

Introduction to Google Workspace Notes

What is Google

- Started life as a search engine
- Very early on they also developed Gmail / Google mail (same thing)
- Next things was to develop a browser called Chrome – a browser you can use through windows. Google search engine is integrated in it
- Chrome is also an operating system which is known as a chrome book, basically a laptop that only has chrome on it and no local drive storage.
- Android is the Google version of chrome for phones.
- All of these are within the Google operating environment
- Google is also the company – a main competitor to Microsoft and Amazon and Apple

Google Workspace

- Used to be called GSuite
- “everything you need to get anything done, now in one place”
- A good tool for small charities and is the equivalent of Microsoft 365
- Main functionality of Microsoft is possible within Google

Gmail

- Like any other email application
- Can integrate the calendar within the email panel which flags any meetings you have coming up.
- Can use it not just for Gmail, but also to connect other email accounts to so you can have multiple email accounts within the one main Gmail account
- You can have folders and calendars for each of these accounts
- Go to email settings and you can set the language which puts spellcheck into that language
- Can set up styles, signatures, stars and labels to flag emails from a particular contact etc.
- Under the Accounts tab you have a list of all the accounts you have linked in to that account – exactly the same as you can in Outlook
- You have all emails displayed within the one account, or to access the email only from the account mailbox.
- Can also assign a logo to your Gmail account to make it look more professional
- Can select which account you send or reply from and change this to a different account if you want to.

- You don't need to have a Gmail account to use Gmail – you can use any email address (e.g. alexcharles@vac.org.uk) and it appears to be a company email but sending over the Gmail infrastructure.



Contacts

- Are also part of Gmail i.e. contacts and emails are integrated.
- Can add a phone number to contacts and call contacts directly over Google meets
- Can sync with your phone to add new contacts directly from here
- Can save contacts as.csv and export and upload in
- Setting to automatically add all new contacts as contacts when you reply (but you might get duplicates)
- There is a duplicate merger tool to help deal with any duplicate contacts created by mistake.

Calendar

- Works with Google meet so you can add video or calling link directly
- Can add guests (from contacts) to that calendar invite
- Can start meeting from the calendar entry using Google meet
- Can have different calendars for different accounts and display all or a selection of the calendars you use.
- You can also label types of meetings with different colours to help these stand out on the one calendar
- Can view this by day, week, month etc.
- Select the calendar icon at the side of the email view to see the calendar panel.

Google Meet

- Comes with the Google Workspace environment for free
- Works within the calendar and email application space.
- Works within Google Current so you can be chatting like instant messenger and then you can connect over video instead.

Currents

- Like Team chat groups
- Instant messaging within and across Teams
- Similar to Slack.

Google Drive

- Same as OneDrive, SharePoint, Dropbox, i-cloud etc.
- It is just a space sitting on a Google server which you have access to to save files and other documents
- Can set up different folders and sub-folders

- Can save files of any format to these folders e.g. pdf, word document, spreadsheet, photos etc.
- Quick access ribbon on the landing page which shows the most popular files you look at and use regularly
 - **Your Drive**
 - All your documents
 - **Shared with me**
 - E.g. the company drive
- When you sign up to Google workspace you get a certain amount of drive space.
- Chromebook get 100GB, otherwise it's about 10MB
- Quite cheap to buy more space if you need
- Can install Google Drive directly on the computer and then sync these to Google workspace which is good to have access to your documents without an internet connection
- When you connect back to the internet it synchronizes again
- You can't delete a document you don't own unless you have those permissions to be able to do so.
- Google drive also holds photographs from an Android phone for free, but Google also uses photo recognition on these photos, so within the U.S. the authorities can access these and search through them by face, location, time etc.
- Consider whether you are happy with this and if not, don't use it for photo storage and consider moving these somewhere more secure.



Documents, spreadsheets

- Can collaborate directly on the same document on different screens if the document is shared
- There are different sharing permissions e.g. view only or edit
- Edits can be made in real time in the cloud and these are saved automatically.
- Can create from template or a blank document
- Google doc is Google's version of Word
- From within Google doc you can save files as Word, Open Office, plain text etc.
- Same with spreadsheets
- i.e. Google and Word docs are 100% compatible with each other
- should also work with Mac although this can be more tricky as Apple tends to be a bit more locked down than Microsoft and Google
- Can move easily between Microsoft and Google

Publisher?

- Google equivalent needs to be downloaded e.g. Lucidpress - Free Design Tool - Google Workspace Marketplace. Now anyone can create stunning visual content for print, mobile or web. Make brochures, flyers, newsletters, magazines, reports, and more.

Site

- A simple site builder for websites
- Can use templates, embed calendars, maps, slides etc.
- Also hosts that website for you
- Means you can get a website setup very quickly, which may suit you fine, or until you get a more formal one setup.
- Good option if you're a one or two man band as you don't have to pay for hosting and can get something running quickly. Not so good if you need something more sophisticated
- The website will have Google in the domain name though.
- Follow the tutorial to see how to set this up.



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Keep

- Like a virtual notice board – stick documents, PowerPoints, photographs
- Can share these with others

App Script

- Enables you to modify Google Apps and embed this into your own programs

Cloud Search

- Google as a search engine but more detailed
- If you have a specific interest around a theme so your search is orientated to a specific theme e.g. organic food

Google Play / Webstore

- Additional applications you can install on your phone, or within the browser space
- Many of them are free

Google Images

- Website open to anybody for images that can be used under different copywrite permissions

Data Protection

- US data protection much less restricted than in Europe
- Discussion are ongoing between Europe, Google and Microsoft around data protection

Google for Non-Profits

- Free
- Not necessarily restricted to charities
- Hardest part for one user was getting independent verification of your website domain so the domain name is the same as the email address
- <https://www.Google.com/nonprofits/g-suite/compare/>
- Can also sign up for a trial to see how the platform works and then continue the trial if you like it or discontinue if you don't.

