



# 7 Ways to Use Google Workspace for Modern Work

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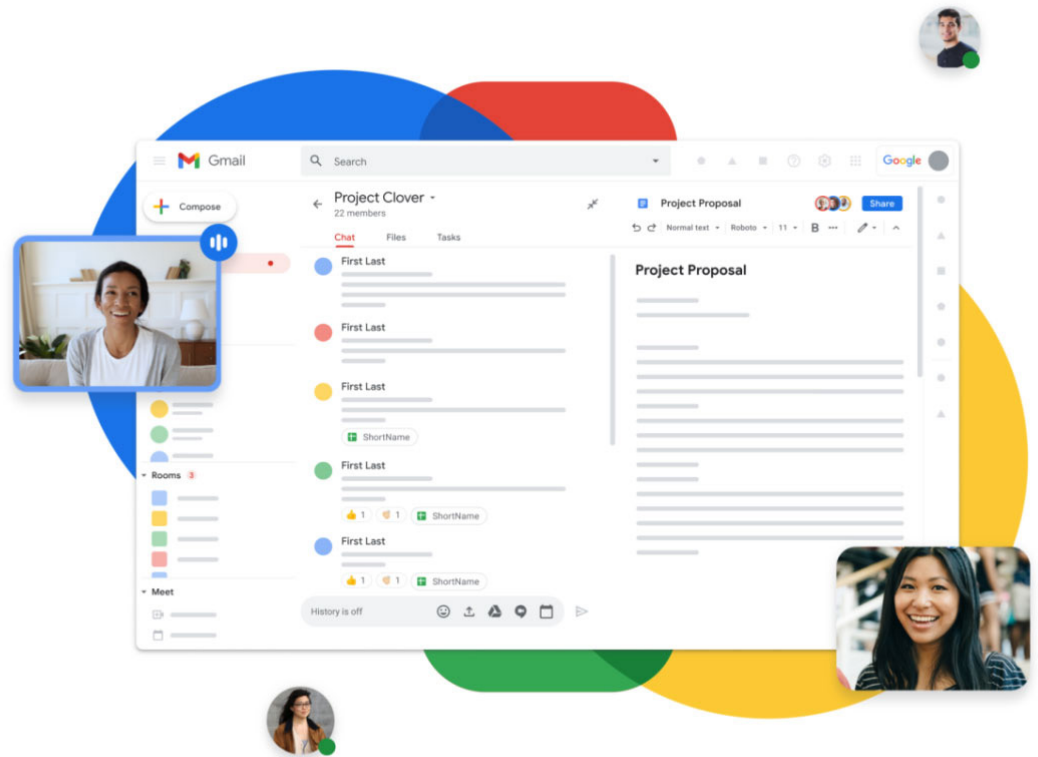
Meet Google Workspace

# Google Workspace

Work is no longer a place you physically go into.  
Work happens wherever.

Google Workspace was created for modern teams and businesses to stay connected while working from anywhere.

Google's cloud-based workspace of tools allows teams to create, share, and collaborate through a web browser. No software or complicated setup is required. Google Workspace has everything you need to get anything done—messaging, meetings, and docs—all built with trusted Google security.



