# What's New

## G Suite

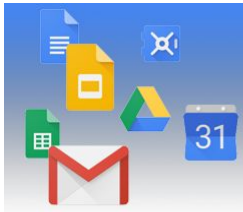### Featured launch: Team Drives

Work confidently together in the cloud

### Work anywhere

Drive Quick Access for teams: make the most of your content
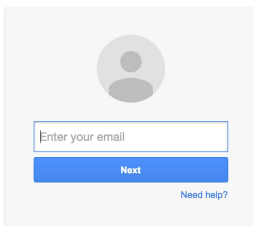Calendar on iPad: Ready for Business

### Work together

Start your meetings with a quick click: meet Hangouts Meet

### Simple to use

Send and request money in your Gmail app on Android
Improving video file attachments in Gmail with video streaming
Convert text to all CAPS and more in Google Docs

### Business ready

Unsupported peripherals warnings for Chromebox for meetings
Receive emails of up to 50MB in Gmail
New in Google Vault: Full support for Drive, Team Drives, and Groups
Google Drive plug-in for Microsoft Office more secure and easier to use
New Calendar administrator privileges available in the Admin console
G Suite users can now rename their Security Keys
Automatically provision users to Box Enterprise and Salesforce Sandbox
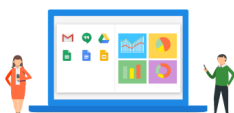
### Learn more about G Suite

Check out tips on corporate training hubs from the 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, April 3, 2017*

# G Suite

# Featured launch: Team Drives

## Work confidently together in the cloud

**What's new**: Most file storage solutions weren't built to handle the explosion of files that are now created and shared in the cloud — because they were initially designed for individuals, not teams. With this amount of shared data, admins need more controls to keep their data safe and teams need to feel confident working together. Team Drives deliver the security, structure and ease-of-use enterprises need by making it easy to:

● *Add new team members.* You can manage team members individually or with Google Groups and give them instant access to relevant Team Drives.

● *Keep track of your files if a team member leaves.* Team Drives are jointly owned by the team, which means that anything added to Team Drives stays there no matter who comes or goes. Whirlpool Corporation, for example, uses Team Drives to manage file access. Says Troy McKim, Collaboration Principle at Whirlpool Corporation, "If you place files for a project in Team Drives, you don't have to worry about losing them or moving them when files are re-owned."

● *Understand and manage sharing permissions.* Team members automatically see the same files regardless of who adds or reorganizes them. You can also manage share permissions by defining the restrictions for editing, commenting, reorganizing or deleting files.

● *Manage and view Team Drives as an admin.* Admins can see Team Drives for a user and add new members if necessary: "Team Drives also ease the speed at which a team member can onboard and become effective in their new role," says McKim.

