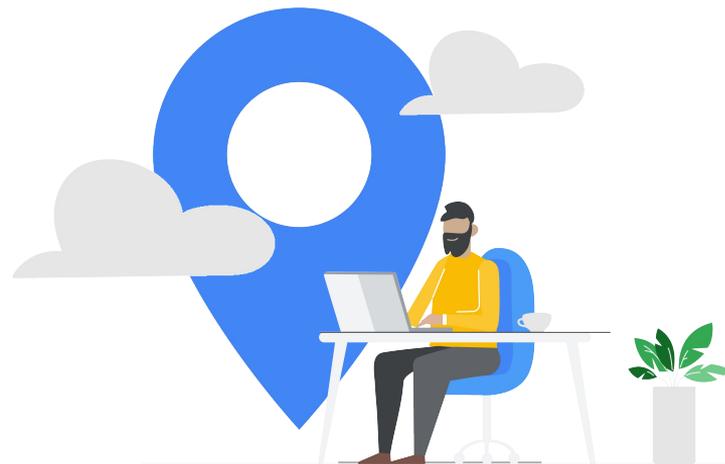
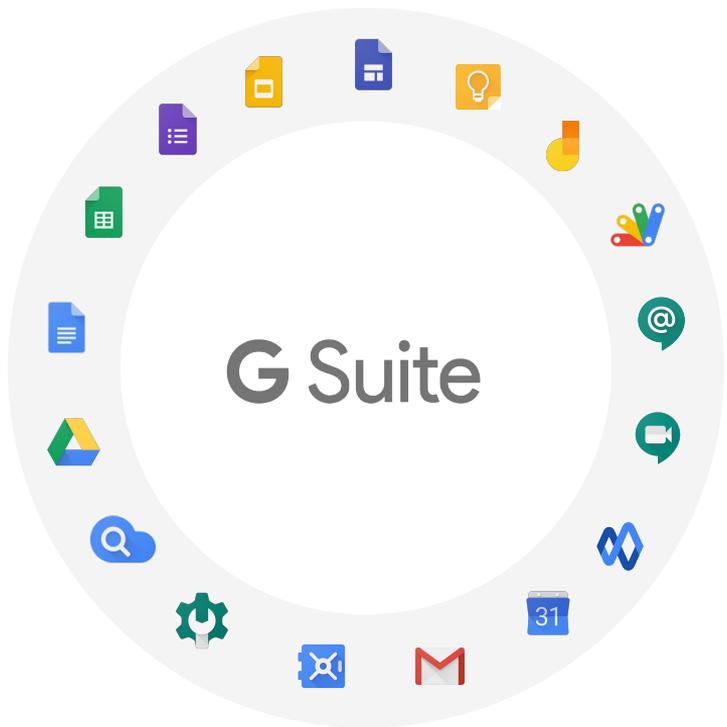
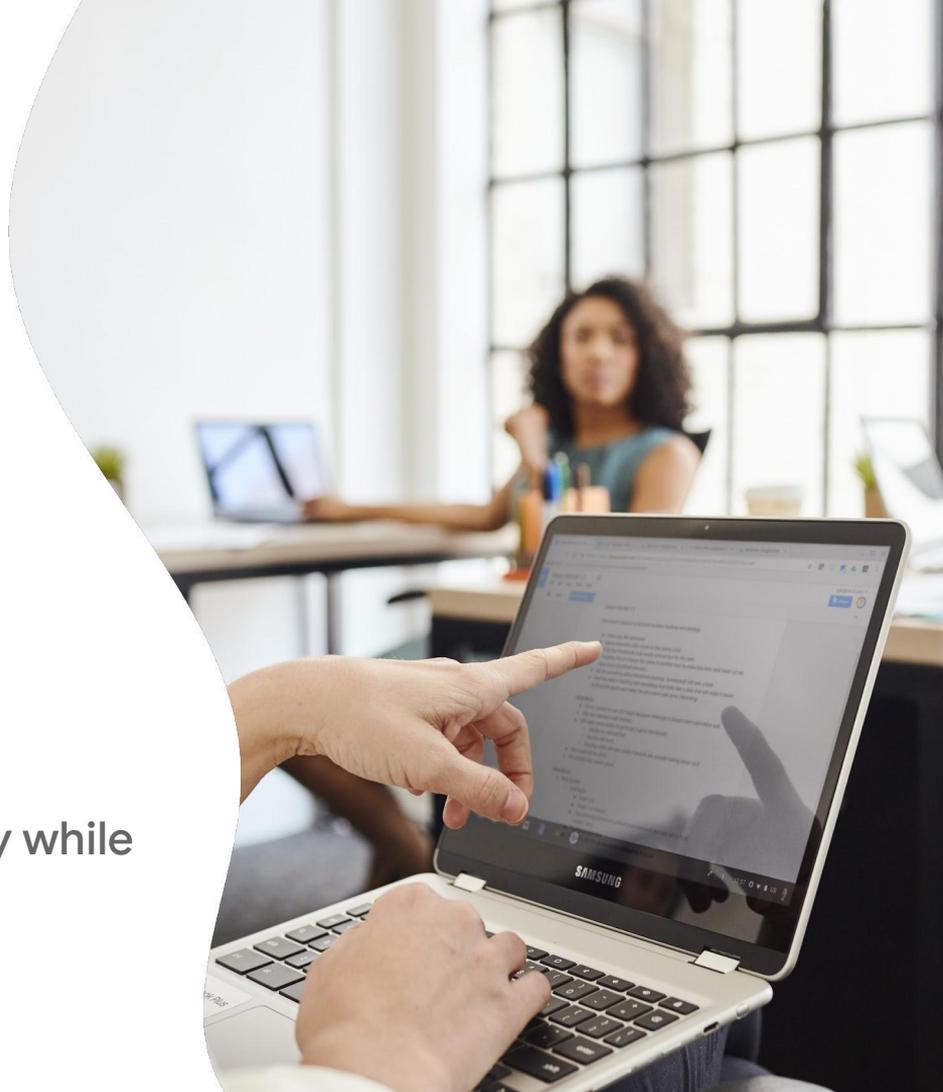