## General Use Cases

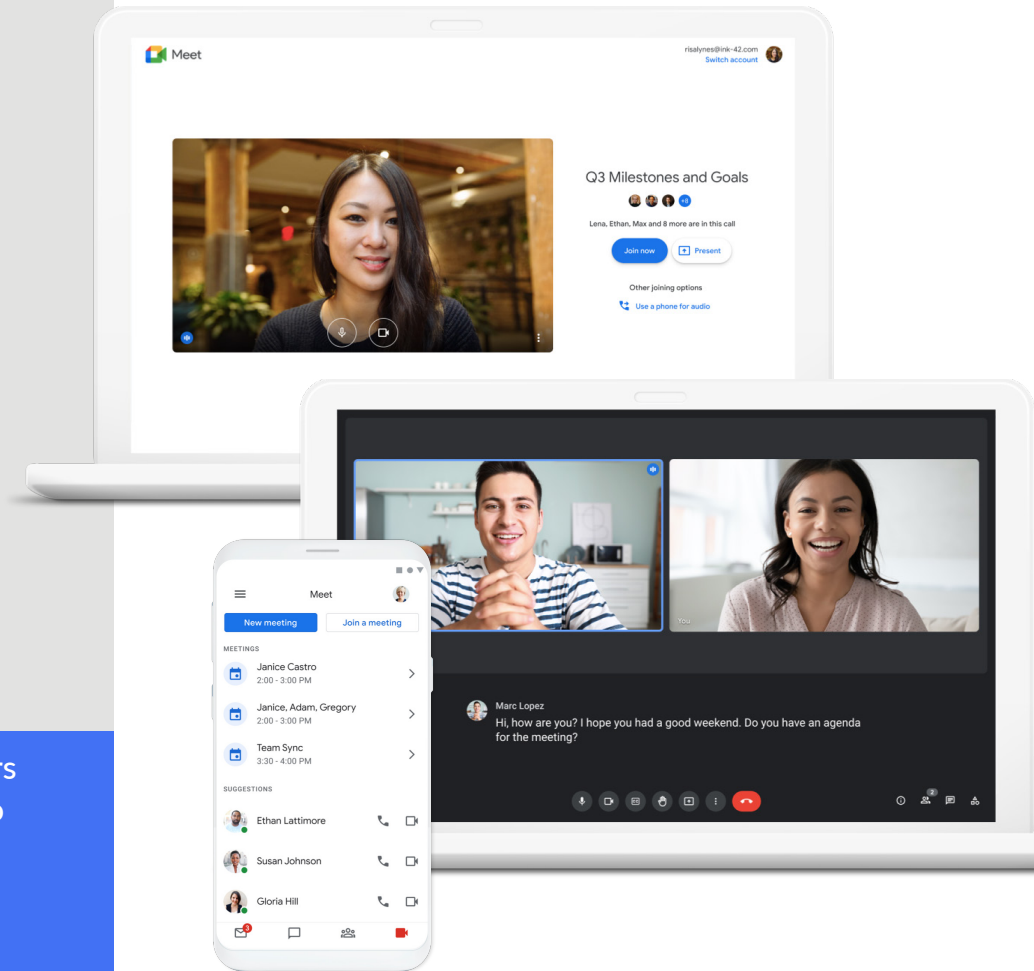
# 01. Video Meetings

Google Meet takes the headaches out of joining a video call at work. Just set up a meeting and share a link. No worrying about whether teammates, clients, or customers have the correct accounts or plug-ins—all you need is a web browser.

Video meetings are faster than writing long emails, more engaging for participants, and more personal than written text alone. You can use video in many different ways to boost productivity and creativity.

## Examples

- Interviews & hiring
- New team member onboarding
- Explanations (how-to's, demos, project briefs)
- 1 on 1s & brainstorms
- Offering help & asking for feedback
- Crisis communication
- Sales calls & meetings
- Google Workspace Business Standard & Enterprise Plus customers have the ability to record meetings that will automatically save to Google Drive
- Google Workspace Enterprise Plus customers can live stream up to 100,000 viewers