Team Drives are now generally available to all of our G Suite Business, Education, and Enterprise customers.
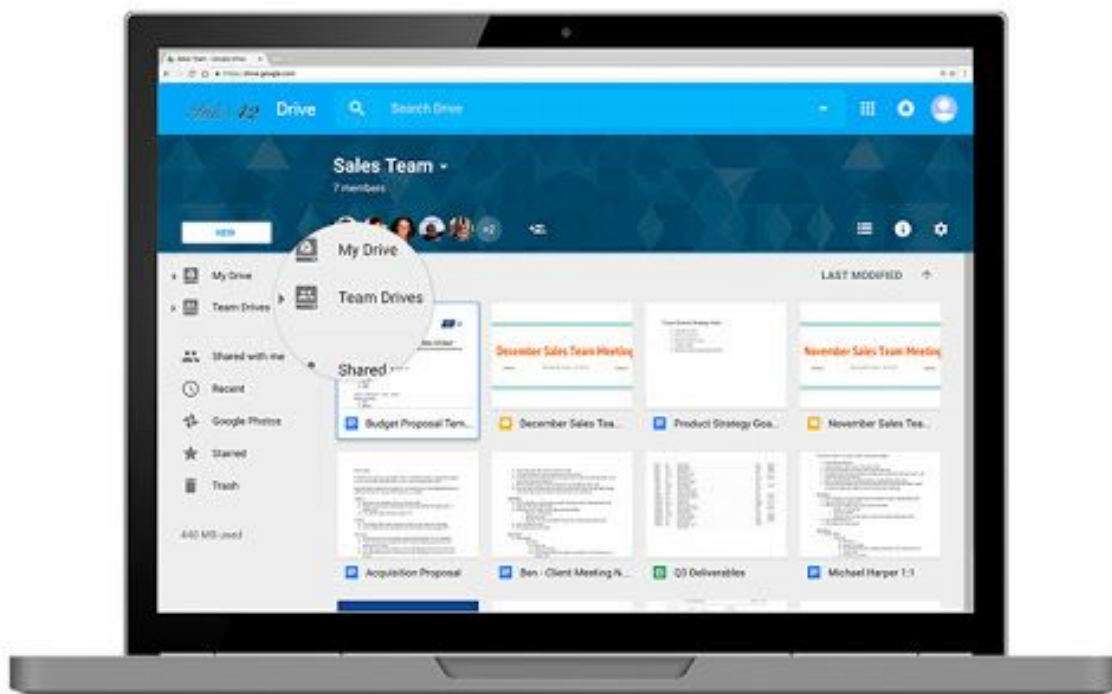


**Additional info for G Suite admins**

You will need to enable the creation of Team Drives in the Admin console (**Apps > G Suite > Drive and Docs > Sharing settings > Team Drive creation**) before anyone in your organization can create Team Drives. You will have the option to enable Team Drives creation for your entire domain or for specific OUs. We recommend using this option to deploy Team Drives to your users in the manner most appropriate for your organization.

If you disable Team Drives creation but allow users to receive files from outside your organization, your users can still be added to Team Drives created by users in other organizations. They will be able to view those Team Drives in Drive and access the files in them.

NOTE: We plan to automatically enable Team Drives creation for all eligible G Suite customers no earlier than January 1st, 2018. We will update you in advance of that change.

*For more information on Team Drives, check out the Help Center:*
- *Set up Team Drives for your organization*
- *Manage Team Drives*
- *Share files with Team Drives*
- *G Suite Learning Center: Drive*

# Work anywhere

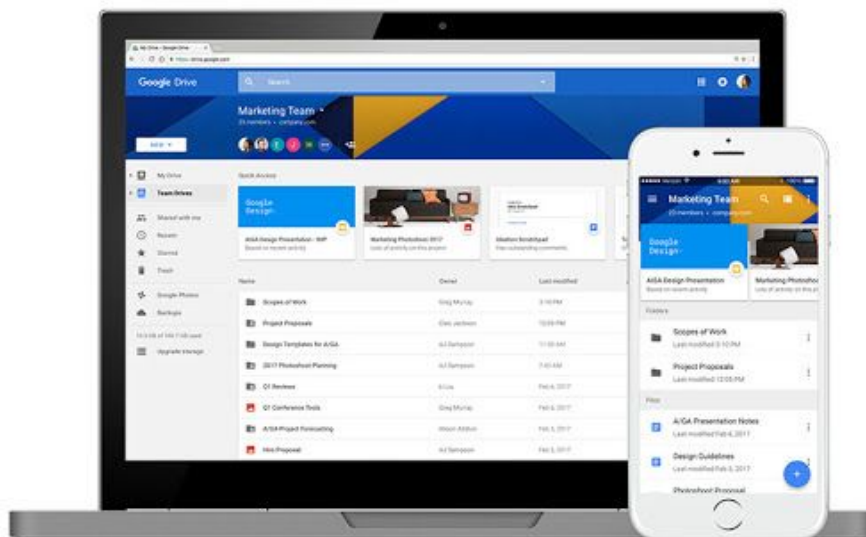## Quick Access for teams: make the most of your content with machine intelligence

Announced on March 9th, 2017       Share with your organization        - back to top -

**What's new:** You've migrated all of your data to the cloud. Now, it's time to make the power of the cloud work for you. With this launch, Quick Access in Drive now works with Team Drives on iOS and Android devices, and is coming soon to the web.



