reporting API is not affected by this change. We will notify you of any future API changes.
- If the 'date picker' is removed, will I lose the ability to review results from the "last month" in the Highlights report?

No, the drop down to view the "last 7 days", "last month", "last 6 months" (screenshot) will continue to function as it does today. Docs reporting data was often delayed (3+ biz days), so many customers were confused or didn't realize that using the date picker didn't allow them to see more recent data than what was actually available in the system - it gave them a false sense of control over the data. The new reporting heading explicitly states "latest data available", which more accurately exhibits the data that is actually available. Admins can always search for data for a specific date range (historical) using the Reports API.

Note: this launch is rolling out gradually and may not be visible to all G Suite customers until mid-May.

Check out the Help Center for more information.

Improved admin controls over offline access to Google Docs, Sheets, and Slides files on the web



Announced on April 24th, 2017



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What's new: Protecting proprietary and sensitive data is a top priority for many G Suite admins, just as is enabling their employees to work anywhere, anytime—with or without an internet connection. With this launch, we made it easier for admins to balance those interests by introducing settings in the Admin console for managing users' access to Google Docs, Sheets, and Slides files offline.

Going forward, admins will have the following options to control offline access on desktop computers (in the Admin console at **Apps > G Suite > Drive and Docs > Data Access**):

- 1. **Control offline access using device policies** If an admin selects this option, she will need to take <u>additional steps</u> to control offline access for her users. IMPORTANT:
 - a. If an admin does not want to enable offline access for ANY of her users, she should select this option and not take the extra steps to implement device policies on managed computers.
 - b. If offline access was previously enabled in an organization and an admin selects this option, her users will <u>lose</u> offline access until she takes the extra steps to implement device policies on managed computers.
- 2. **Allow users to enable offline access (recommended)** If an admin selects this option, his end users will be able to <u>manually enable offline access</u> from their Docs or Drive settings. Before doing so, the user will be asked if the computer is a trusted one and warned not to turn on the setting for any public or shared device.



Data Access

Offline

Locally applied

Control offline access using device policies

Copies of recent files are only synced and saved on devices if you've defined a managed policy to do so. Follow these steps to set up and manage a policy.

Note: All users will lose access to offline documents on all devices if managed devices policies are not set.

Allow users to enable offline access (recommended)

Copies of recent files will be synced and saved on the user's computer and computers they trust.

If offline access is enabled for all or specific computers, recent Google Docs, Sheets, and Slides files on those computers will be automatically synced to the device and made available offline. This should improve the user experience on Docs, Sheets, and Slides, allowing employees to continue working, uninterrupted, even when their internet connection is poor or failing. Please note that these settings will <u>not</u> apply to non-Docs, non-Sheets, and non-Slides files in Drive.

If you previously allowed users to enable offline Docs, the second setting above (Allow users to enable offline access (recommended)) will be ON when these new settings launch, meaning your users will continue to have offline access.

If you previously didn't allow users to enable offline Docs, the first setting above (Control offline access using device policies) will be ON when these new settings launch, meaning your users will not have offline access until you take the additional steps required to implement it.

Please note that these settings only apply to Docs, Sheets, and Slides in a Chrome browser on a desktop computer; they have no impact on <u>automatic syncing to Android and iOS devices</u> or on files synced using <u>Google Drive for Mac/PC</u>.

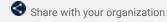
Learn more about enabling offline access for Docs, Sheets, Slides, and Slides in the <u>Help Center</u>.



Learn more about G Suite

G Suite Transformation Gallery





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See how others have transformed their workplace using G Suite

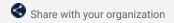
Customers use G Suite in so many ways to get work done better and more collaboratively. They start by reviewing legacy processes and ask themselves, "How can we do this faster or more efficiently?" The results are workplace solutions which range from managing R&D requests with Forms and Sites to using Apps Script and Drive to manage-crises and emergency documentation.

Bookmark the <u>Transformation Gallery</u> and see what worked for others!



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





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We're back with another season and two new hosts!

Our first episode focused on the new Hangouts experience, <u>Meet</u>. In this episode, Jenny calls into the G Suite Show to host with Lily. They cover the differences between the new and old Hangouts experience for G Suite Business and Enterprise users. There's also a handy feature to dial-in into meetings when a user isn't available to join via video chat. The Meet app also allows for 2-click entry into any meeting.

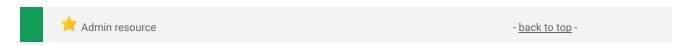


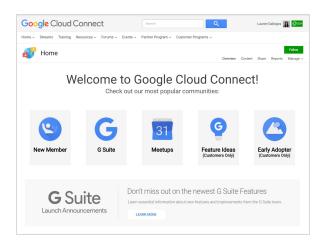
Jimmy and our new host, Riya, showcase another card from the Transformation Gallery. This <u>episode</u>, which uses Forms, Sites, and Sheets allows for teams to update their daily production in real-time without having to use paper or static files that may get misplaced. Whether a user is on a production line in a factory or an engineer tackling bugs, this is a great process for any team.

Our last episode focuses on <u>App Maker</u>, a low-code, application development tool that lets you quickly build and deploy custom apps tailored to your org's needs. Kevin joins the G Suite Show and wants to get to know all of the different teams we work with. With the help of <u>App Maker</u>, he's able to develop an app to help organize these teams.



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





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 April, we kicked off our Editorial Calendar for Q2. We added new use cases to our growing catalog, covering topics like the <u>Latest Additions to the Transformation Gallery</u> and <u>The New GCC Welcome Tutorial.</u>

To top things off, Kim Wylie continued her blog series on Security with articles on <u>The Emergence of a Digital Leader in Navigating Change</u> and <u>The journey to the Cloud: The social and collaboration maturity model</u>. Join us in May for more use cases on your favorite Google Cloud products.

What's New for G Suite Admins videos





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

How it works: Bookmark the <u>playlist on YouTube</u> and check back each month for updates.

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