

Google Workspace

**Information below was pulled from workspace.google.com*

Teams of any size can connect, create and collaborate with a flexible application. Google suite Workspace includes;Gmail, Custom business email, Calendar, Shared calendars, Drive, Cloud storage, Meet, Video and voice conferencing, Docs, Word processing, Sheets, Spreadsheets, Slides, Presentation builder, Chat, Messaging for teams.

Google Workplace Pricing plan

Google Workspace is broken into four different price plans; Business Starter, Business Standard, Business Plus, and Enterprise.

See the pricing details [here](#).

Flexible, helpful business collaboration solutions for all the ways work is changing.

- Easy to use tools that are designed for a work from anywhere approach, on any device
 - ◆ This allows people to contribute regardless of where they are, what role they have, and which type of device they use by empowering them with familiar tools.

- Connect with customers, partners or suppliers and easily collaborate.
 - ◆ Video call, join a chat room, share a drive, and more tools to stay connected with those who are important to you and your organization.

- Manage your tools and simplify costs
 - ◆ Workspace includes a variety of different worktools outside of Gmail and Calendar. Including Google Meet, Chat, Drive, Docs, Sheets, and more. All in a single and easy to manage subscription.

- Google offers enterprise-grade security
 - ◆ Google Workspace has built in security, reliability, and cloud infrastructure. This allows information, identities, applications, and devices to be safe.

Features of Google Workspace

Helpful tools, thoughtfully connected

All google workspace tools are connected and allow a thoughtful workflow to be developed. Create and implement workflows that work best for your organization.

Custom professional email @yourcompany

Create custom emails addresses for your employees as well as important general contacts such as media@ or info@.

Expanded storage for your team

Larger Drive file storage for business workspace members. Keep your teams work in shares, secured, and easy to manage drives. All completely searchable.

Works with you and your workflow

Store, share and co-edit files with the ability to upload various files types. Google offers an automatic file conversion software that allows you to save any type of workfile within your drive.

Working remotely with Google Workspace

Various meeting tools and document collaboration applications make it easy to transition into a remote or hybrid work environment.

Host virtual meetings

Google Meet allows you to host meetings with up to 250 participants from anywhere with internet access.

It also allows you to record for later viewing and livestream to up to 100,000 people.

Create together

With Google Drive Documents, Slides, and Sheets collaboratively edit work assets in real time from anywhere with internet access. Track changed with the history feature installed in each tool.

Keep everyone connected

Follow staff schedule and collaborate on meetings with google calendar. Organize files in a shared drive and create group chats up to 150 people, keeping everyone on the same page.

Set up Google Workspace for your organization

After you sign up for Google Workspace, Google suggests finding your edition and type of business, shown in the table below. ([Help Center](#))

***(*Individual edition*)

For one-person businesses that don't own a domain and instead use a personal domain, such as gmail.com, hotmail.com, or yahoo.com. Go to the [Google Workspace Individual Help Center.](#))

*text in table is pulled from [workspace.google.com](#)

Business editions	Enterprise editions	Schools and nonprofits	Essentials edition
<p>Applies for Business Starter, Business Standard, and Business Plus editions.</p> <p>One-person business quick start (1 user)</p> <p>Set up your Gmail business address for the domain you own, start using online docs, and more.</p> <p>Quick Start guide</p>	<p>Large business deployment (300+ users)</p> <p>Follow a 90-day rollout plan to introduce Google Workspace to your users, test services and data migration, and successfully transition your entire organization. Or find a partner to help you deploy Google Workspace.</p> <p>Deployment guide</p>	<p>Educational institution deployment</p> <p>If your school is using the Google Workspace for Education Fundamentals or Google Workspace for Education Plus edition, use this guide to set up apps—Gmail, Docs, Drive, Calendar, Meet, and more—plus educational tools and services for educators and students.</p> <p>Quick Start guide</p>	<p>Essentials (domain verified)</p> <p>If you're using Google Meet, Drive storage, and online docs editors with an Essentials edition, use this guide to unlock advanced business features for your domain, and set them up for your organization.</p> <p>Quick Start guide</p>
<p>Small business quick start (2–9 users)</p> <p>Add user accounts for your team, make video calls, and work with Microsoft documents.</p>		<p>Nonprofit organization</p> <p>If your organization is using Nonprofits edition, use this guide to set up and work efficiently with your new services.</p>	

Quick Start guide		Quick Start guide	
<p>Medium-size business deployment (10–300 users)</p> <p>Add users in bulk, synchronize with Microsoft Exchange or Outlook, migrate users' data, and set up team sharing and added security.</p> <p>Quick Start guide</p>			

More information on Google Workspace and Non-Profit's can be found [here](#).

Learning tools

Information on branding and notification preferences

- [Add your logo to Google Workspace](#)
- [Change your organization name](#)
- [Choose your notification preference](#)
- [Legal and compliance resources and tools](#)

See frequently asked questions [here](#).

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