# What's New

# **G** Suite

#### MAY 2018



### Featured launch: Work offline in the new Gmail

- Enable Gmail offline for your domain
- <u>Turn on Gmail offline for your account</u>
- <u>Uninstall the Gmail Offline Chrome app</u>
- Enable the new Gmail



#### Work together

<u>New insights in Google Docs Activity dashboard</u> <u>Updates to Hangouts Meet home screen and screensaver on in-room displays</u> <u>White color brushes & Bluetooth conferencing with the latest Jamboard release</u> <u>Dial into Hangouts Meet from four additional markets</u> <u>Migrating all G Suite domains from classic Hangouts to Hangouts Meet</u> <u>Include a message when changing meeting details in Google Calendar</u> <u>Making it even easier to join meetings from more third-party clients</u>

#### Simple to use

Admin preview for Google Sites automatic conversion tool Copy a site in the new Google Sites Gmail will now remind you to respond Changes to embedded content on classic Google Sites Expanding Braille support in Google Sheets Google Drive UI updates



#### **Business ready**

Export all your G Suite data in one step Built-in protections and controls for Team Drives Making Admin Quarantine easier, quicker, and safer Enforce password policy on Android work profile with Mobile Management Define rules to handle Gmail confidential mode messages Twelve third-party applications added to the pre-integrated SAML apps catalog Automatically provision users with six additional apps Calendar Interop now uses a restricted set of IPs Self-diagnose ICS-related issues with improved Google Calendar audit logs



### Learn more about G Suite

<u>Cloud Connect: The community for G Suite administrators</u> <u>What's New for G Suite Admins videos</u>

To help you better track the full breadth of G Suite launches, including those that aren't announced on the <u>G</u> <u>Suite Updates blog</u>, check out the <u>What's new in G Suite</u> page in the Help Center.

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

- The G Suite Team, June 4, 2018

### Featured launch: Work offline in the new Gmail



Share with your organization

- back to top -

**What's new**: We can guarantee you'll want to work on the go, but we can't guarantee you'll have Wi-Fi. Fortunately, native offline capabilities in the <u>new Gmail</u> make it possible to work without interruption—even when you don't have an internet connection. Starting in May, people using the new Gmail in a Chrome browser (v61 or higher) can search, write, delete, and archive up to 90 days of messages, even when they're offline.

#### Enable Gmail offline for your domain

To get started, enable Gmail offline for your domain in the Admin console (the feature is disabled by default).

Gmail web offline Locally applied	Only available with the new Gmail Gmail web will natively run offline (Chrome only). Learn more about Gmail web offline. This replaces the Gmail offline Chrome application.
	🛂 Enable Gmail web offline
	Offline data on device From the Gmail settings, users can choose whether offline data is kept/removed from their computer after they log out of their Google account.
	Keeping data on the device is not recommended on shared computers. Deleting data on log out will require Gmail to be resynced each time users log in, which may tak a few hours.
	Force deletion of offline data on log out of Google account Users will not be able to choose whether offline data is kept or removed on log out.

If you want offline content deleted for your users when they sign out of their Google accounts, check the Force deletion of offline data on log out of Google account box. This will prevent your users from keeping content on their local devices when they log out.

#### Turn on Gmail offline for your account

Once you've enabled Gmail offline for your domain, individuals who are using the new Gmail can <u>turn it on</u> <u>from the Offline tab in their settings</u> (the feature is disabled by default).

General	Labels	Inbox	Accounts	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons	Chat	Advanced	Offline	Themes	
Offline: Learn mo	re		🛛 Ena	ble offline mail							
Storage:			Using	15 MB of 7 GB available for offlir	e mail on your computer						
Sync sett	tings:			mails from the last 30 ¢ days. wnload attachments							
Security:			After lo	ogging out of my Google account							
			De	eep offline data on my computer ata stored on your device will not bogle account or when changing ata from your device disable offlir	your password. To delete acco	10.000					
			Da	ernove offline data from my comp sta will need to be resynced to yo oogle.com Mail. It may take a few	ur computer when logging bac	sk into					
					ve Changes Cancel						

They can also choose whether to keep offline data on their computers or have it removed when they log out.

#### Uninstall the Gmail Offline Chrome app

We <u>previously announced</u> that we're moving Chrome apps, like <u>Gmail Offline</u>, to the web. The Gmail Offline Chrome app will stop working in the future, so we recommend that users <u>uninstall it</u> and begin using the native offline feature as soon as possible.