Quick Access is powered by Google's machine intelligence, the same technology used in Gmail's Smart Reply and Google Sheets Explore, which means that teams can save time and make smarter decisions because the right knowledge will surface to the right employees at the right time. Quick Access intelligently predicts and surfaces files based on:

- Who specific files are frequently shared with
- When relevant meetings occur
- What files are used at specific times during the day
- And many others
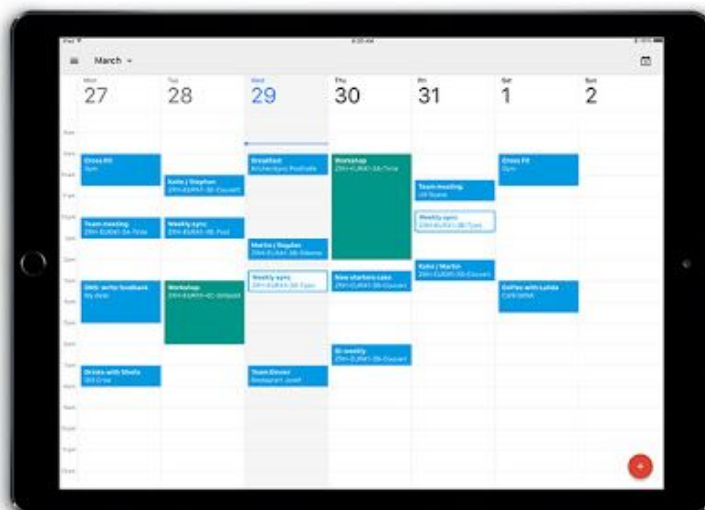
## Calendar on iPad: Ready for Business

Announced on March 29th, 2017       Share with your organization        - back to top -

**What's new:** Whether you're jumping from meeting to meeting or on your way to meet a customer—your calendar needs to work for you...anywhere, anytime.

That's why with this launch, we're bringing Google Calendar to the iPad.



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With the new app, you'll get all the Calendar features you know and love, now optimized for iPad. Use Calendar's machine intelligence-powered features to:

- Find a time and book a room. Get everyone together faster for meetings. With smart scheduling, Calendar suggests meeting times and available rooms based on your team's availability and room preferences.
- Set Goals and achieve them. Add a goal and Calendar will intelligently schedule time for it so you can stick to it.

Plus, you can search your Calendar easily from the iPad home screen with Spotlight Search. Stay tuned for more updates, like a Today View Widget to easily see your upcoming events in the Notification Center and on the lock screen (coming soon!).

