

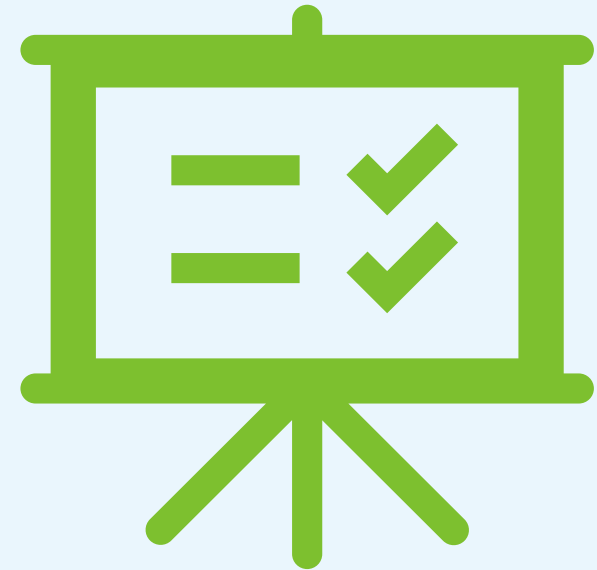
A brief introduction to Google Workspace

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This is a part of our Digital Foundations training series.



superhighways

harnessing **technology** for **community** benefit

What is Google Workspace

- ✓ a suite of cloud-based productivity and collaboration tools.
- ✓ Designed to facilitate collaboration and communication
- ✓ Suitable for businesses, schools, and personal use
- ✓ administrative and security features to manage user access, data storage, and device management
- ✓ custom email for businesses
- ✓ Gmail, Calendar, Drive, Docs, Sheets, Slides, and Meet etc.