#### Enable the new Gmail

These new native offline capabilities are only available to customers participating in the new Gmail Early Adopter Program (EAP). To opt in to the EAP and enable the new Gmail for your domain, follow the instructions in the Help Center.

For more information on Gmail offline, please visit the Help Center.

### Work together

### New insights in Google Docs Activity dashboard

Announced on May 31st, 2018

Share with your organization

- <u>back to top</u> -

**What's new:** We're introducing new features to provide more insight and help you collaborate through <u>Activity</u> <u>dashboard</u> in Google Docs, Sheets, and Slides. This will help make the data in Activity dashboard:

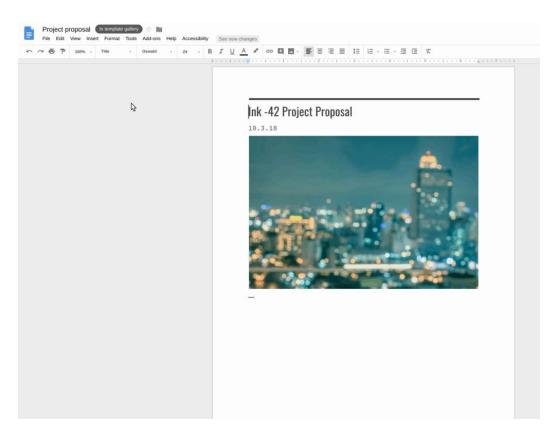
- More actionable. Users can quickly email file collaborators
- More useful. Users can see viewing patterns over time.

#### Email collaborators through Activity dashboard

In just a few clicks, users can pick recipients, customize, and send a follow-up email with the link to the file. Users can:

- Select who to email. This can be with shortcuts to who has or has not viewed the file or manual checkboxes.
- Customize an email. Users can write an appropriate message for following up with the chosen recipients
- Send the email.

See our Help Center for detailed instructions on how to send emails through Activity dashboard.



#### See viewing patterns over time

A popular request from our users is to have more insight into patterns around viewing data on files. So we're adding a chart showing how many viewers have visited the file over time. You can adjust the date range, and hover over specific data points for more details.

Activity dashboard × SHARED WITH ALL VIEWERS (google.com) VIEWER TREND Total 78 unique viewers all time Last 2 weeks • 12/01/2017 Daily viewers for 12/1/2017-12/13/2017 23 21 viewers 12/4/2017
Total 78 unique viewers all time Last 2 weeks • Izroizzor7 Izrozor7 Daily viewers for 12/1/2017-12/13/2017
12/07/2017 12/13/2017 Daily viewers for 12/1/2017-12/13/2017
Daily viewers for 12/1/2017-12/13/2017
Daily viewers for 12/1/2017-12/13/2017
25 <b>21 viewers</b> 12/4/2017
20
15
10
5
0 12/1 12/2 12/3 12/4 12/5 12/6 12/7 12/8 12/9 12/10 12/11 12/12 12/13

Use our Help Center to find out more about how to understand the data in Activity dashboard.

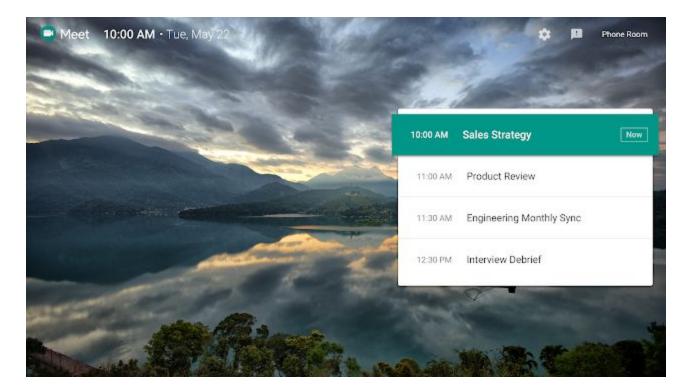
### Updates to Hangouts Meet home screen and screensaver on in-room displays

Announced on May 24th, 2018 Share with your organization - back to top -

**What's new:** When joining a meeting, having the right context is important. That's why we've added some new features to the Hangouts Meet TV display, such as a more informative home screen, screensaver, and custom wallpapers, to quickly orient users.

