

G Suite

MAY 2017



Featured launch: Let's Jam - Jamboard is now available

Jamboard now available for purchase in the U.S.

- Pricing details
- Additional information for G Suite admins



Work together

Invite all the right people to your Communities all at once



Work anywhere

Save time with Smart Reply in Gmail



Simple to use

Group items vertically in the new Google Sites

Quick Access in Google Drive now available on the web

Improving the publication experience in the new Google Sites



Business ready

Move Google Drive files and folders into Team Drives

New iOS enterprise security features now available, including corporate contacts

Making email safer with anti-phishing security checks in Gmail on Android

Google Apps Script and App Maker metrics now in the Admin console

Adding 9 third-party applications to the G Suite pre-integrated SSO apps catalog

Calendar email notification logs in Admin console

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Learn more about G Suite

Browse the Transformation Gallery in 4 more languages

The G Suite Show on YouTube

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

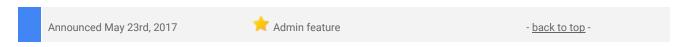
What's New for G Suite Admins videos

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



Featured launch: Jamboard is now available

Let's Jam - Jamboard now available for purchase in the U.S.



What's new: On May 23rd, we <u>announced</u> that <u>Jamboard</u>, our cloud-based, collaborative whiteboard, is now available for purchase in the United States.



You can purchase Jamboard for \$4,999 USD, which includes 2 styluses, an eraser and a wall mount. We're also running a promotion—if you order on or before September 30, 2017, you'll receive \$300 off of the annual management and support fee, as well as a discount on the optional rolling stand.

Keep in mind that a G Suite plan is required to use Jamboard so that you can access files from Drive, use them in your brainstorms and come back to your work later. Also, we're teaming up with BenQ to handle fulfillment, delivery and support. Check out pricing details below.

About Jamboard pricing

Jamboard ncludes: 2 styluses, 1 eraser, 1 wall mount	\$4,999	
Annual management and support fee	\$300 per year* (On or before 9/30/17)	\$600 per year (After 9/30/17)
Rolling stand (optional)	\$1,199 (On or before 9/30/17)	\$1,349 (After 9/30/17)

Note: a G Suite plan is required to use Jamboard. *Promotion applies for your first year after purchase.

Jamboard is available in the U.S. to start, and will be available for purchase in the UK and Canada this summer, with more countries becoming available over time. Contact your Google Cloud sales rep or visit google.com/jamboard to learn more about how you can start jamming with colleagues today.

Additional info for G Suite admins

In addition to the Jamboard device, a Jamboard app will be available on Android and iOS for all G Suite customers globally starting this week. When used on a tablet, the app allows users to experience similar features as they would on the Jamboard device. On a smartphone, the app functions as a companion for the Jamboard device.

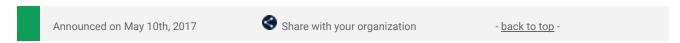
Usage of the Jamboard app will be controlled by a service on/off switch in the <u>Admin console</u>, and will be **off by default**.

Check out the <u>Help Center</u> for more information, including an <u>FAQ</u> section.



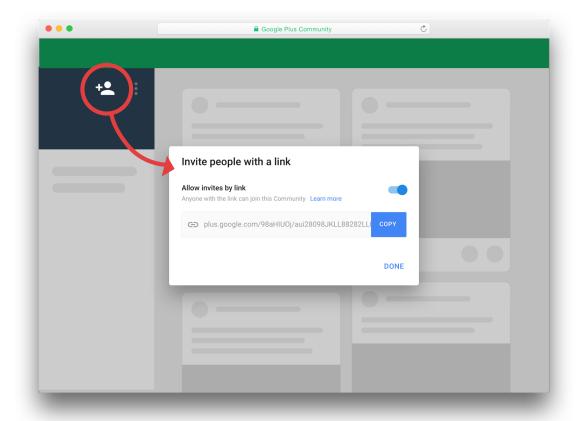
Work together

Invite all the right people to your Communities all at once



What's new: Communities are a great way for groups of people to share around a topic. But when you're creating a Community for a group you're a part of, like a book club, parent-teacher association, or work team, the last thing you want to have to do is invite each member one-by-one.

Since so many groups already have a way to get ahold of one another, whether that's through email, chat, a newsletter or something else, we've created a new Community invite link so you can invite all the right people at once.