# Tools for Business Productivity while Working From Home





A Suite of Tools for Business Productivity while Working Remotely

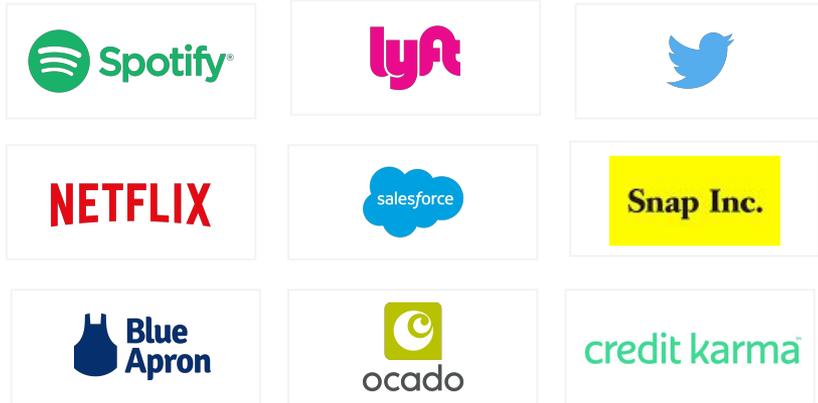


G SUITE

# 5 Million and counting: how G Suite is transforming work



Top innovators have long  
relied on G Suite...



...and established market  
leaders have moved to G Suite



Top innovators in Southeast Asia  
have long relied on G Suite too...

ZALORA





## Connect

Reach your teammates  
wherever they are



Gmail



Calendar



Hangouts  
Chat



Google  
Meet



Currents



## Create

Create everything you need  
to bring your project to life



Docs



Sheets



Slides



Forms



Sites



Keep



Jamboard



Apps Script



Add-ons



## Control

Control and access files and  
data more securely and easily



Drive



Cloud Search



Admin



Vault



Mobile Device  
Management



Security Center

Powered by  
the same Google AI  
that transformed  
search, translation,  
photos, and video



Trillions of searches every year



100+ billion words translated every day

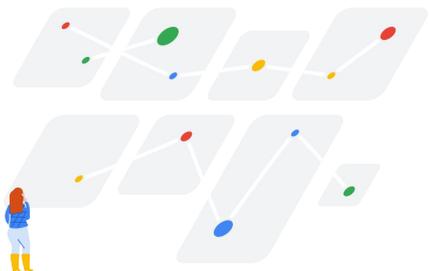


1.2+ billion photos uploaded every day



1.9+ billion monthly users

# Agenda



Setup checklist:  
Keep your team connected and organised



Get work done and collaborate from home



Stay connected with Google Meet



Final Tips and Useful Sites



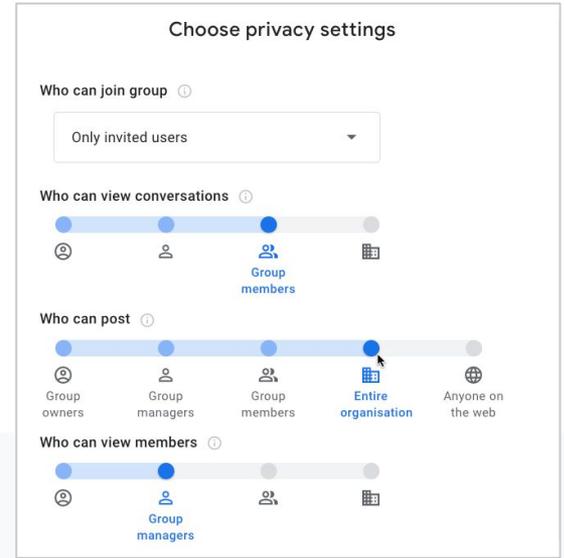
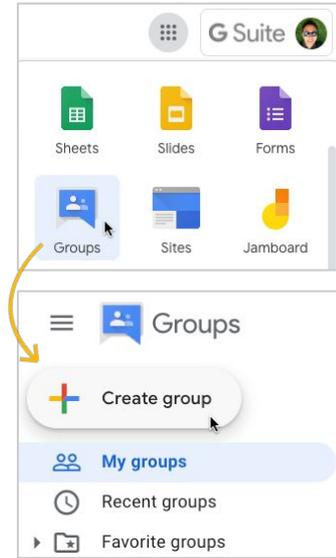
# Setup checklist: Keep your team connected and organised





## Create a team alias with Groups to stay in touch

Using an online group for your team helps to organise meetings, email members and collaborate on projects.