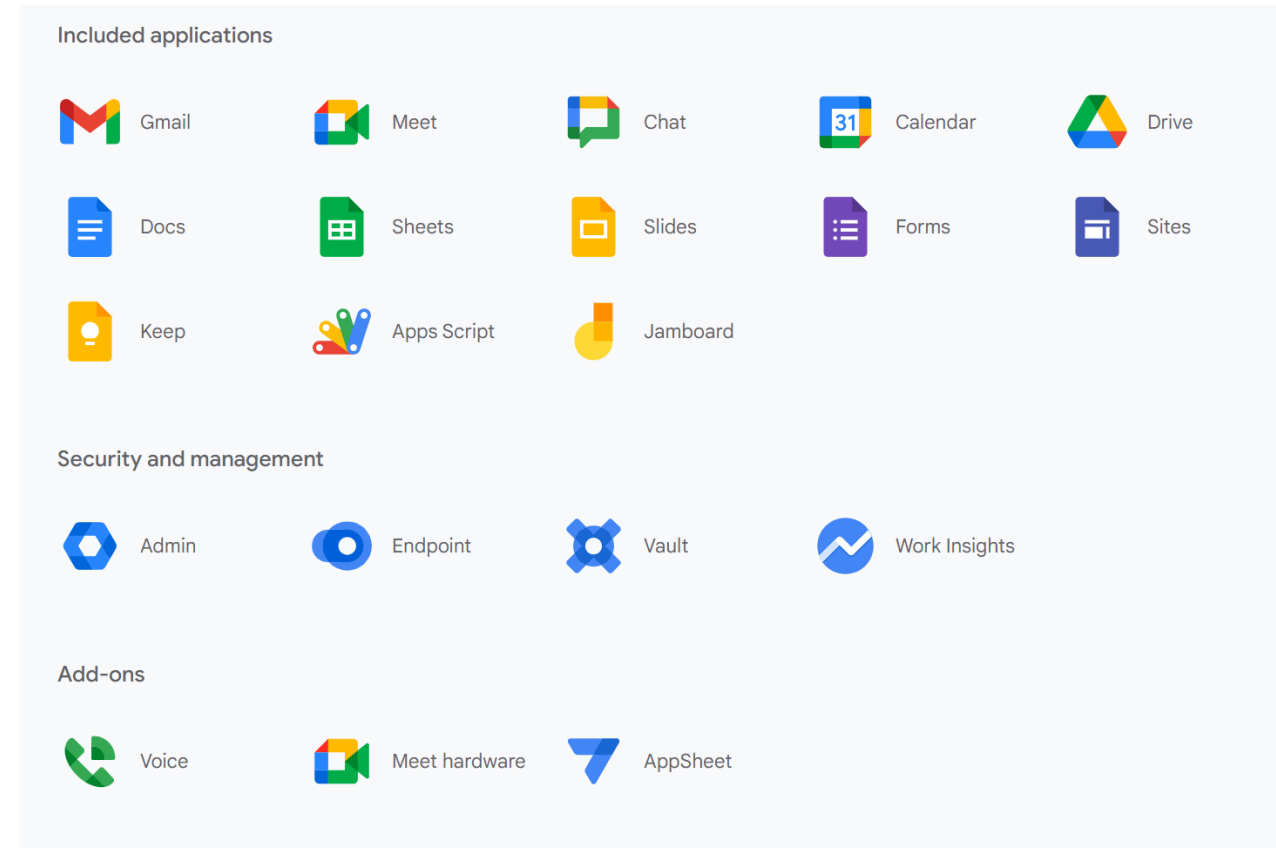


Google Workspace

Productivity suite:

Gmail, Sheets, Docs, Slides, Forms, Contacts, Calendar, Meet, Chat and Drive for storage

[Compare Google Workspace non-profits offerings](#)



How Does Google Workspace compare to Microsoft 365

Pros of Google Workspace:

- ✓ Seamless integration across all Google apps enhances productivity and collaboration.
- ✓ User-friendly interface with minimal learning curve for new users.
- ✓ Real-time collaboration features in Docs, Sheets, and Slides facilitate teamwork.
- ✓ Affordable pricing plans suitable for a range of business sizes.
- ✓ Strong security protocols to protect user data and privacy.



How Does Google Workspace compare to Microsoft 365

Cons of Google Workspace

- ✓ Some users may have concerns about data privacy given Google's data collection practices.
- ✓ Features may be less extensive compared to desktop applications, limiting advanced users.
- ✓ Primarily online-based, which can be a disadvantage without internet access.
- ✓ The ecosystem may not integrate as well with non-Google products.