*Download the Calendar app for iPad today.*

# G Suite

# Work together

## Start your meetings with a quick click: meet Hangouts Meet

**What's new:** Hangouts Meet is a new video meeting experience with one goal: make joining meetings effortless so that people can be as productive as they are when they're face-to-face. We've consistently heard from customers about ways we can improve Hangouts, like making it easier to work with external clients or reducing the 'time to start' a meeting to zero. That's why we've built Hangouts Meet to have a light, fast interface and smart participant management.
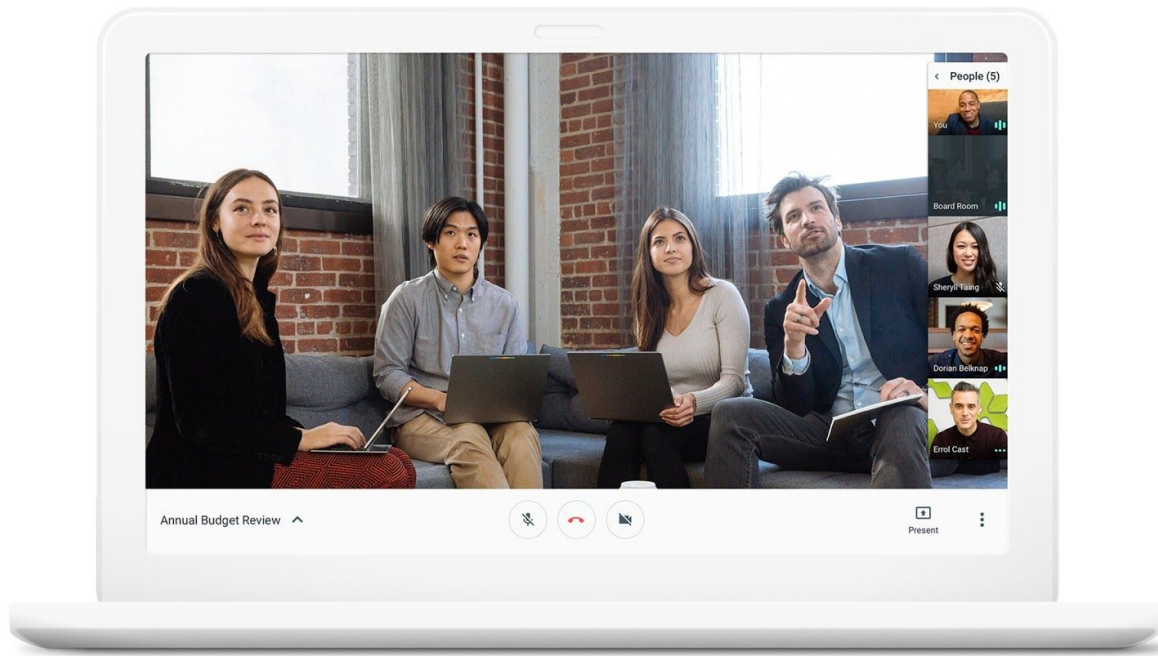


Running 30-person video conferences smoothly is easy with Meet. Simply start your meetings with a shared link — no accounts, plugins, downloads or hassles. Meet provides a place for everyone to join from Calendar, an email invite or an ad-hoc share. If you're dialing in from a conference room, your laptop or using the dedicated mobile app, just a few clicks and you're in.

Braintree, a PayPal service, has been using Hangouts Meet over the past three months to connect employees across board rooms, meeting rooms, breakout spaces and offices. "Based on initial use, Hangouts Meet is one of the most frictionless video conferencing systems we've experienced," says Jerome Knapp, Manager of Systems Administration at Braintree. "Starting a meeting or sharing a document from the web, calendar invite or meeting room involves a single click. It's an antidote to the VC fatigue that's stopped my users and executives from taking full advantage of other systems."

With Meet, native, full-screen presenting makes it easy to showcase your team's projects. And as Meet integrates directly with G Suite, information you need about each meeting is automatically pulled from Calendar. For our G Suite Enterprise customers, each meeting comes with a dedicated dial-in phone number, so team members on the road can feel connected and productive in meetings despite wi-fi or data issues.

**Getting started with Meet**
If you are a G Suite administrator, you can enable specific organizational units for Meet or your entire domain.

- To give users in your domain access to Meet, please review this Admin Help Center article.
- You can also share the Hangouts Meet Learning Center with your employees to help them get familiar with the new video meetings experience.

Because Meet launched default off for existing Hangouts users, you have the flexibility and control to plan and coordinate the rollout of Meet with your team and users.

# G Suite

# Simple to use

## Send and request money in your Gmail app on Android

Announced on March 14th, 2017          Share with your organization          - back to top -

**What's new:** You can already reliably and safely share photos and files on the go with Gmail. Now you can share money, too. Whether you're splitting a dinner bill or planning a group trip, you now have a fee-free way to work out the details and settle up without ever leaving the Gmail app on Android, just like you can already do on the web. Plus, you can exchange money with anyone—not just people with Gmail addresses.

*For Administrators:*

- This feature is currently available in the US only using Gmail on the web or Android.
- If you do not want your users sending money from their Google accounts, you can disable Google Payments from the Admin console.