# 02. Cloud Storage

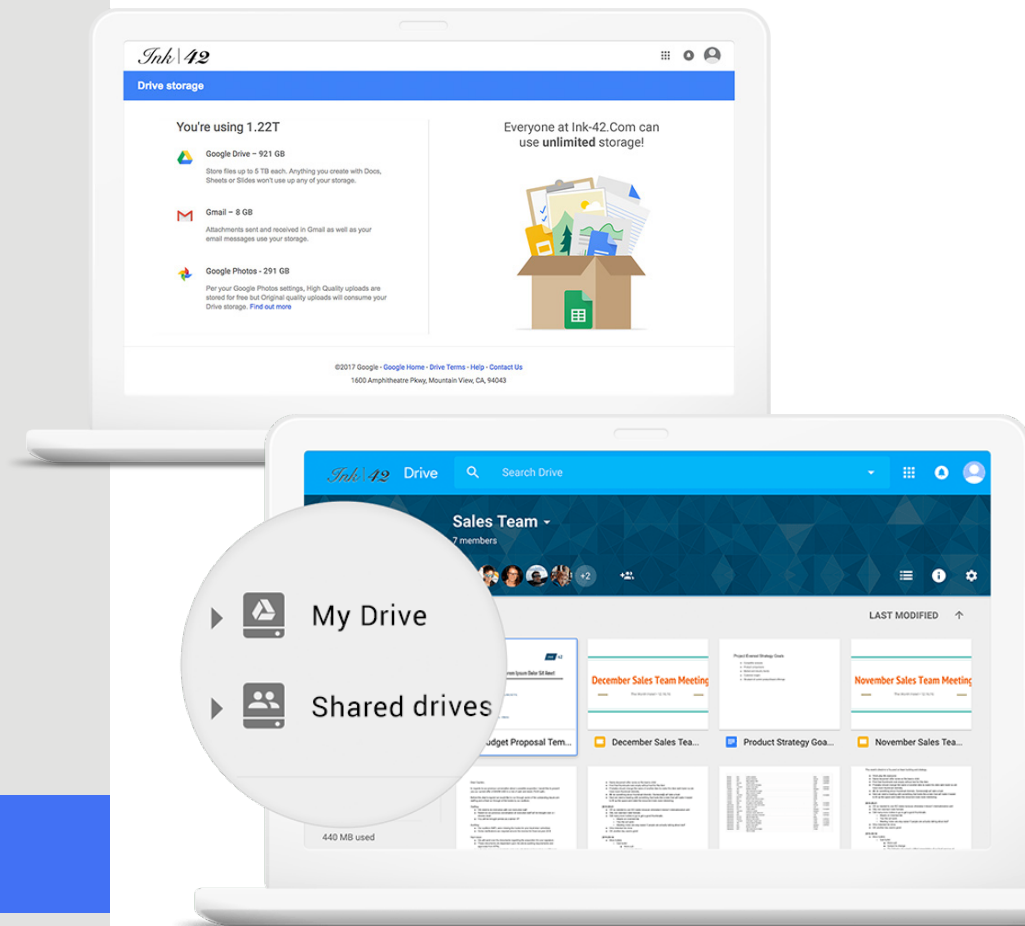
Google Drive takes the hassle out of storing and sharing files. All you have to do is click share, invite people to collaborate, set permissions to view, comment, or edit, and share the link. It's that simple.

Storing your business information in the cloud may sound intimidating, but it's not.

Because you aren't saving files on your physical computer, it means your devices will run faster and require less maintenance and overhead costs. Advanced search helps you quickly surface what you're looking for so you can spend more time working and less time searching for things.

## Examples

- Save any file type to Google Drive
  - Access your files on any device
  - Share folders & files with others
  - Control access & permissions
  - Get browser & email notifications
  - Access your files even when you're offline
- Create shared team drives with Google Workspace Business Standard & Enterprise Plus