#### Home screen interface

Just like when using the remote control, the agenda for the room will now be shown on the in-room display, even when a Hangouts Meet touchscreen is plugged in. This confirms to users what meeting they're about to join, as well as previews what's to come in that room. We've also moved some features, such as the clock and Meet logo, to the top of the screen for all room TV displays.



The Hangouts Meet home screen shown on the TV display when the Hangouts Meet touchscreen is plugged in.

#### Screensaver and wallpaper

With this launch, we're also adding a new Meet screensaver. When your Chromebox or Chromebase for Meetings, or Hangouts Meet Hardware device goes idle for an extended period, we'll display a screensaver with the Meet logo.

Finally, in Hangouts Meet, you can now display custom wallpapers on in-room TV displays instead of the default Meet images. After uploading the images in the Admin console for the appropriate organizational unit (OU), these wallpapers will be shown on the associated Chromebox or Chromebase for Meetings, or Hangouts Meet Hardware devices, regardless of whether the devices are using classic Hangouts or Hangouts Meet.

More information on these settings and where to update them can be found in the Help Center.

# White color brushes and Bluetooth conferencing with the latest Jamboard release

Announced on May 17th, 2018

🔇 Share with your organization

- <u>back to top</u> -

**What's new:** As we continue to add new features to the overall Jamboard experience, the latest Jamboard release helps people more clearly and effectively get their message out.

#### White color brushes

Users can now draw brush strokes, use handwriting/shape recognition, and autodraw tools in an all new white color.



#### Bluetooth conferencing devices compatibility

Users can now connect and use Bluetooth Conferencing (speaker and microphone combined) devices to the Jamboard. A full list of supported devices can be found <u>in the Help Center</u>.

For a full list of new features and improvements from this month's release, check out the <u>What's New in</u> <u>Jamboard</u> page in the Help Center.

### Dial into Hangouts Meet from four additional markets

Announced on May 9th, 2018	Share with your organization	- <u>back to top</u> -

**What's new:** In October 2017, <u>we announced</u> the rollout of international Hangouts Meet dial-in phone numbers for G Suite Enterprise domains. This option helps your team to stay connected, wherever they are. We've added this functionality for four additional countries (with more to come!):

- Colombia (CO)
- Croatia (HR)
- Lithuania (LT)
- Portugal (PT)

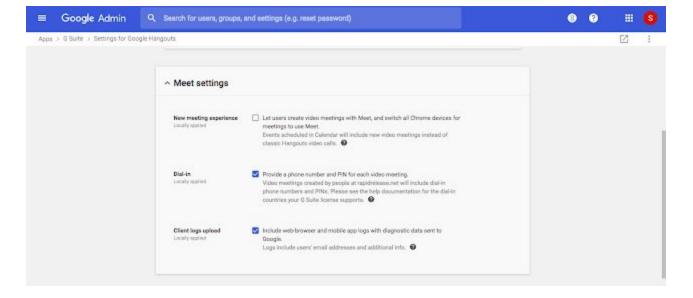
For a complete list of currently supported countries, visit this Help Center article.

### Migrating all G Suite domains from classic Hangouts to Hangouts Meet

Announced on May 29th, 2018 Share with your organization - back to top -

**What's new:** In March 2017, we <u>announced Hangouts Meet</u>, the next generation in enterprise video meetings. After continued positive feedback from our customers who have begun using Meet, starting May 29th, we enabled Hangouts Meet for all G Suite domains that are automatically upgrading on <u>Google's recommended</u> <u>schedule</u>. This means that all newly created Google Calendar events will contain Meet video meeting details. Previously created meetings will not be impacted with this change.

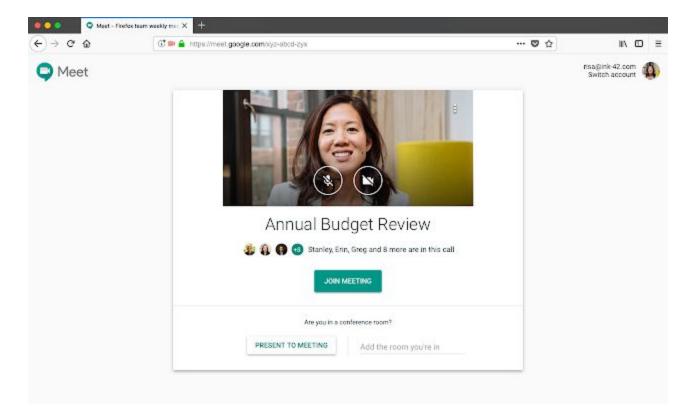
Con	ferencing details
P	Hangouts Meet
	meet.google.com/trz-pwdj-mvi 🧪
r.	(US) +1 316 536 0662 ⑦ PIN: 840 156 006#
	This phone number has been selected based on the conference creator's Country setting. Learn more
	DONE