*Learn more about the new feature in our blog post and in the Help Center.*

## Improving video file attachments in Gmail with video streaming

Announced on March 16th, 2017          Share with your organization          - back to top -

**What's new:** We've rolled out a quality of life improvement to Gmail desktop users that makes previewing video attachments in Gmail much smoother and quicker. Previously, in order to view a video attachment in Gmail, you would have to download it to your computer and open it with a media player. With this launch, when opening an email with video attachments, you will see a thumbnail of the video and have the ability to stream it, right from inside Gmail.

This feature uses the same Google infrastructure that powers YouTube, Google Drive, and other video streaming apps, so video is delivered at optimal quality and availability. If you have apps that would also benefit from integrating video streaming, check out Google Cloud Platform Media Solutions.

## Convert text to all CAPS and more in Google Docs

Announced on March 28th, 2017          Share with your organization          - back to top -

**What's new:** Capitalizing a large portion of text or an especially long title can be a pain. Doing the opposite—converting capital letters to lowercase—is equally a waste of time. With this launch, we're making those tasks quick and easy in Google Docs on the web.

Starting today, simply choose "Capitalization" from the Format menu in Docs, and select one of the following:

- **lowercase,** to make all the letters in your selection lowercase.
- **UPPERCASE,** to capitalize all the letters in your selection.
- **Title Case,** to capitalize the first letter of each word in your selection.
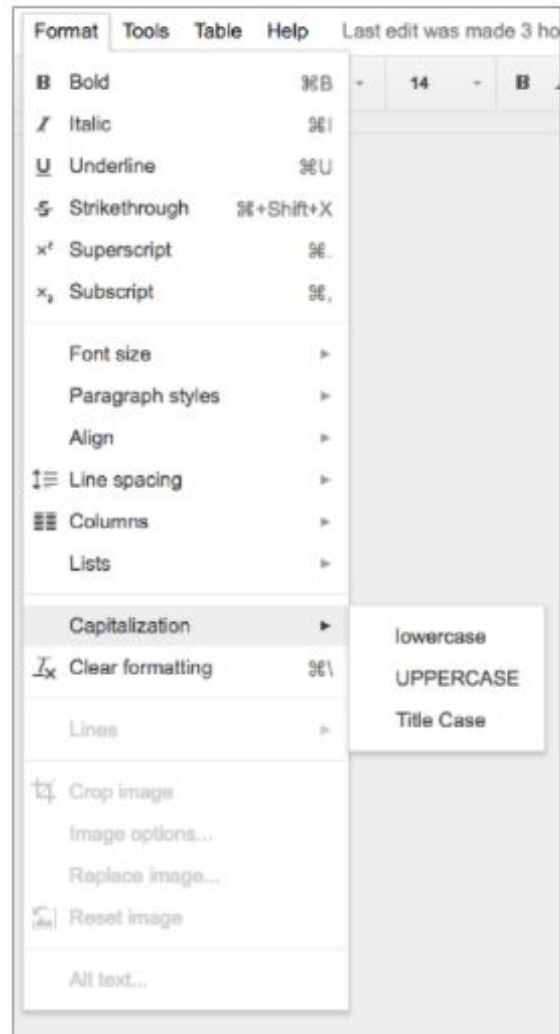
It's that easy. Like other recent launches in Docs, this feature allows you to spend less time formatting and more time on the things that matter, like strategizing, collaborating, and developing new ideas.

Check out the Help Center for more information on editing and formatting a document.