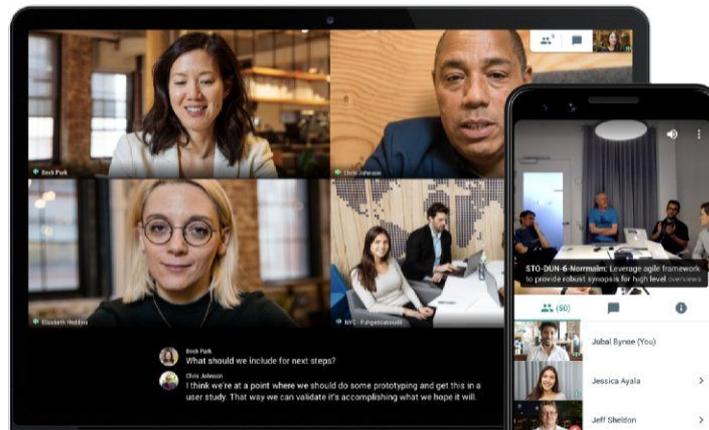
### How to create an online group:

1. Open Groups
2. Click 'Create Group' in the top left of the page
3. Enter information and choose group settings
4. Click 'Create'



## Install Google Meet and Chat on your devices

Make sure you are able to use Meet on your laptop and mobile devices and video calling is turned on.



### How to turn on video calling:

1. From the Admin console: go to Apps > G Suite > Google Meet
2. Next to Service status, click the Down arrow and select ON for everyone.



## Check sharing permissions on important documents

Select which collaborators can view, edit, or comment on important documents as needed.

### Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/spreadsheets/d/159zBINuoCsDs5Mq3k5PfhVU3-0RBhsh2Ar>

Who has access

Private – Only you can access [Change...](#)

Alex (you)  
alex@ink-42.com is the owner

Invite people:

Add more people...

Notify people - [Discard message](#)

James,  
This is the project plan we discussed today.  
Regards,

[Send](#) [Cancel](#)  Send a copy to myself

Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print and copy for commenters and viewers

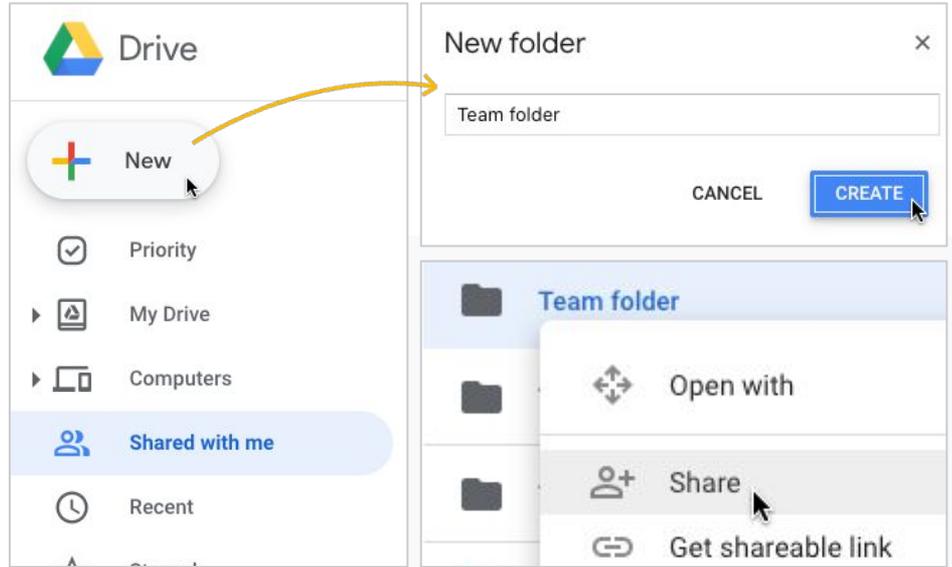
### How to edit document permissions:

1. Select a file on Drive
2. Click 'Share' to give a whole team or individual access
3. Click 'Advanced' to limit how a file is shared



## Manage and access files centrally with a shared drive

Set up a shared drive for your team to store, search, and access files from any device.



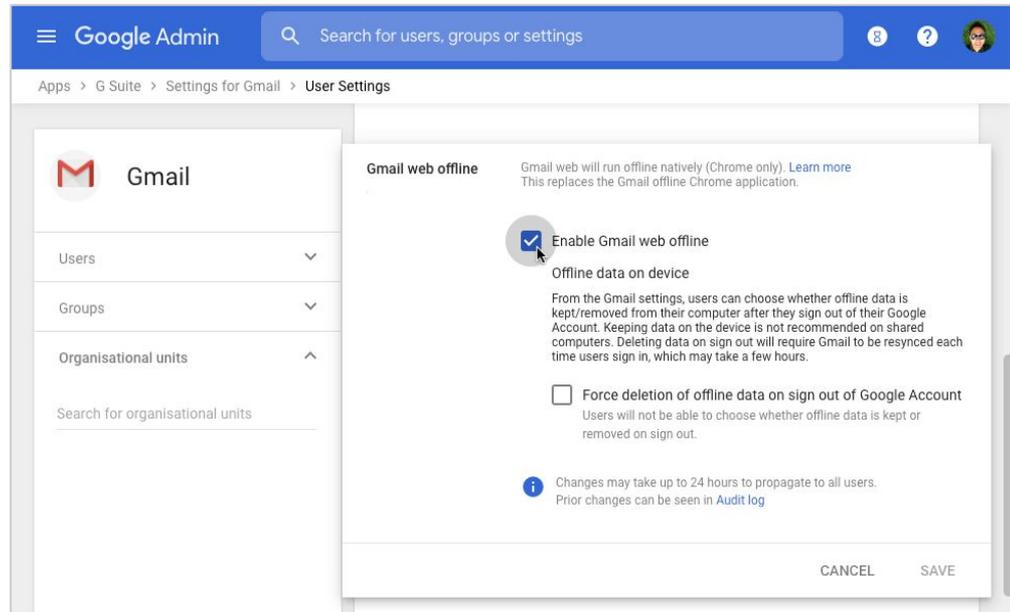
### How to create and manage a shared drive:

1. Open Google Drive
2. Click 'Shared drives' on the left
3. Click '+New' to create a new drive
4. Add/remove members and edit access levels



# Turn on Gmail offline to access emails without internet

When network access isn't available, you still can read, write, search, delete, and label email messages using Gmail offline.



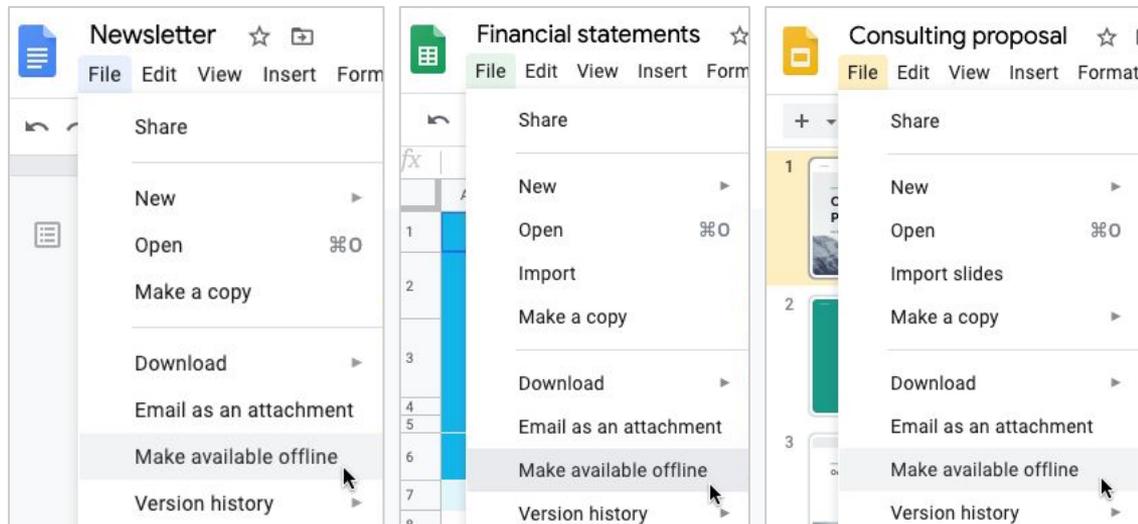
## How to turn on Gmail offline:

1. From the Admin console: go to Apps > G Suite > Gmail > User settings
2. Scroll to 'Enable Gmail web offline'
3. Choose the type of offline access you want



## Enable offline apps for your organisation

Enable users to leverage offline access to Google Docs, Sheets, and Slides when there is no internet connection.



### How to enable offline access:

1. Open the Google Docs, Sheets, or Slides
2. At the top left, click File > Make available offline



“Some of the core business processes depend on mail processing and document sharing. With G Suite, we have centralized control and an integrated system for easily sharing the data and documents that drive our processing system.”

Kunwar Asheesh Saxena, co-founder and Chief Technology Officer, RedDoorz





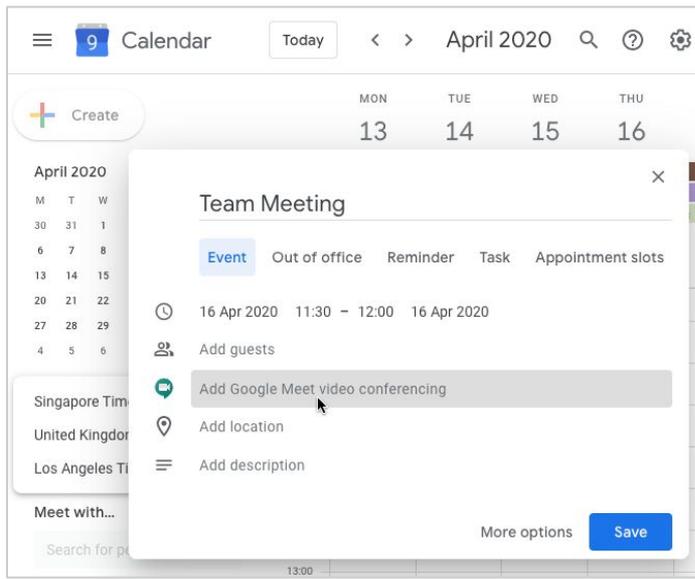
# Get work done and collaborate from home





## Schedule a meeting

Scheduling a video conference through Meet is the same process as adding a meeting room in your office.



