



#### A recap of February 2015



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#### Learn more about Google Apps

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

-The Google Apps Team March 2, 2015

# Featured Launch: Announcing the Android for Work program

#### Android is ready for work

Announced February 25, 2015

**What's new:** On February 25th, we announced the **Android for Work** program. With a group of partners, we're helping businesses bring more devices to work by securing, managing and innovating on the Android platform.

Android for Work features four key technology components:

- Work profiles We've built on the default encryption, enhanced SELinux security enforcement and multi-user support in Android 5.0, Lollipop to create a dedicated work profile that isolates and protects work data. IT can deploy approved work apps right alongside their users' personal apps knowing their sensitive data remains secured. People can use their personal apps knowing their employer only manages work data and won't erase or view their personal content.
- Android for Work app For devices running Ice Cream Sandwich through Kitkat, or that don't run work profiles natively, we've created the Android for Work app. The app, which delivers secure mail, calendar, contacts, documents, browsing and access to approved work apps, can be completely managed by IT.
- Google Play for Work Google Play for Work allows businesses to securely deploy and manage apps across all users running Android for Work, simplifying the process of distributing apps to employees and ensuring that IT approves every deployed app.



 Built-in productivity tools – For everyday business tasks, we've created a suite of business apps for email, contacts and calendar, which supports both Exchange and Notes and provides document editing capabilities for documents, spreadsheets and presentations.

We're joined by a number of partners as part of the Android for Work program, including many familiar names within the Android ecosystem, bringing IT:

- Consistent management Enterprise mobility management (EMM) providers integrate with standardized management APIs to create a simple way to manage all Android devices, new and old, from one dashboard. All Android for Work capabilities are delivered through EMM partners, with more providers available soon.
- Secure business apps Software vendors and developers can create a single version of any Google Play app that can be securely deployed to any Android device without alterations or wrapping. And they can create standard management configurations that allow IT to apply policies per app.
- Innovative devices Android smartphone and tablet makers are a key part of the Android for Work program, as they create devices and experiences that add additional value for customers.

Together with a wide range of management, application and device makers, we believe the Android for Work program provides businesses and workers with the choice and flexibility they need to get things done at work.

Google Apps supports Android device management today and will fully support these Android for Work features when available. Check the <u>Google Apps for Work Mobile Management page</u> for more information.

See the Google for Work blog announcement and Android for Work site to learn more.

## Get involved with Google Apps

#### Inbox by Gmail early adopter program for work

Announced February 23, 2015

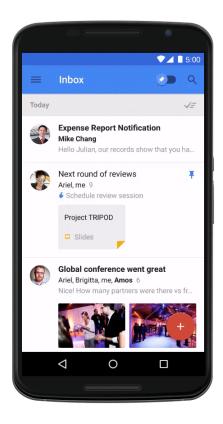
**What's new:** Since we launched <u>Inbox by Gmail</u> five months ago, we've heard consistently from Google Apps customers that they want access to Inbox at work. That's why were excited to kick off the next phase of our journey: collaborating with you to bring Inbox to work.

**How it works:** Starting in March, we'll begin enabling Inbox for a small group of Google Apps customers to learn about their needs, challenges and use cases.

- Do you want to use Inbox as your primary email at work?
- Are employees at your company heavy mobile users?
- Most importantly, do you want to partner with Google on user studies to help build the new work Inbox?

If you answered "yes, yes and yes!" then email <a href="mailto:inboxforwork@google.com">inboxforwork@google.com</a> from your Google Apps for Work administrator account to apply for an invitation to the early adopter program. To start, we plan to work very closely with the early adopter companies, so not everyone that applies will be accepted right away, but the program will continue to expand over the coming months.





#### Insert links and more with the latest version of the Docs Android app

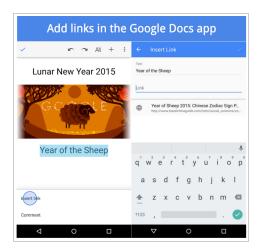
Released February 18, 2015

Share with your organization

**What's new:** A new version of the Google Docs Android app is now available on Google Play. New features include:

- Ability to insert links in Google documents
- Support for selecting, cutting, copying and pasting text along with images, tables, and charts in Office Compatibility Mode

Download the latest Docs Android app on Google Play.