# G Suite

# Business ready

## Unsupported peripherals warnings for Chromebox for meetings

**What's new**: Managing a large Chromebox for meetings deployment can be challenging. To ensure end users have the best experience possible, admins constantly do manual room checks to confirm that peripherals (such as the camera, microphone, and speaker) are plugged in and working properly. With the launch of peripheral status monitoring, admins can determine whether or not peripherals are working from directly within the Admin console.
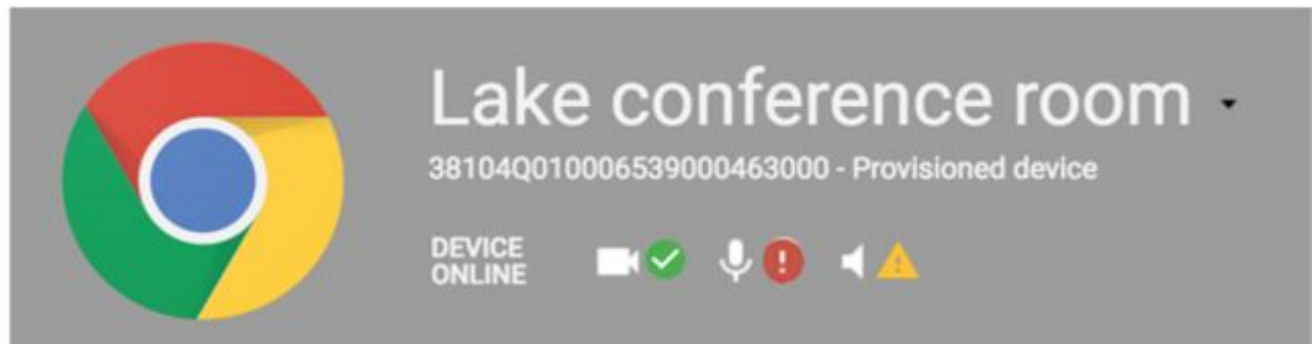
You can find this information in the Admin console under *Device Management > Chrome devices for meetings > View and manage Chrome devices for meetings*. From there, select the specific device in question. On the device screen, there will be a set of icons that identify the peripheral's status:

✅ Peripheral is connected and working correctly.

⚠️ Peripheral is connected, but not supported.

🔴 There is a problem with the peripheral

A grayed out icon means the peripheral is not online.

*To learn more about supported peripherals, peripheral status monitoring, device health, and diagnostics, please check out the Help Center.*

## Receive emails of up to 50MB in Gmail

**What's new**: Sending and receiving attachments is an important part of email exchanges. While Google Drive offers a convenient way to share files of any size, sometimes you need to receive large files as direct email attachments. So with this launch, you will be able to receive emails of up to 50MB directly.

Note: Sending size limits will remain the same at 25MB; however, just as before, you can use Google Drive to send larger attachments.

*Learn more about receiving limits in the Help Center.*

## New in Google Vault: Full support for Drive, Team Drives, and Groups

| | Announced on March 9th, 2017 | ⭐ Admin feature | - back to top - |
|---|---|---|---|

**What's new**: Google Vault helps your organization meet its legal needs, by allowing you to manage your employees' G Suite data for eDiscovery and compliance purposes. With this launch, we've added new, crucial functionality in Vault, including full support for Drive, newly launched Team Drives, and Google Groups.

**Set retention policies for Google Drive, including Team Drives**
Now, not only can G Suite admins search and export employee Drive files, they can also set retention policies to manage the lifecycle of files in My Drive and the just-launched Team Drives, regardless of whether they're Google or non-Google files (as long as they're owned by users in your domain).

Like with mail, the default rule will apply to all users in your domain. You can set an indefinite retention policy (such that files are never expunged), or you can choose to have files expunged at the end of a specific time period. This default rule can be applied to all files or only to files that have been deleted by users.

You can also set custom retention rules for specific organizational units (OUs) or for Team Drives. Like with mail, custom rules override the default rule and, if multiple custom rules apply to a file, the longest rule wins. Custom rules can be applied to all files or only to files that have been deleted by users.

Unlike with mail, you cannot target custom Drive retention rules with specific terms.



**Place legal holds on Google Drive files**
In addition to setting retention policies, you can now place legal holds on your employees' Google Drive and Team Drives files, whether they are Google files or non-Google files (as long as they are owned by users in your domain). Doing so will preserve all files that are owned by or shared with the user on hold, regardless of whether that user deletes those files. If a user on hold deletes a file, it will appear as deleted for him or her—but it will be available in Vault until the hold is removed. Remember that holds always take precedence over retention rules.

Note that both the retention policy and legal holds features are not yet available for Apps Script.