Meet settings		
New meeting experience Locally applied	Let users create video meetings with Meet, and switch all Chrome devices for meetings to use Meet. Events scheduled in Calendar will include new video meetings instead of classic Hangouts video calls.	

You can expect these changes to take effect over the course of June. If at any time you decide you want your users to schedule new meetings with classic Hangouts instead of Meet during this transition period, you can do so in the Admin console under Apps > G Suite > Google Hangouts > Meet Settings and unselecting "New meeting experience."

Additionally, to ensure your domain has a seamless transition to Meet, we've added Meet compatibility with Firefox (starting on version 60). Unlike in classic Hangouts, Meet uses native WebRTC protocols so that it does not require any downloads or plugins when using Meet in Firefox.



To learn more about these changes, review the <u>details of the transition plan</u> and the <u>differences between</u> <u>classic Hangouts video calls and Meet</u> in the Help Center. You can also refer to our <u>Meet deployment guide</u> for materials to communicate these changes to your users.

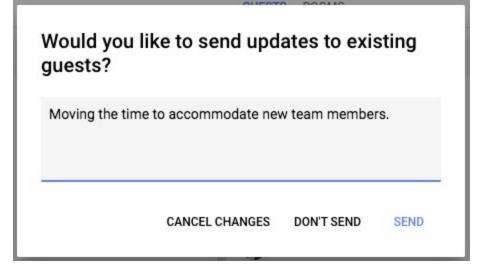
### Include a message when changing meeting details in Google Calendar

Announced on May 30th, 2018

Share with your organization

- <u>back to top</u> -

**What's new:** There are many reasons why you'd need to make an edit to a meeting, and we're now making it easier to communicate those changes. Going forward, when you change or delete an existing meeting, you'll see a dialog box where you can enter a message for other guests of the meeting.



After you send the message, other guests will see your message in the email they receive alerting them to the updated meeting details.

Mike Chan	ed invitation with note: Sales Bi-Weekly Kick-off @ Mon 2018-06-04 g via google.com an, Lenore ~
Jun 4 Mon	Sales Bi-Weekly Kick-off         View on Google Calendar         When       Mon 2018-06-04 1 pm - 2 pm (PDT)         Who       Herman Hilchey, Lenore Kleinschmidt, Mike Chang*         Yes       Maybe       No
	ent has been changed with this note: the time to accommodate new team members.*
When Calendar Who	i-Weekly Kick-off Changed: Mon 2018-06-04 1pm – 2pm Pacific Time Brigitta Werner Mike Chang - organizer Herman Hilchey Lenore Kleinschmidt Brigitta Werner as - Maybe - No more options =

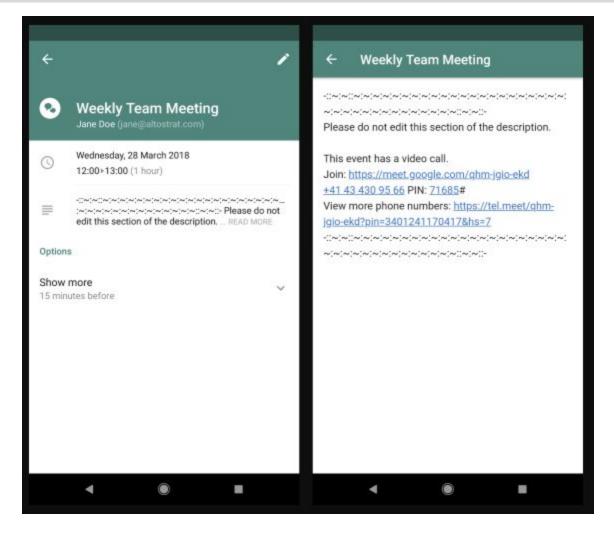
### Making it even easier to join meetings from more third-party clients

Announced on May 30th, 2018

Share with your organization

- <u>back to top</u> -

**What's new:** In August 2017, <u>we announced</u> a feature that made it even easier to join a Google Calendar meeting using a CalDAV-based third-party calendaring client. We've heard from you that this functionality is helpful and you'd like to see it expanded to more calendaring clients. That's why now, whenever someone uses <u>G Suite Sync for Microsoft Outlook</u>, <u>Google Sync</u>, or a third-party Android client that relies on <u>Calendar</u> <u>Provider</u> to access an event on Google Calendar, we'll add automatically generated text to the event's description. This text will include instructions on how to join the event through Meet or Hangouts.