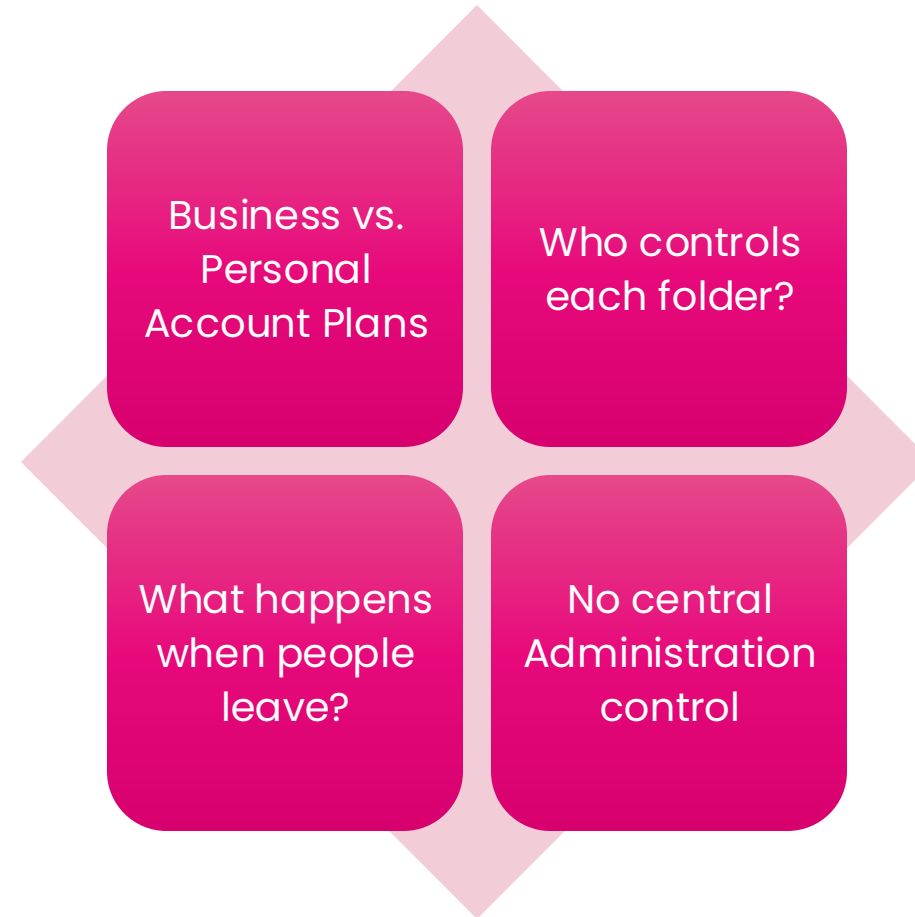


Gmail for Business

- ✓ Email with your domain name
- ✓ An integrated experience where users can manage emails, chats, and video meetings all in one place
- ✓ With features like labels, filters, and tabs, you can organize your inbox effectively
- ✓ Gmail's confidential mode allows users to send sensitive information with expiration dates and SMS passcodes
- ✓ Gmail ensures that your email is stored safely in the cloud, allowing access from any computer or device with a web browser



Problems with Simple File Sharing?



Google Drive

- ✓ Google Drive offers a single location for all your charity's documents, spreadsheets, and presentations
- ✓ Enhance teamwork by allowing multiple users to view, edit, and comment on documents simultaneously.
- ✓ With Google Drive, you can reduce IT costs as it provides a secure cloud-based solution that eliminates the need for local file storage infrastructure.
- ✓ Google Drive is built with strong security protocols to protect sensitive information, and as a UK-based charity, you'll benefit from compliance with local data protection regulations.



Google Drive

- ✓ Google Drive ensures that your data is encrypted in storage and transit
- ✓ Drive actively scans for spam, phishing, and malware, and will block or warn users about potential threats to keep your files safe
- ✓ For an additional layer of security, Google Drive supports two-factor authentication
- ✓ Users have control over their privacy settings, allowing them to manage who has access to their data



Google Shared Drives

- ✓ Shared Drives are designed for teams to store, search, and access files collectively
- ✓ Google Workspace provides administrators with advanced controls for user and content management, including audit reports, data loss prevention, and mobile device management



Drive

Quick demo



Creating with Google Docs

- ✓ Like Word
- ✓ Collaboration Made Simple
- ✓ Accessibility Anywhere
- ✓ Easy to Use
- ✓ Secure and Reliable
- ✓ Revision History
- ✓ Voice Typing



Google Docs

Quick demo



Data Handling with Google Sheets

- ✓ Like Excel
- ✓ Real-time Collaboration
- ✓ Accessibility
- ✓ Integration
- ✓ Automation
- ✓ AI-Enhanced Features
- ✓ Templates and Formats
- ✓ Web based



Google Sheets

Quick demo



Presenting with Google Slides

- ✓ It allows multiple users to work on the same presentation simultaneously, enhancing teamwork and productivity
- ✓ No software installation is required, enabling access to your presentations from any device with an internet connection
- ✓ The intuitive design ensures a short learning curve, with additional resources available for new users
- ✓ Presentations can be exported in various formats like PDF, PPTX, and JPG, facilitating easy sharing and compatibility
- ✓ Changes are saved automatically, ensuring that your work is never lost and can be accessed from anywhere