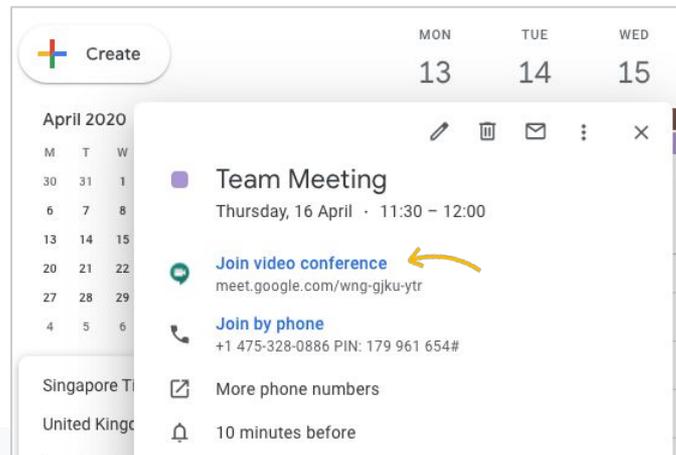
### How to schedule a meeting:

1. Create a new meeting in Calendar
2. Add meeting guests to your event
3. Click 'Add conferencing'
4. A meeting link and dial-in number will be added to your event



# How to start and join video meetings

Anyone can start or join video meetings by following the prompts in the browser or app. A chime will sound as new members join.



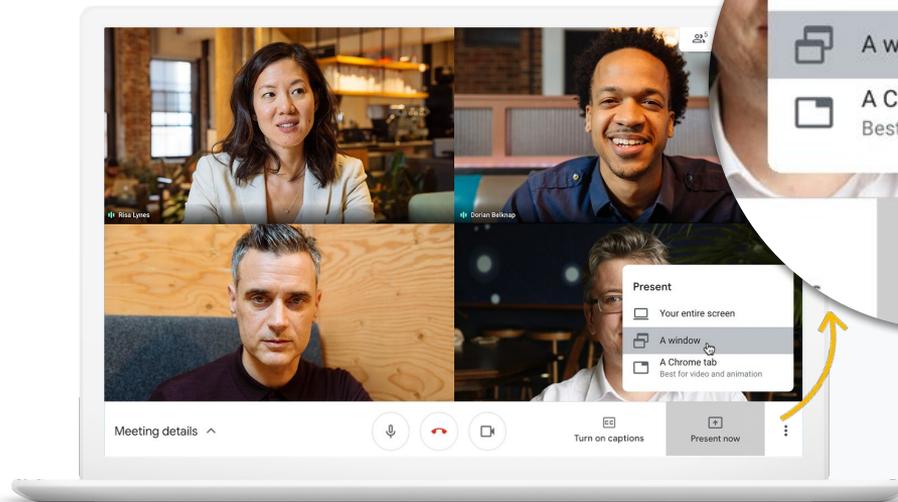
## Meetings can be joined several ways:

1. In Calendar by clicking the meeting invitation
2. From Gmail by clicking the meeting link
3. In Meet by joining a scheduled meet or using a meeting code
4. From a mobile device using Calendar or meeting invitation
5. From third-party conference systems by opening the event invitation



## Present work to colleagues in a Meet call

You can present your entire screen or a specific window in a meeting to share documents, presentations, spreadsheets, and more.



### How to present in a Meet call:

1. Join a video meeting
2. In the bottom right corner, select 'Present now'
3. Select 'Your entire screen' or 'A window'
4. Select 'Share'



## Set clear goals and share progress to track timelines

Share progress regularly to track project timelines and remember to celebrate the small wins to stay motivated!



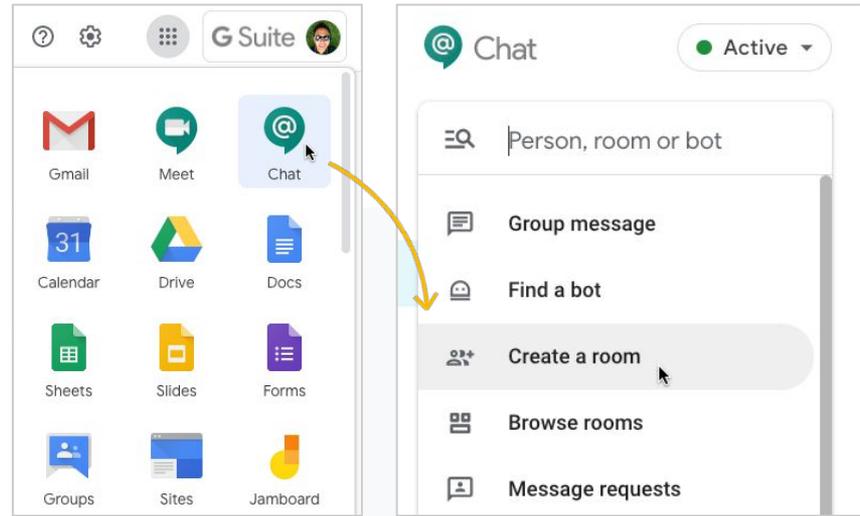
### Top tools for tracking progress:

1. Daily or weekly stand ups using Meet
2. Google Sheets project plan templates
3. Keep a running Google Doc



## Share ideas with your team quickly using Chat

Use Chat rooms created for specific teams or projects for fast messaging and collaboration.