With the Community invite link, Community owners and moderators can share an invite link with their group however they choose. People with the link will be able to directly join both private and ask-to-join public Communities, and anyone who doesn't have a Google account or Google+ profile will be able to create one along the way. Communities that are restricted to a given G Suite organization will continue to only be accessible to members of that organization.

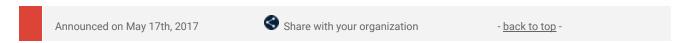
If something changes, you can easily disable a shared link or generate a new one at any time. To share an invite link to your Community, just open the invite menu on Google+ web, turn on the "Allow invites by link" option, and grab the link that appears.

3



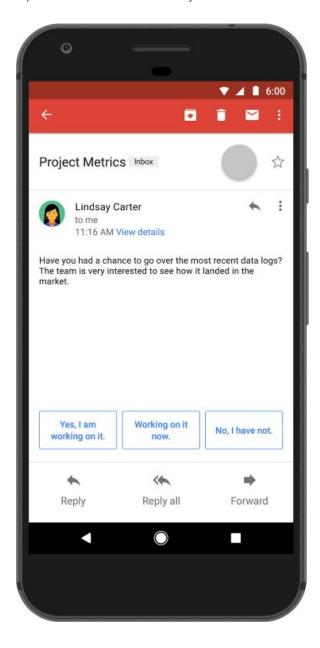
Work anywhere

Save time with Smart Reply in Gmail



What's new: It's pretty easy to read your emails while you're on the go, but responding to those emails takes effort. Smart Reply, <u>available in Inbox by Gmail</u> and <u>Allo</u>, saves you time by suggesting quick responses to your messages. The feature already drives 12 percent of replies in Inbox on mobile. And with this launch, Smart Reply is now available in Gmail for Android and iOS too.

Smart Reply suggests three responses based on the email you received:



Once you've selected one, you can send it immediately or edit your response starting with the Smart Reply text. Either way, you're saving time.

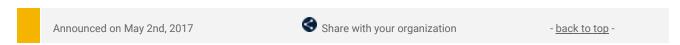
Smart Reply utilizes machine learning to give you better responses the more you use it. So if you're more of a "thanks!" than a "thanks." person, we'll suggest the response that's, well, more you. If you want to learn about the smarts behind Smart Reply, check out the <u>Google Research Blog</u>.

Smart Reply is now available on <u>Android</u> and <u>iOS</u> in English. Stay tuned for more languages coming soon.



Simple to use

Group items vertically in the new Google Sites

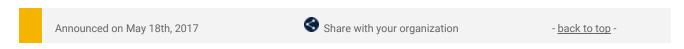


What's new: We've heard that you need to caption photos, arrange content in columns, and do more vertically in the new Google Sites. With your feedback in mind, we've added the ability to create "vertical groups" in the new Sites on the web. Once created, you can move and edit these groups as a single entity, as well as drag items in and out of them easily.

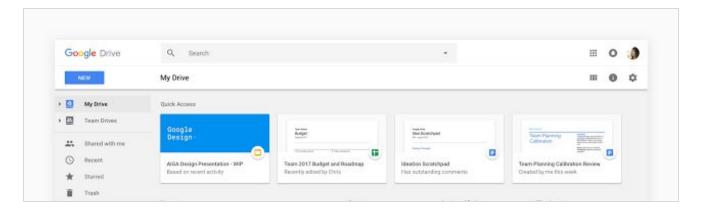


For more information on grouping items vertically in the new Sites, check out the <u>Help Center</u>.

Quick Access in Google Drive now available on the web



What's new: In September 2016, we <u>launched</u> Quick Access for Google Drive, which uses machine learning to intelligently predict the files you need, before you've even searched for them. Originally available on the <u>Drive Android app</u>, and later <u>iOS</u>, we're now launching Quick Access on the web.



Quick Access intelligently predicts and surfaces files based on, among other things:

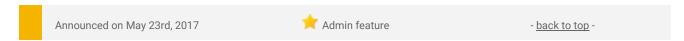
- who specific files are frequently shared with
- when relevant meetings occur
- what files are used at specific times of the day

Check out Quick Access on the <u>Drive home page</u>—it's rolling out gradually to all G Suite customers over the coming weeks.