With this launch, people using Google Calendar clients that don't display meeting instructions natively (e.g., Samsung S Planner) no longer need to go to Google Calendar on the web to join their meetings.

### Simple to use

### Admin preview for Google Sites automatic conversion tool



**What's new:** We're introducing a tool that makes it fast and easy to move a site created in classic Sites to the new Google Sites interface. This will be available to admins from May 22nd, and will start to become available to end users who own eligible sites on June 19th.

The new Google Sites makes it easy for anyone to create functional and attractive sites. However, our users told us that it was time-consuming to manually move sites they had previously created in classic Sites into new Sites. This is why we developed this simple site conversion tool.

Classic site owners can use the tool to automatically create a draft of their site in the new Google Sites. This new draft site will have the updated look and feel of new Sites, and contain the content from the classic site. Starting the process will not affect the original site, so owners can review and edit the draft in the new Google Sites interface. When the new site is ready to go live, it can either be published to the URL of the classic site (to replace the original site and automatically redirect viewers), or published to a new URL.

The tool will currently work on some but not all sites. To see if the tool will work on a site, the site owner should open the classic site at sites.google.com and look for:

- A banner at the top that says "New: Convert to new Sites," or
- A link in the left sidebar at Settings > Manage Site > Convert to new Sites.

If the banner and link are not available, the site is not eligible for conversion with the tool yet. This can be for several reasons, but is usually because it uses some features the conversion tool does not support yet. We're working to make the tool work on more sites. When the site becomes eligible, the banner and link described above will appear.

The admin preview of the tool will roll out to admins in all domains by the end of May. Use our Help Center to find out more about how to convert a classic site to a new site and what to expect when you convert a site.

Note: If new Sites is disabled for a domain, users will not see the banner and will not have access to the tool.

Home Updated 2 minutes ag	0	NEW Convert your site to the new Google Sites Try it now			brigitta@ink-42.com +
			silles_2018.18-7hu_PIC02_0 <u>8_44</u>	/ 5	Or - Br Share
	Our team	site		Search this site	
	HOME TEAM OVERVIEW TEAM MEMBERS WORKING WITH US CONTACT US SITEMAP	Home brem ipsum dolor sit amet, consectetur adipiscing elit, sed do elusmod tempor incididu adminim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commod reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint cultur officia deserunt moliti anim id est laborum. brem ipsum dolor sit amet, consectetur adipiscing elit, sed be elusmod tempor incididu hom meniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commod reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint u officia deserunt moliti anim id est laborum.	lo consequat. Duis aute irur occaecat cupidatat non pr nt ut labore et dolore magr lo consequat. Duis aute irur	re dolor in oident, sunt in culpa na aliqua. Ut enim re dolor in	
		Recent Site Activity   Report Abuse   Print Page   Remove Access   Powered By Google :	Sites		

This admin preview period can help you to evaluate how you want to use the new Google Sites in your organization, and support your change management efforts with your users.

### Copy a site in the new Google Sites

Announced on May 29th, 2018

```
Share with your organization
```

- <u>back to top</u> -

**What's new:** We're making it possible to copy a site created in the new Google Sites. Sometimes you want to work on a new site, but you don't want to start from scratch. By copying an existing site, you can save time by reducing duplicate work and avoiding manual copying of existing sites.

You might want to copy a site to:

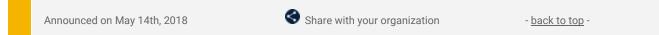
- Backup your work by keeping a previous version of a site
- Create a base site 'template' that you use to create new sites
- Iterate on previous sites

To make a copy, open the site in the new Google Sites, click the More menu > Duplicate site.