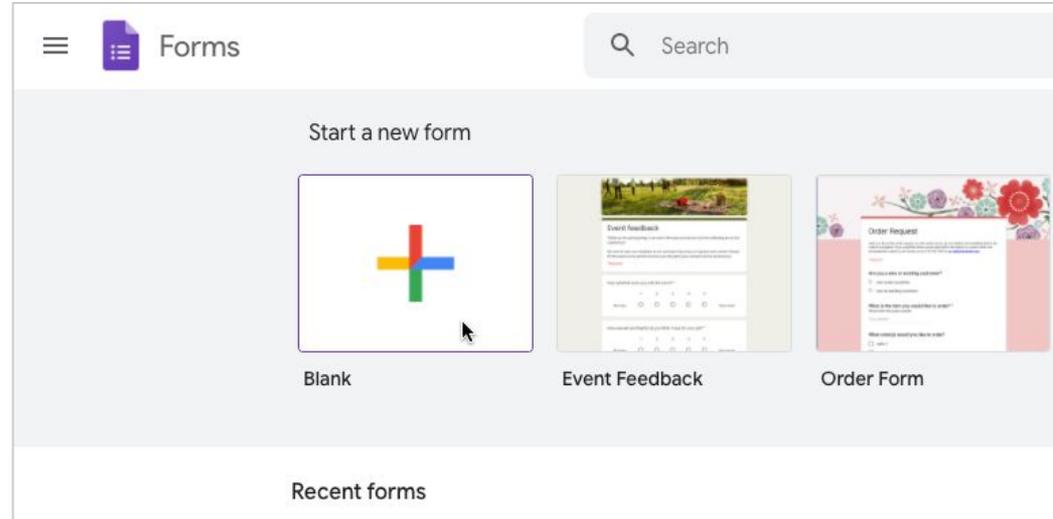


### How to create a Chat room:

1. Open Chat
2. Click 'Find people, rooms, bots' in the top left of the page
3. Click 'Create room'
4. Add new members

## Use a variety of ways to connect, not just video

If you need the opinion of a group of people, why not start a quick survey on Forms with ready templates to keep things easy?



### How to create a survey:

1. Open Forms
2. Click 'Blank' or choose an existing template
3. Give the form a title and add questions
4. Send the form link to your team (email, chat, etc)
5. View responses and export to spreadsheet if needed



“As a global business, we have people working all over the world. Now it doesn't matter if our staff are on tarmacs in Tokyo, offices in London, or on-the-go in the streets of Beijing, they'll be **able to communicate and collaborate in real time**, using Google Docs, Google Sheets and Google Slides **from their PCs, smartphones or tablets.**”



Source: Google Cloud Customer Story

[https://gsuite.google.com.sg/intl/en\\_sg/customers/all-nippon-airways.html](https://gsuite.google.com.sg/intl/en_sg/customers/all-nippon-airways.html)