**Export point-in-time Google Drive files**
Vault now also allows you to export revisions of your employees' Drive and Team Drive files from a specific point in time (this applies to Google Docs, Sheets, Slides, and Drawings files). This can be done by simply specifying the desired Version Date in the search form.

Note that this feature is not yet available for Google Forms, Apps Script, or any non-Google document types.



**Use Vault for Google Groups**

Finally, Vault now works with Groups, meaning you can search, export, and set retention policies and place legal holds on your employees' Groups content. Groups can be used for email lists, forums, and shared or collaborative inboxes, and now you can apply the same retention and eDiscovery programs that you use in Gmail for content stored in Groups archives.



To learn more about how Vault's support for Drive, Team Drives, and Groups can help your organization meet its legal obligations and archiving needs, check out the Vault Help Center.

Vault is available to G Suite Business, Enterprise, and Education editions, as well as G Suite Basic users with add-on Vault licenses.

## Google Drive plug-in for Microsoft Office more secure and easier to use

Announced on March 14th, 2017          Share with your organization          - back to top -

**What's new**: We've made the Google Drive plug-in for Microsoft Office more secure and easier to use. In particular, the plug-in authentication flow has been updated as part of Google's effort to modernize OAuth interactions in native applications. The new authentication flow requires users to authenticate via the default browser on their system, and not through embedded browsers known as "web-views."

On March 14th, we began automatically updating all plug-ins. If you previously disabled Google Update or installed the Google Drive plug-in in an environment that does not allow for automatic updates, please download and deploy the latest plug-in version (1.7.17.0).

**Note:** You must upgrade to version 1.7.17.0 before April 20th, 2017. Starting on that date, you will not be able to sign in to older versions of the plug-in.

## New Calendar administrator privileges available in the Admin console

Announced on March 28th, 2017            ⭐ Admin feature                              - back to top -

**What's new**: With this launch, we've provided G Suite Super Admins additional control over how they grant access to the Calendar Settings section of Admin console, with the addition of 'Calendar' and 'Calendar Resources' administrator privileges.

Super admins can delegate the management of certain Admin console sections, by assigning system or custom administrator roles to their users. With this update, you can now delegate the administration of the Calendar Resources section (useful for facility managers) or the Calendar Settings section as a whole, simply by assigning the new 'Calendar Resources' or 'Calendar' privileges to delegate admins.
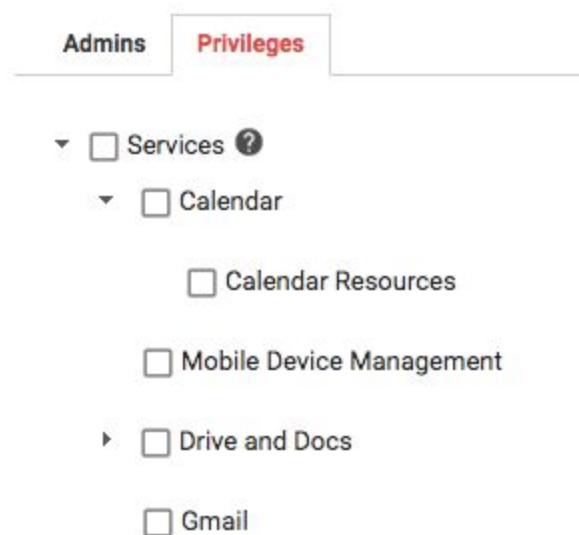


Assigning these privileges will grant access to the respective sections of the Admin Console App, and through the Directory API. It will not allow management of resource calendars or user calendars through the Google Calendar App or Calendar API.

*Check out the Help Center for more information on administrator privilege definitions.*

## G Suite users can now rename their Security Keys

Announced on March 29th, 2017            🔗 Share with your organization                   - back to top -

**What's new**: Security Keys are a two-step verification (2SV) method for signing into G Suite accounts that helps keep users secure from phishing attempts. With this launch, if your users have multiple Security Keys, they can rename those Security Keys to make them easier to manage. This was a common request from power users, and we're happy to make it available. To take advantage of this feature, users who have already added Security Keys can visit their Two-Step Verification settings.