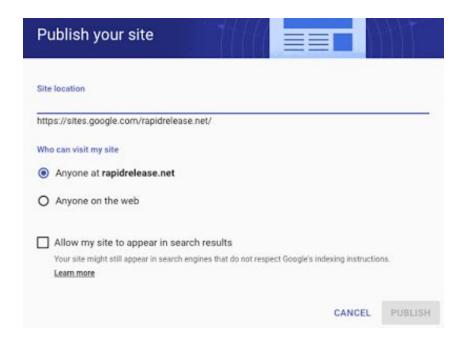
Learn more about finding files in Drive in the Help Center.



Improving the publication experience in the new Google Sites



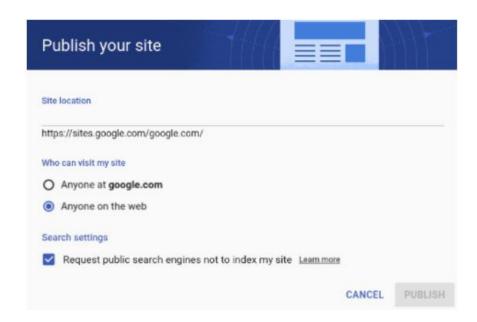
What's new: When you click "Publish" in the new Google Sites, you allow other people to view your site. If your organization allows you to publish sites on the web, you see options to (1) allow anyone at your domain or anyone on the web to visit your site, and (2) allow your site to appear in search results.



You've told us that the "Allow my site to appear in search results" setting is confusing, and that it's not entirely clear how it impacts the availability of your site. With that feedback in mind, we're making some changes to the setting. With this launch,

- if you've chosen to allow anyone on the web to visit your site, you'll see an option to "Request public search engines not to index my site." This option will not be selected by default, meaning that public search engines (like Google) will be able to index your site. This option will be labeled as a "Search setting" to distinguish it from the enforced permissions above it—by checking it, you indicate only your preference that search engines not index your site.
- if you've chosen to restrict viewing of your site to your domain only, you will not see the "Request public search engines not to index my site" option, because no one outside of your domain will be able to visit your site anyway. Depending on your configuration, your site may appear in your organization's internal search engine and on Google Cloud Search.

Please note that this launch will not impact the settings of any already-published sites, unless they're unpublished and republished.

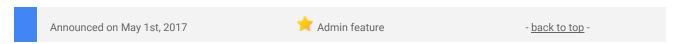


Check out the <u>Help Center</u> to learn more about how to preview and publish your site on the web.



Business ready

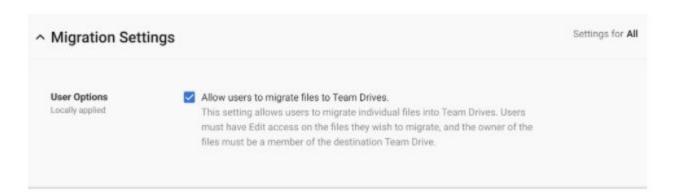
Move Google Drive files and folders into Team Drives



What's new: Following the <u>launch</u> of Team Drives in March, it's likely you and your users have existing content that needs to be moved from traditional Google Drive locations (e.g. My Drive) into these new shared spaces. As a G Suite admin, there are three ways you can do this:

1. Allow users to migrate files

If you enable this setting in the Admin console (Apps > G Suite > Drive and Docs > Migration settings > User options > Allow users to migrate files to Team Drives), users in your domain will be able to move individual files into Team Drives, as long as they have Edit access to those files and the current file owners are members of the destination Team Drive.

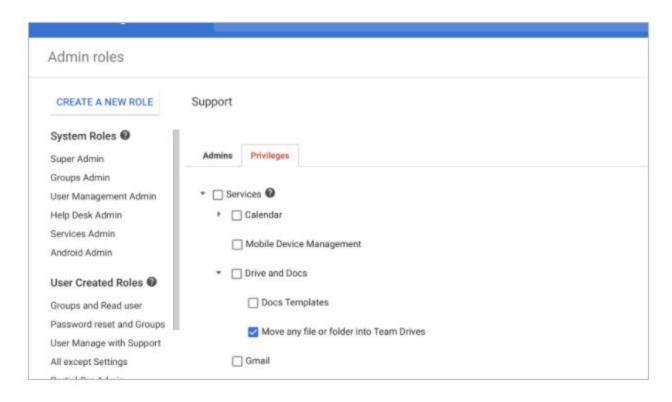


2. Migrate folders as a super admin

If you're a super admin and have view access or higher to an existing My Drive folder, you can move that folder to a Team Drive yourself. Check out the <u>Help Center</u> for detailed instructions.