Google Slides

Quick demo



Google Meet

- ✓ Host video conferences with up to 250 participants
- ✓ Record meetings and save them to Google Drive for later reference
- ✓ Access advanced moderation controls for managing discussions effectively
- ✓ Utilise US or international dial-in phone numbers for broader reach



Google Meet - moderation

- ✓ Meeting creators and calendar owners can mute or remove participants
- ✓ Hosts can assign co-hosts
- ✓ Hosts can control who can share their screen, send chat messages, or add new participants
- ✓ 'Lock meeting' feature to prevent new participants from joining after the meeting has started
- ✓ Hosts can restrict certain actions, like presenting and chatting, to people within their organization



Google Workspace Productivity Tips - YouTube

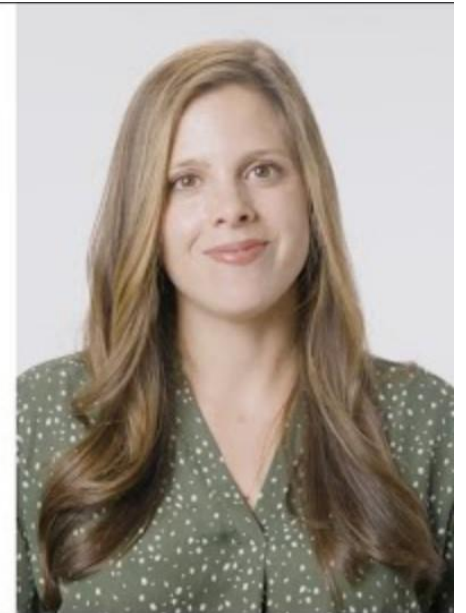
Google Workspace Productivity Tips

Host controls
in Google Meet




Google Workspace Productivity Tips









Play part of a video
in Google Slides




Customisation with Add-Ons












Built by Google[®]
Apps from Google to help you connect, create, and collaborate.



 <p>Form Notifications Google</p> <p>Create and configure email notifications for response thresholds and Form...</p> <p>★ 4.1 ⬇ 38M+</p>	 <p>Google Analytics google-analytics-add-ons</p> <p>Access all of your Google Analytics data in Google Spreadsheets.</p> <p>★ 4.2 ⬇ 17M+</p>	 <p>Google Arts & Culture Google Arts & Culture</p> <p>Artworks, Stories, Games and more from the collections of leading museums, art galleries...</p> <p>★ 3.3 ⬇ 14M+</p>	 <p>Google Play Books Google LLC</p> <p>Distribute ebooks to students and link books to assignments in Google Classroom</p> <p>★ 2.3 ⬇ 3M+</p>
 <p>Goal Seek for Sheets Google</p> <p>The Goal Seek add-on for Google Sheets™ enables users to calculate the required value...</p> <p>★ 2.7 ⬇ 3M+</p>	 <p>Google Drive Google</p> <p>Get updates on changes in Drive.</p> <p>★ 4.4</p>	 <p>Salesforce Connector Google</p> <p>Import reports or custom data queries from Salesforce into Google Sheets™, make...</p> <p>★ 3.9 ⬇ 1M+</p>	 <p>Giphy for Google Chat Google</p> <p>Post GIFs from GIPHY directly into Google Chat.</p> <p>★ 5.0 ⬇ 760K+</p>

Google Workspace[®]
Market-leading applications to help you get work done.