# 03. Messaging

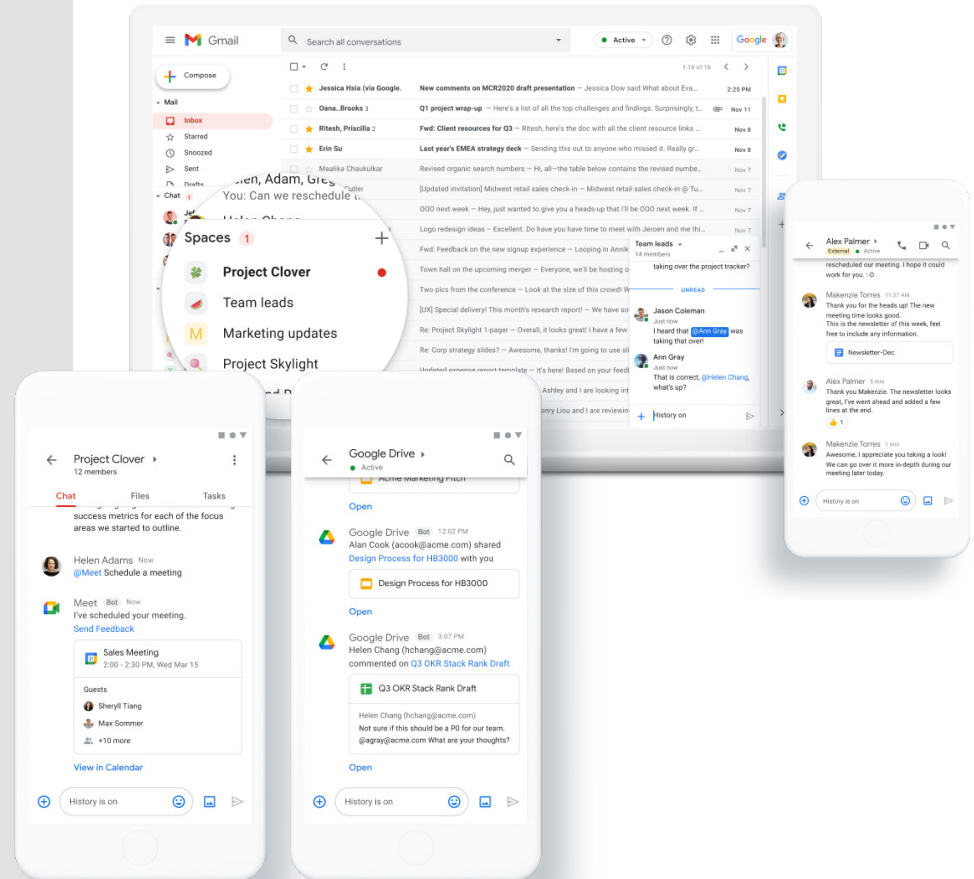
Whether you are working from home, the office, or a little bit of both, effective communication is essential for teams and businesses.

Shared chats have replaced conversations by the water cooler, and direct messages are the new way of stopping by a teammate's desk. Chat is quicker than email, more professional than texting, and it keeps all of your internal communications together in one platform.

You could pay for a standalone messaging tool or use Google Chat, one of the many applications you get access to with Google Workspace to keep your team connected and creative.

## Examples

- Reach people faster
- Stay more organized
- Chat 1 on 1
- Give projects a dedicated space
- Easily find past conversations
- Streamline tasks & move projects forward
- Document internal communication among workers
- Encourage timely, open communication
- Create a collaborative company culture