Team site	All changes saved in Drive 🔊 📶 💿 GD 🔩 🗄 PUBLISH	INSERT PAGE	S THEMES
Teamsite	Home Team page Resources Twitter	Tr Text box Embed Components — Divider	Images Upload
Welcome to our team site	24	Google Drive From Drive Google Embeds YouTube	× ×
What's New for G Suite Admins - February 2018 ©		Calendar Calendar Calendar Coogle Docs Docs Slides Slides Forms	×

See our Help Center for more details on how to copy a site.

### Gmail will now remind you to respond



**What's new:** When your inbox is flooded with emails, some will inevitably slip through the cracks. Luckily, the <u>new Gmail</u> can help. It will now "nudge" users to reply to emails they may have missed and to follow up on emails for which they haven't received a response.

	22200 (2000 (2000 (2000))			
🗏 M Gmail	Q. Search mall		4 0	
Compose	□• ¢ i		-25 of many	
	🔲 🖄 Heidi	Updated images for website - Hir Could you help me Received 3 days a	igo. Reply?	
Inbes	🗖 🚖 Jose, Mariel, Winnie 4	Report shareout - Thanks, Jose, this looks g		
<ul> <li>Starred</li> <li>Snoozed</li> </ul>	🔲 🏦 Salit, Wanzhen 2	Sync with remote team — Great, works for met Where with	addition	
Important	🖂 🖄 me	Reschedule workshop? - Hi Mandy, I'm no longer abl. sehaying? I'll be	e in the Apr 7	
<ul> <li>Sent Mail</li> </ul>	🔲 🎲 Olga	Poster session this afternoon in lobby - Dear all, Today in the first floor lobby we	will_ OP April	
Clients		🖪 flyer_1 png ) ( 📕 flyer_2.png ) (2+)		
Expenses	🔲 🕁 Lux Stay Hotels	Expenses Your Stay Is Confirmed - Thank you for choosing us for your business	111_ 7( Apr 10	
Team	📋 🎡 Crystal	Meet and greet - Reminder, this afternoon our new VP Alicia Ray will be joining o	is for Apr 9	
Travel	🔲 👉 Chi, me, Patrick 6	Cleanse Getting error on load - I'm running into the same problem. Restart didn't	WORL Apr 9	
v More	🖂 🏚 Heard	Changes to interview process - As discussed in this month's interview training so	Apr 9	
	🗋 🏦 Luis, me, Anastasia 3	State for Monday project review - Sounds good I can get back to you about that	@P Apr 8	
	📋 🚖 John, Richard, me 💈	Review RFP - Excellent, Looking forward to the discussion.	Apr 7	
		Reports: Baseline graphs - Good question. Based on what we gathered las week	fmi. Apr7	

Nudging is on by default for users with the new Gmail enabled, but they can turn it off from their Gmail settings menu if they choose.

Nudges:	Suggest emails to reply to - Emails you might have forgotten to respond to will appear at the top of your inbox
Learn more	Suggest emails to follow up on - Sent emails you might need to follow up on will appear at the top of your inbox

We hope this AI-powered feature helps you stay on top of your email and prioritize your work.

### Changes to embedded content on classic Google Sites

Announced on May 25th, 2018

🔇 Share with your organization

- <u>back to top</u> -

**What's new:** We're upgrading how HTML boxes work on classic Sites. This will improve performance and security, but it may also change the look and feel of some embedded elements. Site editors may want to make some simple adjustments so embedded elements appear the way they want them to. Note that this only affects sites managed in classic Sites. Sites managed in new Sites are not affected.

#### Upgraded HTML boxes may change visual appearance

When boxes are upgraded, you may notice some visual changes to the embedded element. Visual changes could include:

- Improved appearance of rich embedded content (e.g. Twitter images, buttons, and more).
- Different display size of the embedded element.
- Different styling of the embedded element.

Due to these changes, site editors may want to check embedded content still appears as desired. If needed, site editors can:

- Adjust the height and width. Use the manual controls (pictured below) to make the box fit the embedded content better.
- Adjust the formatting. You may want to adjust the embed HTML to match your page style. If you got the code from a third party, check if there are formatting options there.

If an editor wants to revert back to the legacy embedded element appearance, they can check the "Use legacy html embed" option. The embedded element will then appear the same as before until the automatic upgrade on June 30th (see below).

#### Two stages to the upgrade

There will be two stages to these changes:

- Stage 1: Starting immediately, we'll upgrade HTML boxes when an editor opens an HTML box on a classic site.
- Stage 2: On June 30th, we'll automatically upgrade all remaining legacy HTML boxes.