 <p>Lucidchart Lucid Software</p> <p>Collaborate on diagrams, such as flowcharts, wireframes, ERDs, and more.</p> <p>★ 4.0 ⬇ 50M+</p>	 <p>MAIL MERGE for SHEETS yamm</p> <p>Yet Another Mail Merge... Talarian</p> <p>Send mass personalized emails with your Gmail™. Track each email in real-time from Sheets™.</p> <p>★ 4.7 ⬇ 14M+</p>	 <p>Mail merge for Gmail. Mailmeteor</p> <p>Send personalized mass emails, track engagement, automate follow-ups, and unlock a suite ...</p> <p>★ 4.9 ⬇ 5M+</p>	 <p>Connect sheets Sheetgo</p> <p>Sheetgo connects, transfers, filters, splits, merges Google Sheets™, Excel, CSV files, and...</p> <p>★ 4.2 ⬇ 5M+</p>
 <p>SUPERMETRICS Supermetrics</p> <p>Move your Facebook Ads, Google™, LinkedIn and other marketing data directly to...</p> <p>★ 4.4 ⬇ 1M+</p>	 <p>Audit folders in Google Drive ScriptIt</p> <p>Bulk actions in Google Drive™. Copy, transfer, inspect, rename folders (with subfolders & files...</p> <p>★ 4.5 ⬇ 1M+</p>	 <p>Signeasy eSignatures fo... Signeasy</p> <p>Sign documents, request signatures, and sign agreements directly from Driv...</p> <p>★ 4.4 ⬇ 754K+</p>	 <p>Copper CRM for Google Sheets copper.com</p> <p>You work out of Google Workspace™. So should your CRM.</p> <p>★ 4.5 ⬇ 728K+</p>
 <p>dialpad</p>	 <p>lumapps</p> <p>Create contents in LumApps from Google Workspace</p>	 <p>comeen workplace</p>	

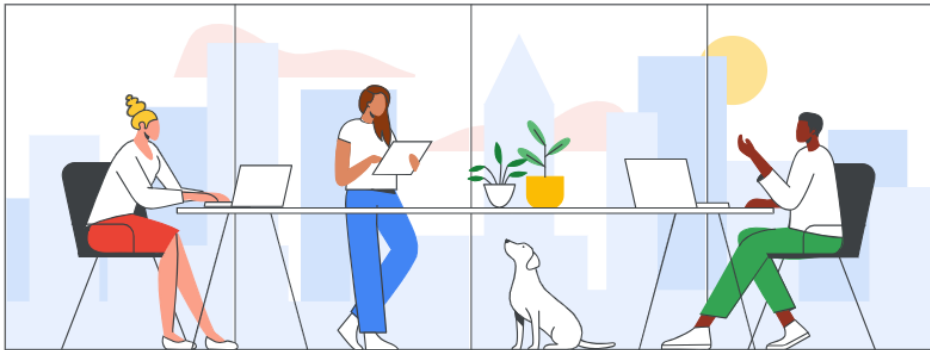
Built by Google - Google Workspace Marketplace



Transitioning to Google Workspace

Welcome to the Learning Center

Here you'll find everything you need to start using Google Workspace apps like Gmail, Docs, and Drive. You'll also find business-focused training, tips, and more.