## General Use Cases

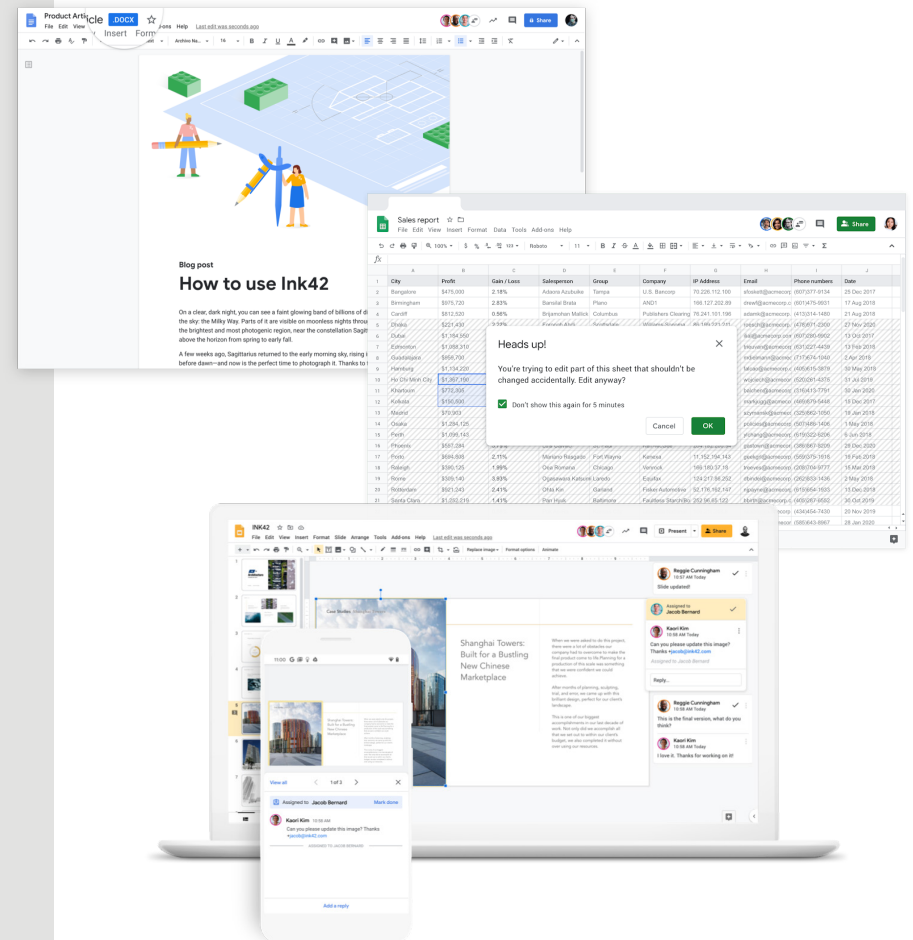
# 04. Tasks

Do you find it challenging to work on documents together with your team?  
Are you constantly wondering if you are sharing the most updated version?

Google Docs, Sheets, and Slides let you create documents, spreadsheets, and presentations and collaborate in real-time. You never have to worry about losing your work again. Because everything lives in the cloud, your files save automatically, so you always know you're working on the latest version.

## Examples

- Work together simultaneously
- Leave comments for team members
- Get notifications when your name is mentioned
- Share projects internally & externally with a link
- Rollback changes with unlimited version history
- Access your files even when you're offline



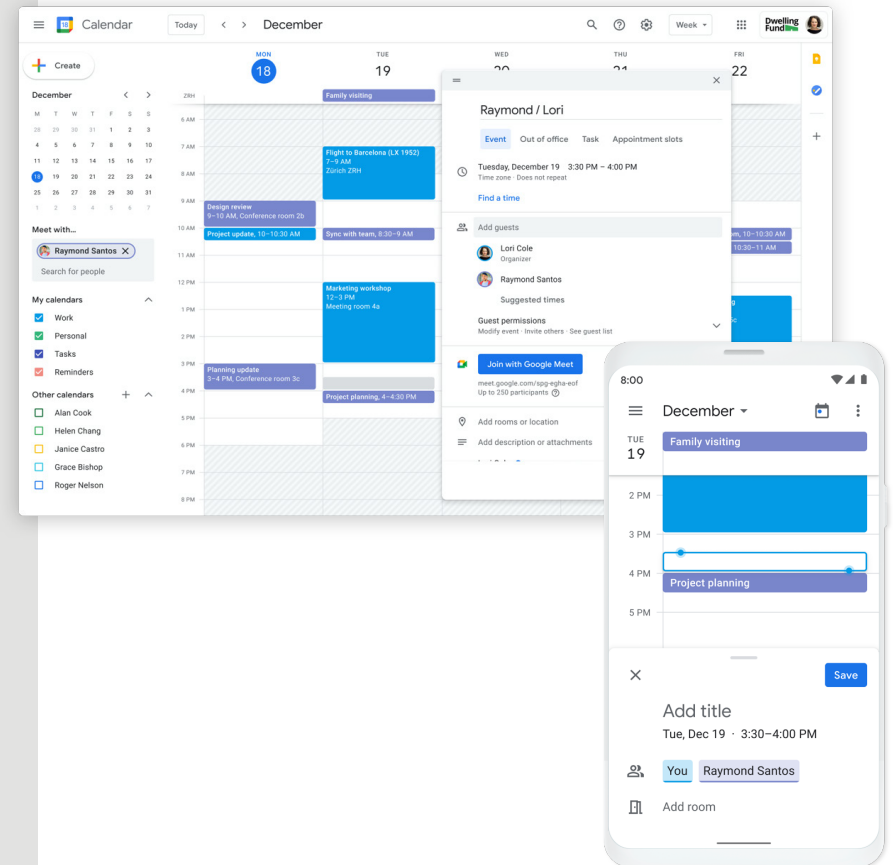
# 05. Project Management

Do you need a tool to help you better manage your team, timelines, deadlines, and relevant project data?