1	<pre><blockquote class="twitter-tweet" data-lang="en"></blockquote></pre>
123456	<pre><blockquote class="twitter-tweet" data-lang="en"></blockquote></pre>
√ s	Jse legacy html embed Scrollable ght: 550 pixels

### Expanding Braille support in Google Sheets

|--|

**What's new:** As part of our ongoing effort to make our products more accessible, we're expanding support for Sheets on Windows computers via the latest versions of the JAWS and NVDA screen readers.

Earlier this year we <u>launched Braille support</u> in Google Sheets, and <u>recently announced</u> expanded support for Windows computers. Users with a Braille display will be able to read and edit cell contents, as well as navigate between cells in a sheet. This expanded Braille support will roll out to all users over the next two weeks. With these updates, Braille support on Sheets will be available on the following platforms:

#### Chrome OS

On Chrome OS, you can use ChromeVox with Chrome.

#### Windows

On Windows, you can use JAWS or NVDA with Chrome, Firefox, or Internet Explorer. Please upgrade to a recent version of JAWS 2018 (2018.1803.24 or newer) or NVDA (NVDA 2018.1 or newer).

#### Mac

On Mac, you can use VoiceOver with Safari or Chrome, on Mac OS X Yosemite.

Note: This will only work with recent versions of these browsers and screen readers. To use the feature, make sure your screen reader software is up to date.

For more details on Braille support in Sheets, including detailed software requirements, see our Help Center article on how to use a Braille display to read and enter text.

### Google Drive UI updates

Announced on May 9th, 2018

Share with your organization

- <u>back to top</u> -

**What's new:** We've made some updates to the look and feel of Google Drive on the web. There's no change in functionality, but some icons and buttons have moved, and there's a range of visual tweaks to align with <u>Google's latest material design principles</u>. We built this new interface to create a responsive and efficient experience for Drive users, and to feel cohesive with other G Suite products, such as the recently redesigned Gmail.

Specific changes include:

- The logo in the top left has been changed to the Google Drive logo.
- If you've added a custom company logo, it is now in the top right.
- The Settings icon has been moved in line with the search bar.
- The Help Center icon has been moved in line with the search bar.
- The page background is now white, not gray.
- The "New" button has been updated.
- The font used for headers has been changed.

Here's a comparison of several screens in the old and the new interface:

Ink 42 Drive	Q Search Drive			•
NEW	My Drive 👻			
My Drive	Quick Access			
Team Drives				<b>Verdiginal</b>
Shared with me	March Office Party Weinded water of the Party		PROJECT STATUS	Poliumiska fin te Opanie Brannisk finder i Status Brannisk finder i Status Winder and Status
C Recent	Ink-42 Office Party	Ink 42 / Project		Ink-42 Training
★ Starred	You edited yesterday	Pavel Baranyk e	dited	You edited at s
Trash	Folders			
204.5 Mib useu	Marketing	Marketing Expo	Planning	Spring
	Files			
	Archer, M. Starbert, M. Starber	A set association ten to the set association ten ten to the set association ten ten ten ten ten ten ten ten ten te		Brandom Denny Victoria Indi

### **Business ready**

### Export all your G Suite data in one step

		Announced on May 11th, 2018	📩 Admin feature	- back to top -
--	--	-----------------------------	-----------------	-----------------

**What's new:** We introduced data export, a new feature to make it even easier to export and download a copy of your data securely from our G Suite services.

To initiate the process, in the Admin console, navigate to the Tools section of the right-side slideout menu and select "Data Export."

≡ Google Admin	<b>Q</b> Search for users, groups, and settings (e.g	8 9 🕔
← Home	Data Export	
Data Export	Use Data Export to retrieve your data. You can use this t Learn more Data Export START EXPORT	ool once every 30 days.

Data from G Suite <u>core services</u> (for example, Gmail, Google Contacts, and Google Docs) will be exported for all users in your organization. Once your export is complete, you'll receive a confirmation email with a link to your archived data in Google Cloud Storage. For security purposes, the archived data will only be available to super admins of your domain. From there, your organization will be able to download your data in several formats.

Because your security comes first in everything we do, our data export feature enforces strict security controls:

- It can only be initiated by super admins who've been created more than 30 days prior to the request.
- Admins must be authenticated using 2-step verification (2SV).
- When a data export is initiated, other admins of the domain will be notified immediately. The export event will also be logged in the admin audit logs.