*To learn more about all of G Suite's security offerings, read our recently updated G Suite Security & Privacy page here.*

# Automatically provision users to Box Enterprise and Salesforce Sandbox

Announced on March 31st, 2017          ⭐ Admin feature          *- back to top -*

**What's new**: Last September, we announced that you could automatically provision users for third-party applications like Salesforce, Slack, and Workplace by Facebook. When auto-provisioning is enabled for a supported third-party application, any users created, modified, or deleted in G Suite are automatically added, edited, or deleted in the third-party application. Based on the great feedback from administrators who have used this feature, we've decided to add auto-user provisioning support to more applications.

Following this launch, we will add two more supported applications to automated third-party user provisioning: Box Enterprise and Salesforce Sandbox. Customers subscribed to G Suite Business and G Suite Enterprise editions can enable user provisioning in all supported applications. Customers on G Suite Basic can configure auto-provisioning for up to three applications from the supported list.

*For specific details on how to set up auto-provisioning, check out the Help Center.*

# G Suite

# Learn more about G Suite

## Tips on corporate training hubs from the Transformation Gallery

**Amp up your corporate training program with G Suite**

Looking for ways to engage your team, department or workforce? An effective strategy is to provide multiple training options with an online training hub. Check out this episode of the G Suite Show to see how Drea uses Google Drive, Sites, Hangouts and other G Suite tools to train her workforce.

Bookmark the Transformation Gallery and see what processes have worked for others in your industry or job function.


Quickly and easily create a virtual training hub

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

In March, *The G Suite Show* showcased the latest product updates for Keep, new product announcements, the Cloud Next '17 conference, and our GCC community.

In our latest episode, Jimmy and Jenny highlighted the latest release to G Suite: Team Drives. This tool is extremely helpful to keep all your org's files safe, secure, and in one place without the fear of losing content if someone leaves or over shared.

Jimmy and Drea attended Cloud's Next '17 conference. In this episode, they informed viewers of the latest announcements and which new products are going in and out of our Early Adopter Program.

Jenny sat down with our Google Cloud Connect Community Manager, Lauren, to chat about what the GCC can offer partners, customers, and even Googlers.


Store team files in one place with Team Drives


Stay organized in life using Google Keep

Lauren explained some of the features of the GCC, such as the Feature Ideas section and the Early Adopter Program.
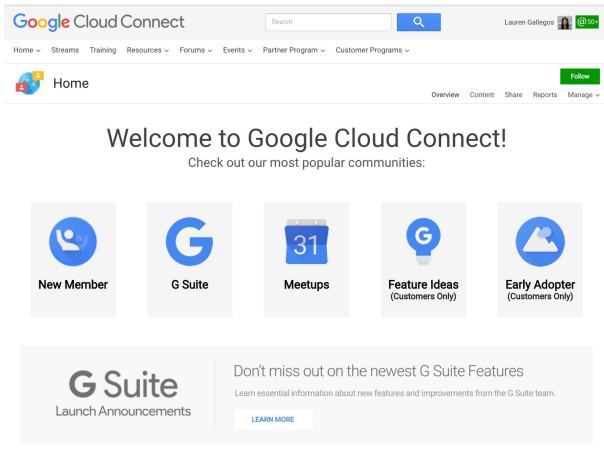
Great ideas can surface in unexpected places. We created Keep to capture your thoughts anytime, anywhere—with smart tools to help you easily organize your notes, ideas and to dos. Jimmy and Jenny shared the latest updates with Keep, now a core product of G Suite.

**G Suite**

## 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 March, we wrapped up our Editorial Calendar for Q1. We added new use cases to our growing catalog, covering topics like G Suite Feature Ideas and The new Training Center: professional development by and for educators.

To top things off, Yan Sun continued her blog series on Security with articles on Lessons learned from securing Google Cloud customers and Google Infrastructure Security Design. Join us in April 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 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.*