3. Delegate admin migration rights to individual users

If you're a super admin, you can delegate the admin rights described in option 2 to any user in your domain. He or she will then be able to move My Drive folders into Team Drives. For a step-by-step guide to granting these admin migration rights, see the <u>Help Center</u>.



No matter which option you choose, there are a few important things to remember when moving files and folders into Team Drives:

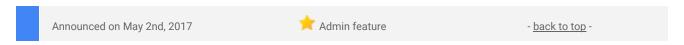
• Any file moved to a Team Drive will then be owned by the Team Drive—not an individual.



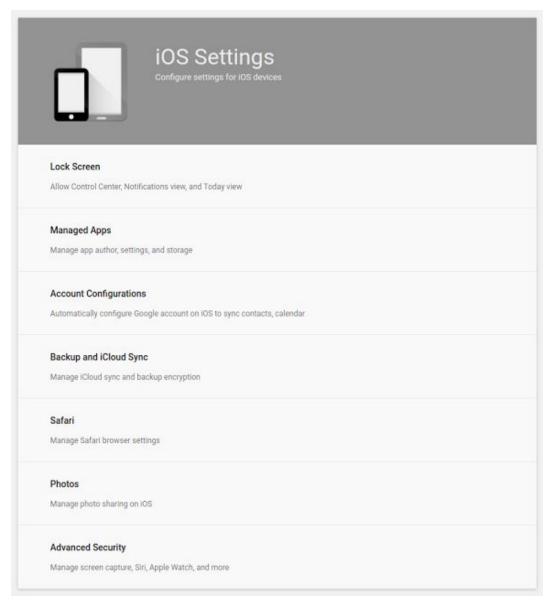
- Moved files will remain in the user's Shared with me and Recent locations, but they'll be removed from all other Drive locations (e.g. My Drive).
- A file's permissions and sharing link will not change when it's moved into a Team Drive. People who
 aren't Team Drive members will still be able to access that file with their previously granted
 permissions.

For additional details and key considerations, please visit the Help Center.

New iOS enterprise security features now available, including corporate contacts



What's new: A recent Gartner <u>survey</u> found that more than two thirds of employees are using personal devices at work, and we're seeing similar stats with our customers: enterprises are embracing Bring Your Own Device (BYOD) devices. That's why we've given more control to G Suite admins with enhancements to Google Mobile Management, adding <u>several new iOS features</u> for enterprise security, including the popular feature request for managed corporate contacts.



Manage iOS Settings in Google Mobile Management

About Managed Corporate Contacts

G Suite admins are now able to sync managed corporate contacts to their users' devices. This improves iOS device compliance in the following ways:

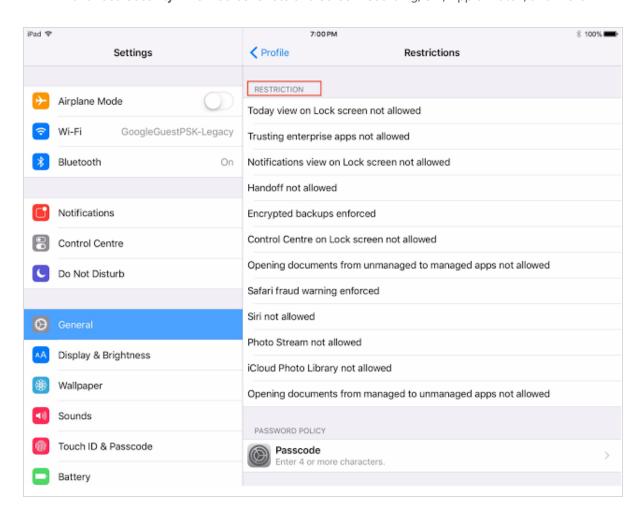
- Easy setup of contacts during MDM setup. The user's corporate contacts are synced automatically when an iOS device is compliant, and no longer available when device goes out of compliance.
- Searching and calling contacts from the global address list (GAL) is possible from the native iOS phone app. Additionally, native email, calendar, contacts iOS apps can look up your GAL contacts.
- Caller ID is supported when receiving a call from a user's corporate contact.