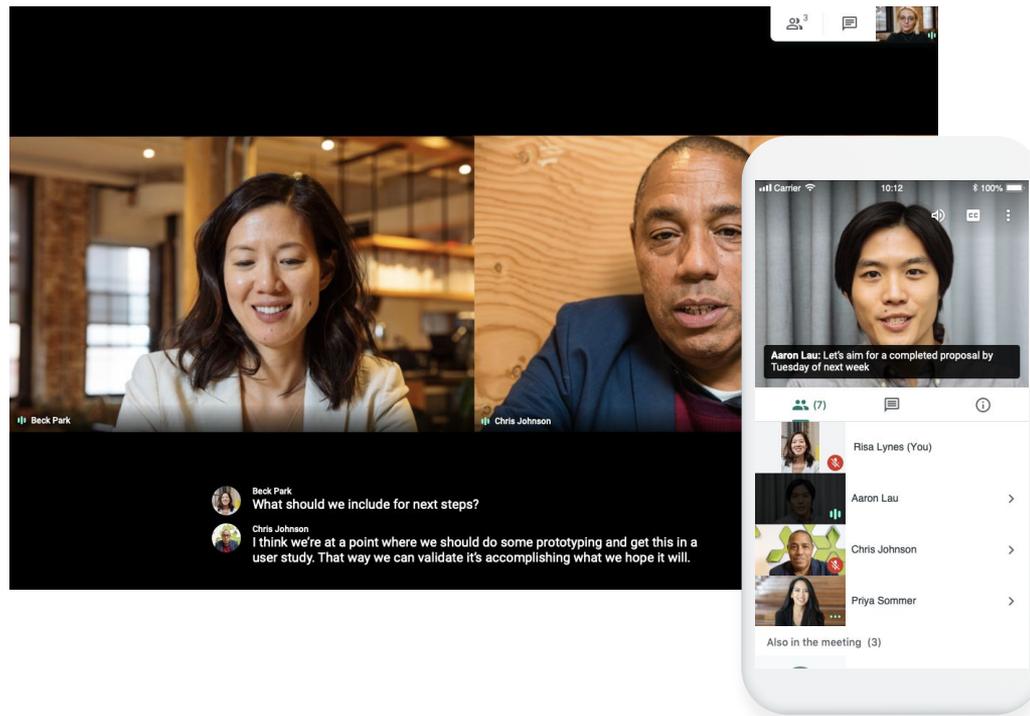


# Stay Connected with Google Meet



# Google Meet

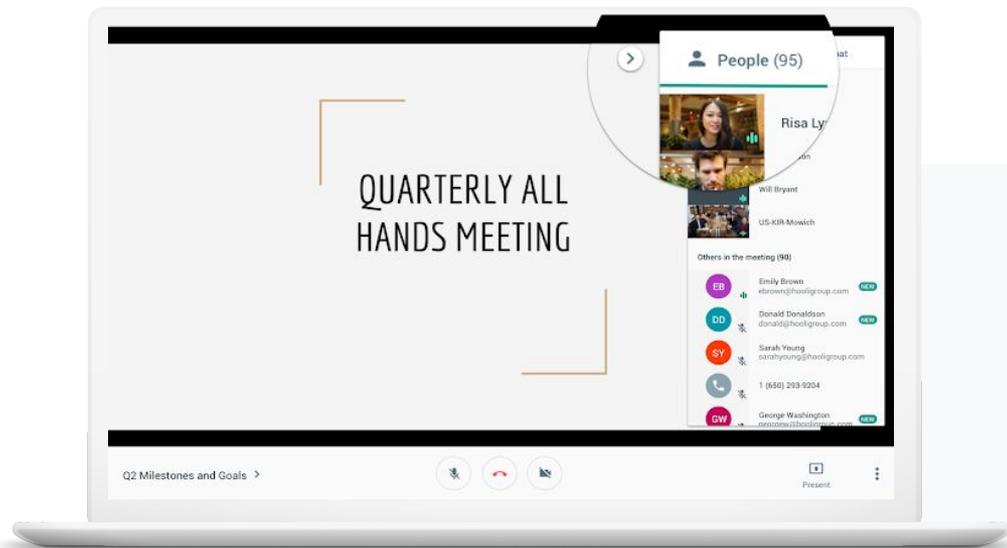
## Video Meetings for Everyone, Everywhere



Available for free  
till 30 Sep 2020



## Extending Meet premium to all customers



Premium features include:

1. Larger meetings for up to 250 participants per call
2. Live streaming for up to 100K viewers within domain
3. Record meetings to Google Drive

# Leverage Google's industry-leading security expertise

Take advantage of the same secure-by-design infrastructure, built-in protection, and global network that Google uses to secure your information and safeguard your privacy.



All audio & video data encrypted in transit; you own your data, not Google



Securely deploy and manage Meet users and data



Anti-hijacking measures for both web meetings and telephony dial-ins

# Tremendous momentum

**2B+**

Minutes daily spent  
On Meet



**3,800**

Year of secure meeting  
In a single day



**2B+**

New users added  
everyday





We're big fans of Meet...The speech quality is good, and it's helpful to be able to see every participant. This is extremely helpful these days. All our internal meetings are on Google Meet right now as **we are all working from home.**

Oliver Mientz, IT Manager, Burger King Deutschland GmbH





Users who identify as ‘average’ users report that they save 1.5 to 2 hours a week through the use of G Suite...including 30 minutes per day by using Meet vs. traveling.”

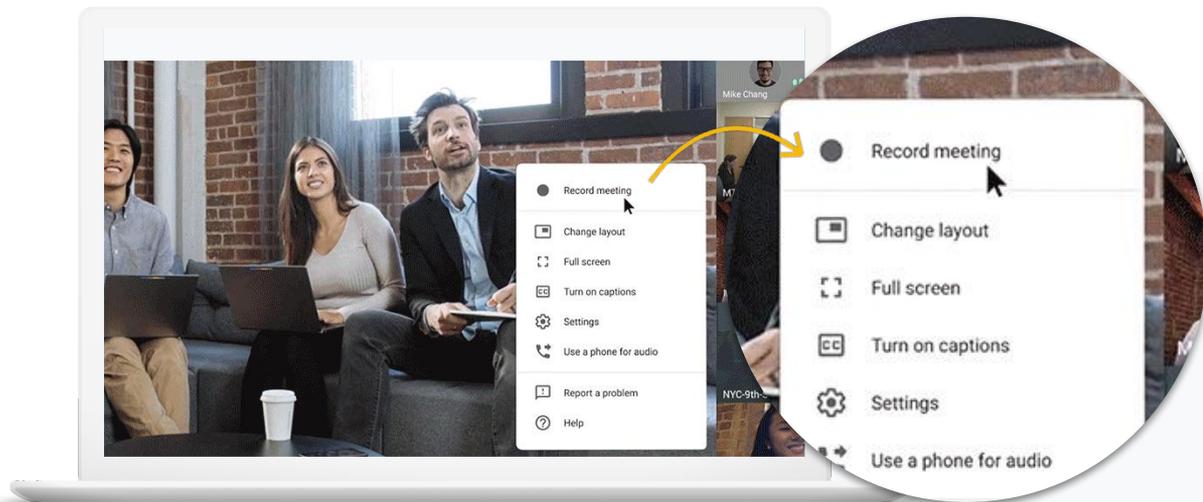
PWC





## Record meetings for others to watch later

Meeting organisers and users from the same organisation can activate recording. Recorded Meetings are saved in the organiser's Drive.



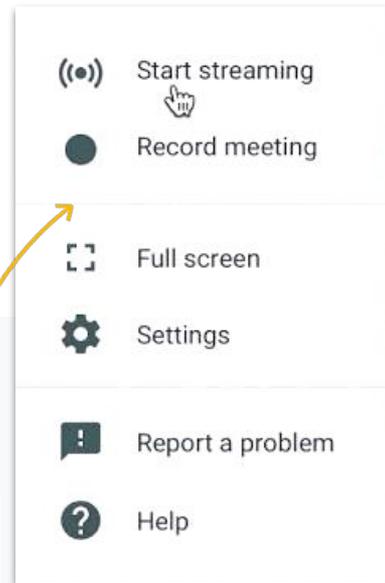
### How to record a meeting:

1. In a meeting, click 'More' > 'Record meeting'
2. Click 'More' > 'Stop recording' to finish
3. The recording file is saved to the organizer's Drive and an email with the recording link is sent to the person who started the recording



## Create a live stream video meeting for large audiences

Stream view-only live video to an audience of up to 100,000. For example, you can host company-wide announcements and virtual conferences.