Google Calendar is excellent for managing appointments, but that's not all it can do. The sharing, searchability, timeline view, and other features make Google Calendar a simple but powerful project management tool.

## Examples

- Create a calendar for each project to keep everyone up to date
- Share the calendars to track milestones, deadlines & reminders
- Add tasks to create a project timeline
- Use hashtags to help with searching & tracking items over time
- Export your calendar as a PDF when you need a summary of the work you've done
- Create team calendars to monitor meetings, trainings & vacations
- See who is available for a meeting



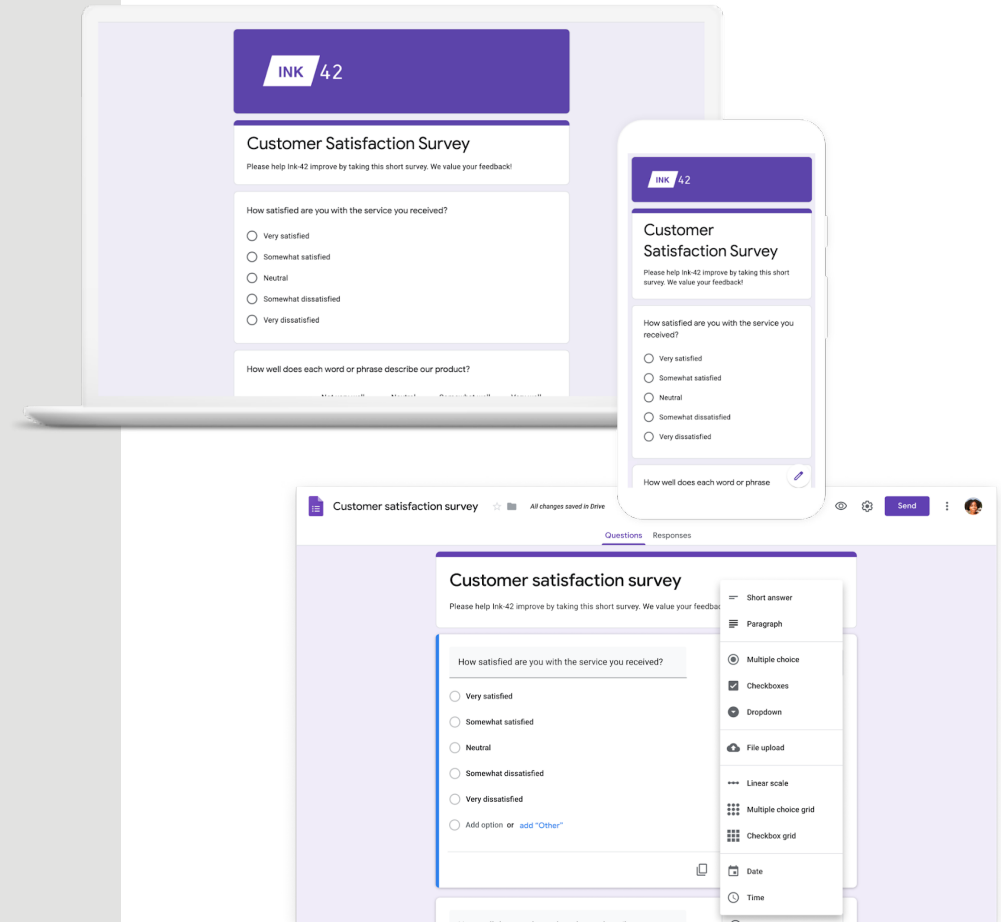


# 06. Culture & Social

Building and maintaining culture is a challenge for distributed teams. Google Forms is an effective tool to help you plan events, gather feedback, and measure the impact of company initiatives.