- If your organization requires your users to use 2-step verification or you use a 3rd-party SSO provider, your users will no longer need to use an App password when accessing their corporate contacts on the iOS device
- If the admin blocks or wipes the account, the user's corporate contacts are no longer available and they no longer have access to the GAL.

In addition to these changes, we've also added or updated the following device restriction policies:

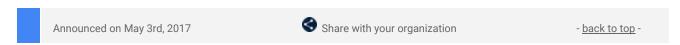
- Managed apps: Manage app author, settings and storage
- Account configuration: Automatically configure Google account on iOS to sync contacts, calendar
- Safari: Manage Safari browser settings
- Photos: Manage photo sharing on iOS
- Advanced security: Allow screenshots and screen recording, Siri, Apple Watch, and more



We hope this makes it easier for G Suite admins to manage iOS users in their domain. Look out for more exciting MDM updates in the future.

Learn more in the <u>Help Center</u>.

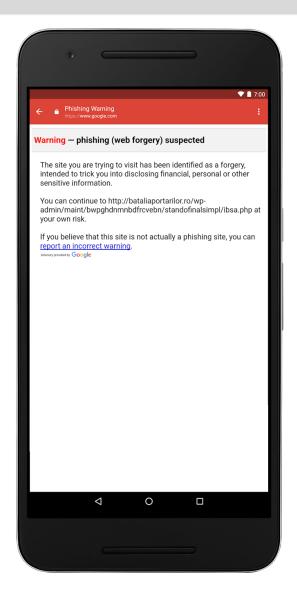
Making email safer with anti-phishing security checks in Gmail on Android



What's new: We introduced a new security feature in Gmail on Android to help you keep your email safer.

When you click on a suspicious link in a message, Gmail will show a warning prompt helping you keep your account safe. Here's what you'll see:

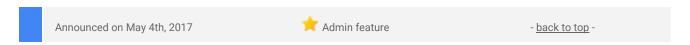




While not all affected email will necessarily be dangerous, we encourage you to be extra careful about clicking on links in messages that you're not sure about. And with this update, you'll have another tool to make these kinds of decisions.

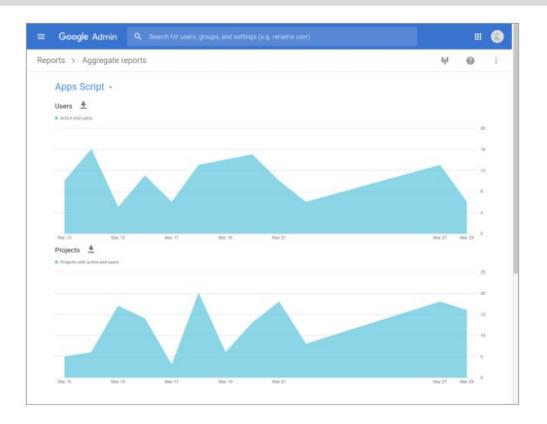
Check out the <u>Help Center</u> for more information on how to avoid and report phishing emails.

Google Apps Script and App Maker metrics now in the Admin console



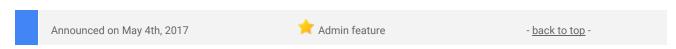
What's new: Apps Script lets you do more with Google, like create add-ons for Docs, develop custom functions for Sheets, and manage responses in Forms. Traditionally, G Suite admins have had little or no visibility into the extent of the Apps Script usage in their organizations. With this launch, however, admins can now view Apps Script metrics, including number of users and number of active projects, in the Aggregate reports section of the Admin console. Admins currently participating in the App Maker Early Adopter Program will see App Maker metrics listed as well.





For more details, please visit the Help Center.

Adding 9 third-party applications to the G Suite pre-integrated SSO apps catalog



What's new: Single-Sign-On (SSO) is one of those rare features that enhances security while also increasing convenience for end users. Google supports the two most popular Enterprise SSO standards, OpenID Connect and SAML. There are over 800 applications with pre-integrated SSO support in our third party apps catalog already, and we are constantly adding more. With this launch, we added SAML integration for these nine applications: Asana, Dialpad, Evernote Business, Expensify, Keeper, Lucidchart, Pagerduty, RingCentral, and Trello.



You can find our full list of pre-integrated applications, as well as instructions for installing them, in the <u>Help Center</u>.