#### New views, settings and more for the Google Calendar Android app

Released February 25, 2015

Share with your organization



**What's new:** A new version of the <u>Google Calendar app for Android</u> is now available on Google Play. Based on your feedback, we've made a number of improvements—with more on the horizon:

- See more events at a glance with 7-day week view and pinch-to-zoom
- Add Google Drive files to events
  - $\circ\quad$  Drive will check if all event invitees can open them
- New Birthday calendar settings (coming to Calendar web in early March)
  - Birthday calendar can be hidden from 'My Calendars'
  - Control whether birthdays from Google+ are shown
- Add week numbers in settings
- Import .ics files from Gmail

Check out the <u>Help Center</u> for more information and get the latest Calendar app on Google Play

#### Custom themes, mobile app improvements for Google Classroom

Released February 25, 2015

Share with your organization

**What's new:** On the web, teachers can now bring their own personal touches to Classroom by uploading their own images to use as themes. They can add their own custom images, or choose from our gallery of options, which has been updated with 18 new images and 30 pattern themes.



For the <u>Android</u> and <u>iOS</u> Classroom apps, we added the ability for students and teachers to view the <u>class</u> <u>resource page</u>, and a <u>few other features</u> for both Android and iOS.

**How it works:** The Classroom app allows students to do their work anytime, anywhere and is designed for schools with iPads or Android tablets and students' personal devices. If you are a Google Apps for Education admin and your school is using managed Android tablets, iPads, or ChromeOS devices, please consider installing the Classroom app centrally, as students may not be able to install it themselves.

To make sure students have a great experience using the Classroom app, be sure to install the Drive and Docs apps (<u>Docs, Slides, and Sheets</u>) to the devices at the same time.

Learn more in the Google for Education blog post and the Classroom Help Center.

#### Customizable headers and footers, page numbers in Google Docs

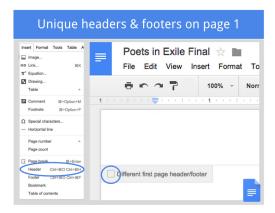
Released February 24, 2015

Share with your organization

**What's new:** People using Google Docs can now use different headers and footers on the first pages of their documents, which comes in handy for:

- Following academic formatting guidelines (e.g. MLA, CMS, APA)
- Starting page numbering on the second page
- Making a title page without headers or footers

**How it works**: After inserting a header or footer in your document you'll see a new checkbox—just tick it and you'll be able to set a different header and footer on the first page.

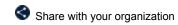


There's also a new **Insert > Page Number** menu that lets you customize how and where you start your page numbers—like on the bottom of the second page, for example.

Check out the Help Center for more information: <u>Headers/Footers</u> | <u>Page Numbers</u>.

#### New UI language in Gmail: Burmese

Released February 25, 2015



**What's new:** People using Gmail now have the option to view the Gmail UI in Burmese, the 74th different language offered.



**How it works:** Language settings can be changed from the "display language" drop-down in **Settings**. One's display language doesn't affect the language in which messages are sent and received.

Note: the ornate Burmese script requires some specific fonts to make sure it displays correctly.

Check out the <u>Gmail blog post announcement</u> and <u>Help Center</u> for more information.

## **Business ready**

#### **Updated version of Google Apps Password Sync**

Released February 3, 2015

Admin action needed

What's new: Google Apps Password Sync (GAPS) 1.3 is now available with the following new features:

- GAPS now uses the Admin SDK Directory API (version 1)
- Improved Google Apps validation when configuring GAPS
- Several bug fixes

**Note**: All customers running a previous version of GAPS **must upgrade to GAPS 1.3 before April 20, 2015**. Older versions will stop functioning after this date.

Check out the Help Center for more information.

#### Google Groups for Business added to Google Takeout

Released February 4, 2015

What's new: Google Takeout allows people with Google accounts to backup and download their data. Takeout creates an archive of data from one's Google products that can be used to migrate to another solution. Takeout is already integrated with several Google services—such as Gmail, Drive, and Calendar—and we're now integrating Google Groups for Business.



**How it works:** The addition of Groups for Business to Takeout will allow group owners to download a JSON file containing a list of member email addresses for each group that they own when using the Takeout service. This includes any groups created in the Admin console as well as those created in Google Groups for Business.

For Google Apps admins, the Takeout service can be enabled or disabled in the Admin console at: **Apps > Additional Google Services** (**Note**: if Google Takeout is not listed, click on the filter icon and uncheck 'Show top featured services').

Check out the Help Center for more information.