Get started



Learn about the apps



Get business tips









Get social



More training & help



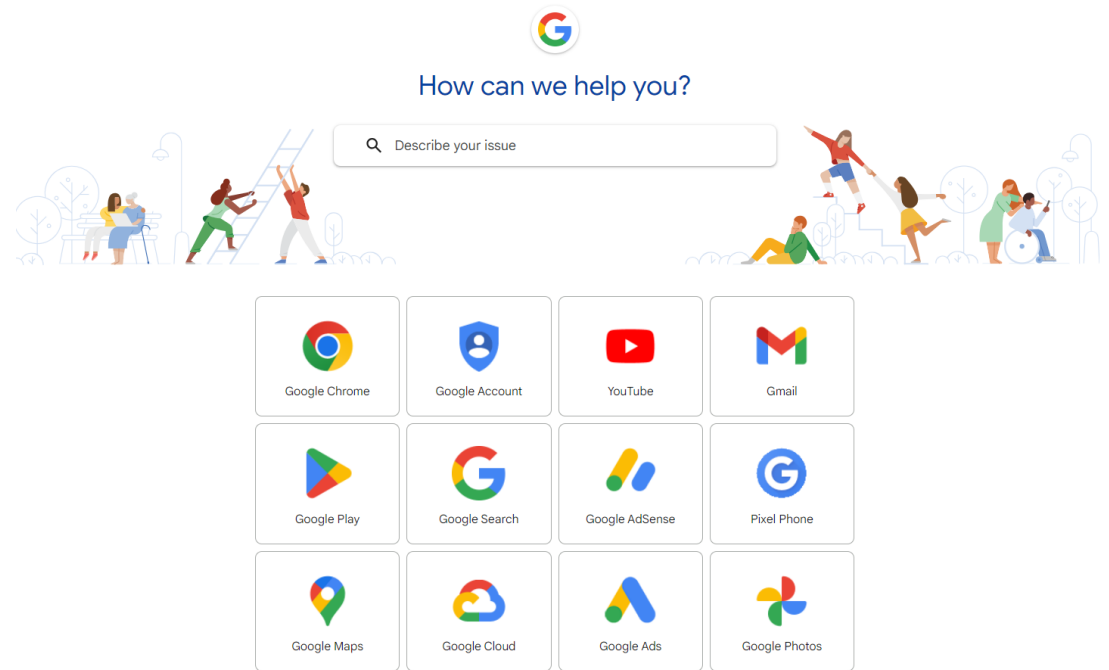
Guides for new users

-  [Welcome to the Learning Center](#)
-  [Get ready to switch to Google Workspace](#)
-  [Day 1: Set up Chrome browser, Gmail & Calendar](#)
-  [Your first week & beyond](#)
-  [Cheat sheets & reference guides for Google Workspace apps & add-ons](#)
-  [Open Google Workspace apps](#)



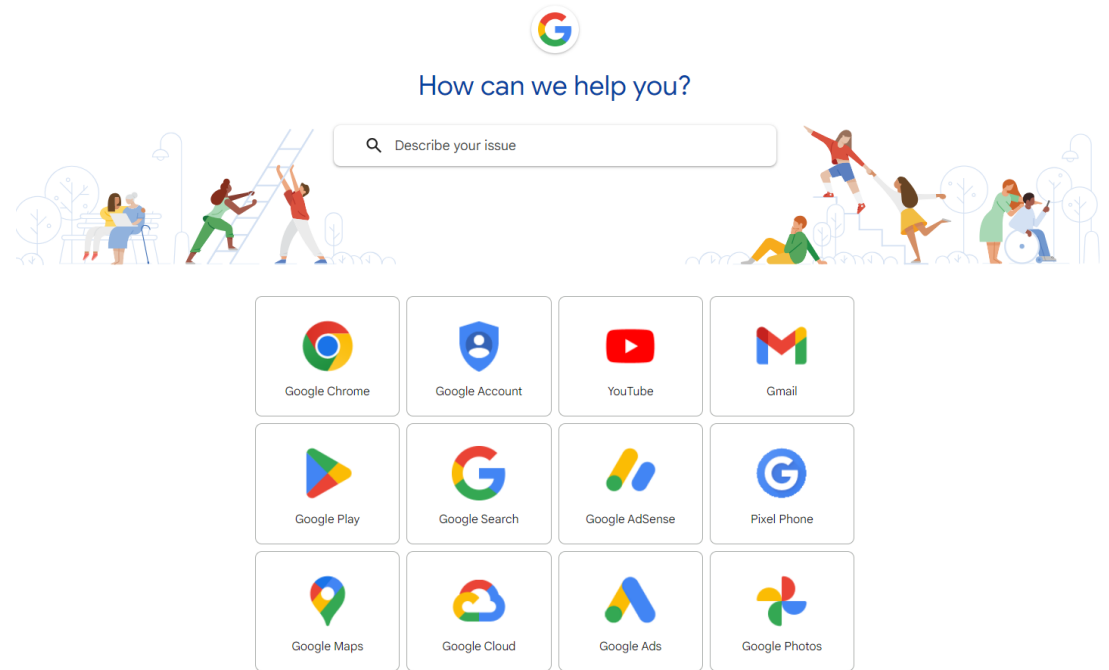
Training & Resources

Welcome Google Workspace user



Training & Resources

A new era for AI and Google Workspace (youtube.com)