Note that apart from the pre-integrated SAML applications, G Suite also supports installing "Custom SAML Applications" which means that admins can install any third-party application that supports SAML. The advantage of a pre-integrated app is the installation is much easier. You can learn more about installing Custom SAML Applications in this <u>Help Center article</u>.

Differences between G Suite Marketplace and the SAML Apps Catalog

You may notice that some of the applications we are launching today to the SAML catalog - namely Asana, Dialpad, Expensify, Lucidchart, RingCentral, and Trello - are already available in the <u>G Suite Marketplace</u>. When installed via the Marketplace, these applications provide rich integration with G Suite products. In addition to these deep integrations, the applications typically provide a separate 'Google SSO' option, which is authentication via OpenID Connect protocol, for users to access their accounts on the application's website.

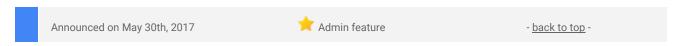
The SAML catalog version, on the other hand, only provides SAML-based authentication so that your users can access their accounts in the third party app's website using Google as a SAML IdP (Identity Provider). Some enterprises prefer the SAML approach, and in fact, we see many admins installing these as Custom SAML Apps even today. This launch is all about giving our customers more choice to integrate their applications using a method that suits them.

If you do not have a corporate requirement to use SAML, Google recommends using the G Suite Marketplace application.

Check out the <u>Help Center</u> to learn more about using SAML to set up federated SSO.



Calendar email notification logs in Admin console



What's new: When users collaborate using Google Calendar, they depend heavily on email notifications that are generated while they manage events and calendars. For example, event invitations, event updates, RSVPs and calendar sharing can all generate email notifications that are sent to event guests or calendar subscribers.

Sometimes these notifications are inadvertently triggered by third party calendar clients or go missing (because of incorrectly configured Gmail filters, accidental email deletions, etc.) With this launch, we're exposing calendar email notification logs in the Calendar audit section of Admin console, so you can easily investigate issues related to calendar email notifications. Each log entry provides insights on the type of calendar notification, its sender and its recipient, as well as information on the calendar client that triggered it.

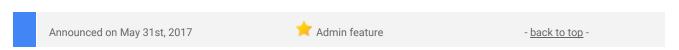
You can also obtain the notification's Message-ID which can be cross-referenced with the <u>Email Audit logs</u>, in order to confirm whether the notification was successfully delivered to its intended recipients.

Activity Name	Activity Description
Notification triggered	Isaac A. triggered an email notification of type calendar access granted to antonis@ink-42.com
Notification triggered	Isaac A. triggered an email notification of type event response to antonis@ink-42.com
Notification triggered	Isaac A. triggered an email notification of type cancelled event to antonis@ink-42.com
Notification triggered	Isaac A. triggered an email notification of type email guests to antonis@ink-42.com

We hope that by enriching the existing calendar audit logs, we will make it easier for helpdesk admins to troubleshoot issues for their users.

<u>See our Help Center</u> for more information on the new calendar notification fields.

Early detection of phishing attempts for G Suite users in Gmail

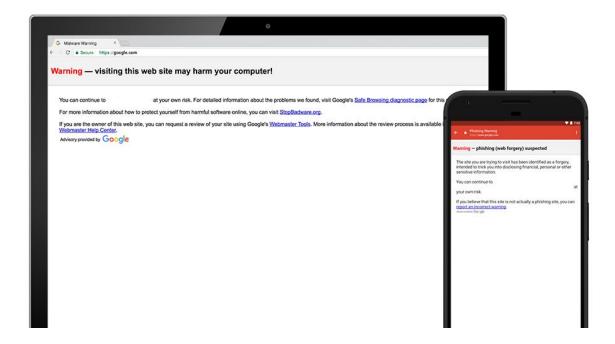


What's new: As part of Gmail's continued efforts to make email more safe and secure for our users, a new advanced security feature is being added to Gmail. <u>Last year we announced</u> the inclusion of security warnings when users attempt to access a dangerous site. With this new feature, we are improving the timeliness of phishing identification.

Delayed delivery of email messages with suspicious content

Phishing attempts follow a predictable pattern when you look at them in aggregate, and Gmail's security experts have developed a new algorithm that flags and delays potentially suspicious messages. This selective delay facilitates <u>additional checks</u> on the content of the message prior to delivery and benefits from real time updates to the spam filter — as well as up to date phishing protection from Google's <u>Safe Browsing</u> technology.