## Examples

- Gather feedback
- Collect RSVPs for an event
- Ask participants to vote on contest entries
- Gather information from new employees
- Ask your employees to share ideas



## General Use Cases

# 07. Communication & Outreach

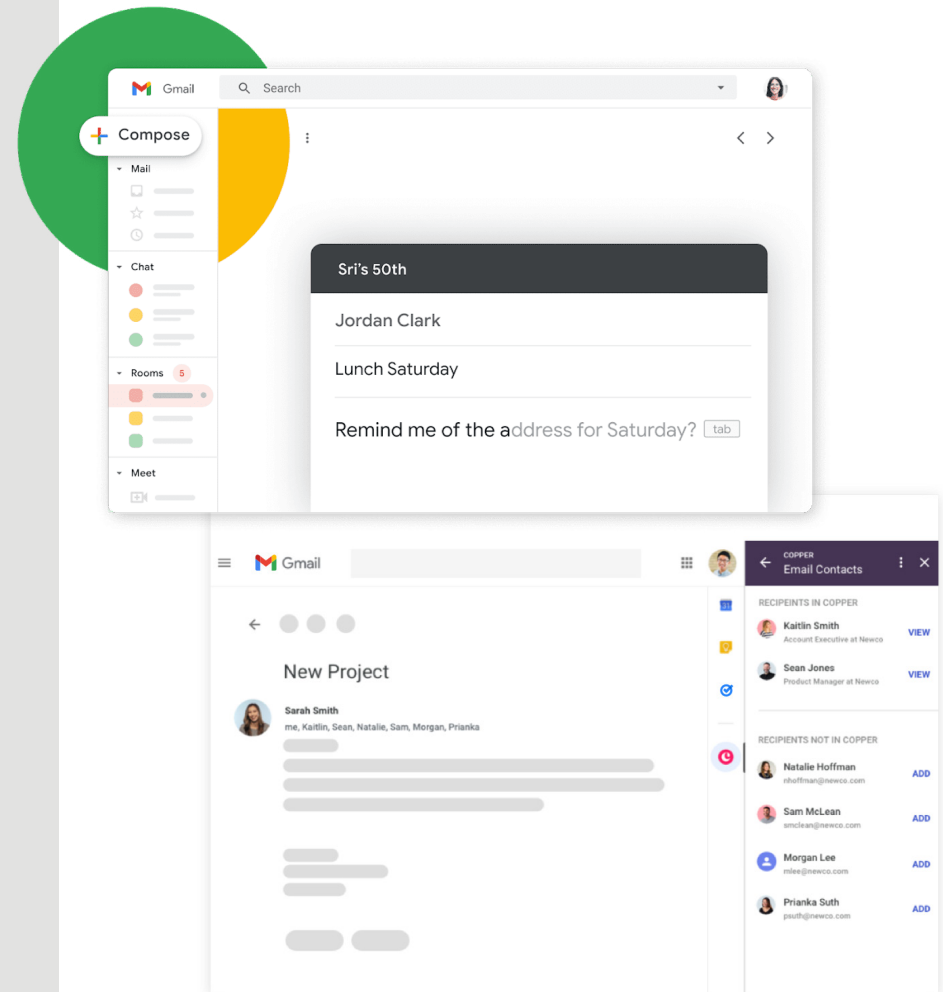
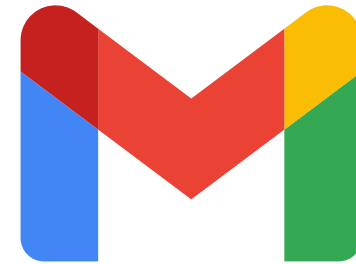
Are you using professional business email?

Build customer trust by giving everyone in your company a custom email address at your domain, like sarah@yourcompany and joe@yourcompany. Also create group mailing lists, like sales@yourcompany.

Gmail seamlessly integrates with all of your other Google Workspace applications, making it easier for you to stay on top of the work that matters.

## Examples

- Chat with your team
- Connect with coworkers, partners & clients with voice or video calls
- Send a calendar invite
- Stay on top of project work with shared files & tasks
- Get grammar suggestions
- Get nudges to help you stay on top of your work
- Work faster with Smart Reply & Smart Compose
- Create email aliases to stay organized
- Stay safe with spam, phishing & malware blockers



## Where is your organization on the journey to modern work?

Speak with a member of our sales team about our special contract deals and pricing available to teams or try Google Workspace for free—for yourself and up to 9 other users.

### Learn more at:

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Mail



Chat



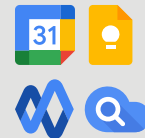
Meetings



Documents



Drive



& more...