Google Workspace options

NONPROFIT-ONLY OFFER		
<h3>Google Workspace for Nonprofits</h3> <p>£0 GBP / user / month</p> <hr/> <ul style="list-style-type: none">✓ Professional email addresses at your nonprofit's domain✓ 100 participant video meetings✓ 100 TB shared across all users✓ Security and management controls✓ Standard support	<h3>Business Standard</h3> <p>£2.95 GBP per user/month, 1 year commitment ⓘ 75% off standard pricing</p> <hr/> <ul style="list-style-type: none">✓ Professional email addresses at your nonprofit's domain✓ 150 participant video meetings + recording✓ 2 TB cloud storage per user✓ Security and management controls✓ Standard support (paid upgrade to Enhanced Support)	<h3>Business Plus</h3> <p>£5.15 GBP per user/month, 1 year commitment ⓘ 72% off standard pricing</p> <hr/> <ul style="list-style-type: none">✓ Professional email addresses at your nonprofit's domain + eDiscovery, retention✓ 250 participant video meetings + recording, attendance tracking✓ 5 TB cloud storage per user✓ Enhanced security and management controls, + Vault, advanced endpoint management✓ Standard support (paid upgrade to Enhanced Support)



Google Workspace for non-profits

- Free – 2,000 users
- Gmail, Calendar, Docs, Sheets etc
- 100 participant video meetings
- 100TB shared cloud storage
- Security and management controls
- [Nonprofit Management Resources – Google for Nonprofits](#)



Google Workspace Business Standard

- £2.50 per user per month (79% discount)
- 150 participant video meetings
- 2TB cloud storage per user
- Security and management controls
- Standard support



Google Workspace Business Plus

- £4.20 per user per month (76% discount)
- 250 participant video meetings
- 5TB cloud storage per user
- Enhanced security and management controls, + Vault, advanced endpoint management



Google Workspace Essentials Starter

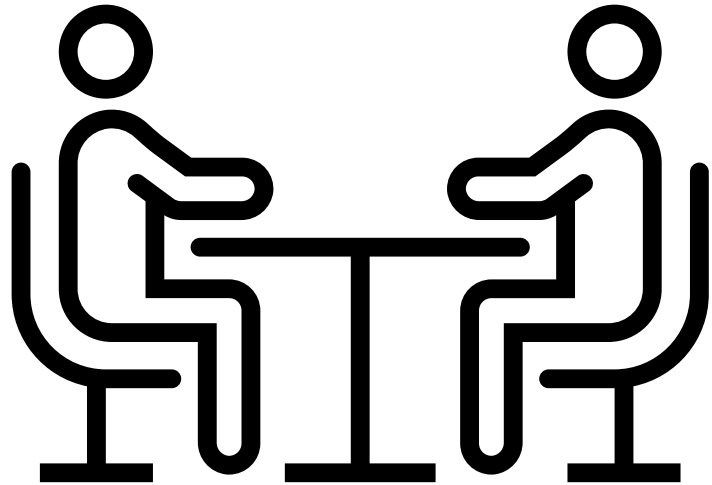
Free with using your current work email address:

- Calendar
- Drive – 15GB per user
- Docs
- Sheets
- Slides
- Meet
- Chat

Designed to be used if you already have email



Get the help you need



Book some 1-1 time with us or [sign up for our regular e-news](#) to find out about new opportunities and training.



How to Register with Charity Digital



[Charity Digital - Home](#)

- Provide some basic information about your charity.
- Verify your charity status by uploading a copy of your registration document.
- Once registered, you can browse the catalogue of software products and apply for the ones that suit your needs



Thanks for listening



superhighways
harnessing **technology** for **community** benefit

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