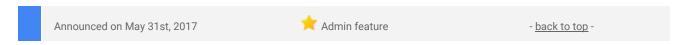
Considerations

- Because <u>Safe Browsing</u> must test the results of the link, emails can be delayed by up to 4 minutes.
- This feature is not a replacement for anti-malware/phishing software, and we do not recommend using it in place of your organization's existing security software.

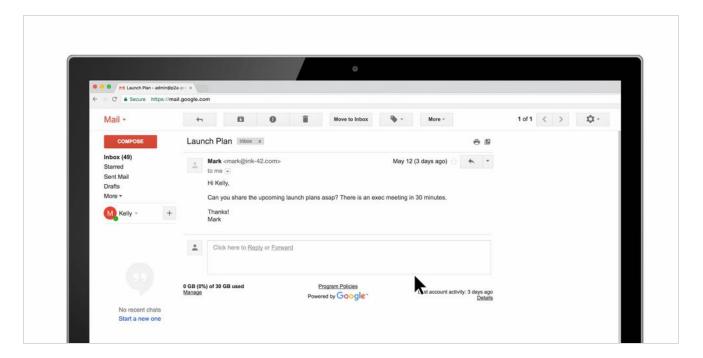
Opting out: This feature can be controlled from the Admin console, and is launching as as **default on**. If you do not wish to delay email to your users for any reason, you can disable the feature from the Admin console.

<u>Learn more</u> in the Help Center.

Unintended external reply warnings in Gmail to mitigate unintentional data loss



What's new: This release adds a new Gmail security feature to warn G Suite users when responding to emails sent from outside of their domain and not in their contacts. This feature can give enterprises protection against forged email messages, impersonation, as well as common user-error when sending mail to the wrong contacts.



How does it work?



- When a user hits reply in Gmail, Google scans the recipient list, including addresses in CC and BCC. If a recipient is both external to the user's organization and not present in their Contacts, we will display the warning.
- We treat secondary domains and domain aliases like primary domains, so your users will not be warned when emailing users at your subdomains.
- If the recipient is intended, the user can dismiss the warning and proceed with the response. We won't show the warning again for that recipient.
- Unintended external reply warning is controlled from the Admin console control in the Advanced Gmail settings and is launching default on. It can be toggled on or off by organizational unit or for your entire domain.

Check out the <u>Help Center</u> for more information.



Learn more about G Suite

Browse the Transformation Gallery in 4 more languages



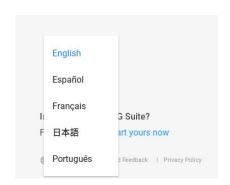
- back to top -

We are happy to announce that the Transformation Gallery is now available in 4 additional languages:

- Japanese
- French
- Portuguese
- Spanish

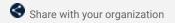
Local or global, many more teams can now benefit by browsing the Gallery for fresh ideas in areas like managing projects, planning events, developing new products with global teams, connecting workers in the field, and sharing ideas and information across departments.

To change the language, just go to the <u>Transformation Gallery</u> and select the desired language next to the globe icon.



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





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All new episodes focused on Cloud Search, Vault, Chromebooks in the Classroom, and the Transformation Gallery!

Lily and Jimmy break down <u>Google Cloud Search</u>, and how it can make your day more efficient. Formerly known as Springboard, Cloud Search is a new product that uses machine intelligence to provide a unified search experience across G Suite.



Next up, Jimmy and Kevin tackle cookie....er, I mean...data security for your business. By using <u>Google Vault</u> with your G Suite products (Gmail, Drive, Hangouts, Groups), you are able to make sure the right data from your company is there and secure. You're also able to get the data you need when you need it.

We also head over to The Transformation Gallery, where we first tackle managing suppliers using scorecards in Sheets. In Sheets, multiple stakeholders can rate different suppliers when getting an estimate for a project. Within another tab, you can keep all of these Forms and Docs in one place and up-to-date in real time.

Lastly, Drea chats with Karen Greenleaf about <u>Chromebooks in the classroom</u>. These Chromebooks, paired with awesome Android apps, can change the way children learn.



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 May, we continued our Editorial Calendar for Q2. We added new use cases to our growing catalog, covering topics like <u>Work hacks</u> from G Suite and The New Transformation Gallery.

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 June 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.