### How to create a live stream:

1. Select 'Add conferencing' and click on Google Meet to add a video meeting
2. In Calendar, click on meeting and 'Edit event'
3. Next to Join Google Meet, click the down arrow > 'Add live stream'
4. During the meeting, select 'More' > 'Start streaming'



## Final Tips and Useful Sites



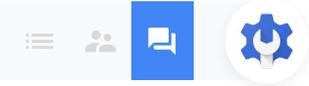


## Troubleshooting video and audio quality



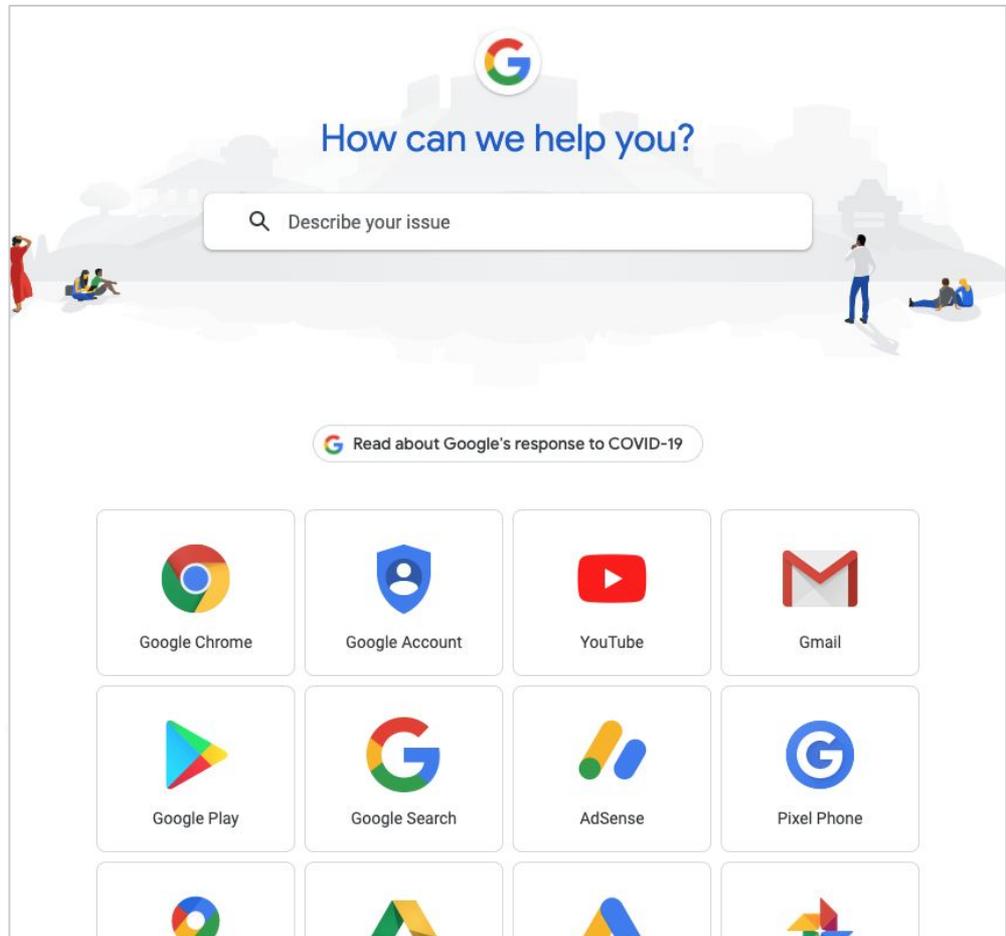
### Top tips to troubleshoot video and audio quality issues

- 1. Use the right equipment**  
Use a wired headset with a microphone for the best results.
- 2. Turn off the video or join by phone or mobile app**  
Join the meeting without video or switch to a different device.
- 3. Close other browser tabs and apps**  
Close non-essential browser tabs (especially if you have many tabs open) and close or pause other apps you aren't using.



# support.google.com

Admin support to resolve specific issues





Hangouts Meet is now Google Meet. Advanced Google Meet video conferencing features—such as larger meetings (up to 250 participants), live streaming, and recording—are free for G Suite customers starting September 30, 2020. [Learn more.](#)

# support.google.com/a

G Suite Learning Center for everything else

## How can we help you?

🔍 Describe your issue



Remote work guides

How to work from home with G Suite

G Suite checklists for new users



# Transformation Gallery

Use cases of G Suite features and Google Cloud products

## Change the way you work

Narrow down the suggestions to only those that are relevant to your business.

GET STARTED

Interested in trying G Suite?

Free 14 day trial - [Start yours now](#)



Publish and update the employee handbook



Provide a department roster



Upgrade development infrastructure for mobile apps



Create a mobile business contact list





# Contact Us

For more information

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[I am a G Suite customer looking for support](#)



[I have a compliance question](#)



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**Thank you!**