#### Updated version of Google Apps Migration for Microsoft Exchange®

Released February 23, 2015



**What's new:** Google Apps Migration for Microsoft Exchange® (GAMME) v4.1 is now available with the following new features:

- Google Apps Migration for Microsoft Exchange® Email migrations now uses the latest Email Migration API (version 2).
- Google Apps Migration for Microsoft Exchange® now uses latest Admin SDK API (<u>version 1</u>) for user validation and group creation.
- Google Apps Migration for Microsoft Exchange® now uses the latest Contacts API (version 3)
- Administrators can choose to have message content that can not be migrated due to file size restrictions or blocked file types written to a user specific mbox file.

How it works: See the GAMME overview and what's new in this release for more details.

Note: All customers running previous versions of GAMME must upgrade to GAMME 4.1 before April 20, 2015. Older versions will stop functioning after this date.

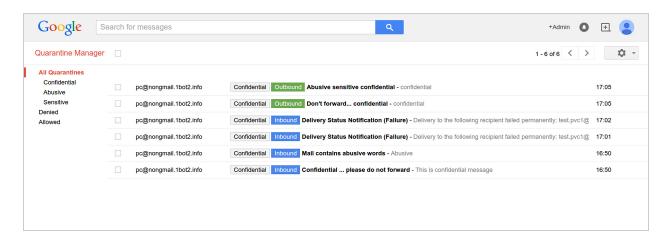
#### Admin quarantine for inbound and outbound email

Released February 26, 2015

**What's new:** The admin quarantine feature provides greater email security and control by allowing admins to moderate when messages satisfying certain conditions are encountered in their domain's mail traffic.

**How it works:** When a message is flagged by a policy for quarantine (e.g. subject contains the word 'confidential'), it will not be delivered to the intended recipient. Instead, this message will show up in the admin's quarantine review UI. Admins can then review the message, choose to allow delivery to the intended recipient, deny delivery with or without rejection notice or do nothing. If no action is taken, messages expire and are removed from quarantine after 30 days.

To make quarantine management easier, up to 25 named quarantines may be set up with unique quarantine criteria. Admins may choose to put messages in different quarantines based on several classification criteria by setting mail flow policies (content compliance, objectionable content, etc.).



See the <u>Help Center</u> for more information on optimizing this feature for your needs.

## Learn more about Google Apps

# Google Apps Learning Center: Top 10 ways to use Google Apps for Human Resources professionals

Share with your HR organization

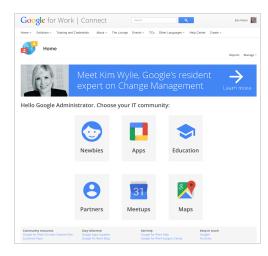
**What's new:** We interviewed Google's People Operations team (what other companies might call Human Resources) to find out how they use Google Apps to work faster and collaborate better. Check out their <u>Top 10</u> ways to use Google Apps in Human Resources and share them with your Human Resources users! Then, <u>let us know what you think</u>.

**To know:** The Google Apps Learning Center is a training site that helps Google Apps for Work users learn how to use product features, increase productivity, and work better together.



Visit the Google Apps Learning Center for more training resources you can share with your users.

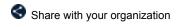
#### Google for Work Connect (GWC): The official community for Apps Admins



**Sign in now**: With thousands of IT admins signing up every month, Google for Work Connect (GWC) is quickly becoming the best place to get the right information at the right time. Sign in now to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out, make sure you follow the Community Manager, Luis Vargas to get the weekly reviews.

What's new: Our Q1 Content Plan kick-off was a success. In February, our theme was Content Sharing. We published content on mobile printing and editing, creating email newsletters, unlocking the power of Apps Script. One of the most popular pieces was: Google Apps Script - How to get started. Check it out and tell us what you think in the comments.

# Google Apps for all: *The Apps Show* on YouTube, every Tuesday, 11am PST, with special episodes every Thursday



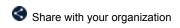
**What's new:** Last month on *The Apps Show*, topics got a little more advanced, introducing users to <u>mobile working</u>, <u>Apps Script</u>, and <u>Fusion Tables</u>. We also told new <u>customer stories</u> and asked a Google administrative assistant <u>how she manages her schedule</u>.

**To know**: Let us know what types of Googlers and customers you want to see in our Thursday specials by commenting in our latest episode.

Bookmark The Apps Show playlist on YouTube



#### What's New for Apps Admins videos





**What's new:** The What's New for Apps Admins videos provide a recap of all of the features we've released in the past month that are relevant to Google Apps 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 the latest updates. You can also access all video recordings in the <u>archive</u> on the What's New site.

Thanks for checking out our newsletter!
We'd really appreciate <u>your thoughts</u> on how we can make this work best for you.