Additionally, to further reduce risk, data export will be turned off by default for domains with more than 1,000 users. Admins in these domains will need to <u>contact Google Cloud support</u> to temporarily enable this feature.

You can find the link to your archive at any time in the <u>Data Export tool</u> by clicking "Access archive." The data will be available in Google Cloud Storage for 30 days before it's permanently deleted.

Admins can also enable end users to download their own individual data via the existing "Download your data" tool.

### Built in protections and controls for Team Drives

Announced on May 30th, 2018

**What's new:** This March, we <u>announced</u> several new features to help G Suite customers stay secure. Among those were new controls to help users safeguard highly sensitive content in Team Drives. These controls are now launching to all G Suite Business, Enterprise, Education, and Nonprofit domains.

Admin controls started rolling out to all domains on May 30th. End user controls are launching to Rapid Release domains on June 4th and Scheduled Release domains in on June 18th. Initially the feature is only available for Google Drive on the web (drive.google.com). See below for more details.

#### User settings to safeguard Team Drive files

With this feature, users\* can modify the settings for any Team Drive to specify whether the files in that Team Drive can be:

- Shared with users who are not in their domain.
- Shared with users who are not members of the Team Drive.
- Downloaded, copied, or printed by commenters and viewers.

\*To modify these settings, users must (1) be in the same domain as the Team Drive and (2) have full access to the Team Drive.

	Drive	Q Search Drive	- 0 🕈	11 0 Jule 42
-	New	Sales Team ▼ 🕞 8 members   + Add members		
		Quick Access (Feedback?)		
4	My Drive			
**	Team Drives	Project Multipling (MU) Multipling International of the comparison of the company of the form interpretation of the company of the company of the form interpretation of the other company of the company of the form of the company of the other company of the company of the other other company of the other company of the company of the other company of the company of the other company of the company of the other company of the company of the other company of the company of the other company of the company of the other company of the other company of the other company of the company of the other c		<u>811111</u>
	Shared with me	<ul> <li>Millioda en de carte de la construcción de la construcció</li></ul>	1 I I I I I I I I I I I I I I I I I I I	5 1 1 1 1 1 1
I	Recent	Marketing Brief	Project Everest Budget.xl	X Project Everest Budget.xl
k	Starred	You edited at some point	Brigitta Werner edited	Jøremiah Dillon edited
Î	Trash	Files		Name 🛧
2	Storage			
	699.7 MB used	<section-header><text><text><text><section-header><list-item><section-header><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><text></text></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></section-header></list-item></section-header></text></text></text></section-header>	<list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item>	Decises Proposal Beger of teach for Larsen lyson Tailer Sit Anert
	Get Drive File Stream for X	Moquisition Proposa	Best - Crient meeting	

For more information on how to modify these settings, visit the Help Center.

#### Admin-controlled default settings for new Team Drives in an organization

To protect sensitive information across their organizations, G Suite admins can prescribe default settings for Team Drives newly created in their domains or in individual organizational units. None of these protections will be turned on by default. Defaults can be set to:

- Prevent full-access members from modifying the Team Drive's settings.
- Prevent users in your organization from creating new Team Drives.
- Prevent people outside of their domain from accessing files in the Team Drive.
- Prevent non-members from accessing files in the Team Drive.
- Prevent commenters and viewers from downloading, copying, and printing files in the Team Drive.

Note that unless Prevent full access members from modifying the Team Drive's settings is checked, full access members are allowed to change a Team Drive's settings (from the defaults) after it's created.

For more information on selecting these default settings in the Admin console, visit the Help Center.

	Prevent full-access members from modifying Team Drive settings	
	Sharing outside Acme Information Security	
	People outside Acme Information Security can be given access to the files in this Team Drive	EDIT
	Sharing with non-members	
+•	Non-members of this Team Drive can be given access to files in this Team Drive	EDIT
	Download, copy, and print	
ē	Allow commenters and viewers to download, copy, and print files in this Team Drive	EDIT

#### Additional info on protective settings

- G Suite admins can modify the settings of any individual Team Drive in their domain. For instructions, <u>visit the Help Center</u>.
- If Team Drive protections are more restrictive than previously applied document-level protections, the Team Drive protections will take precedence. This means some users may lose access to documents when Team Drive settings are put in place.
- If a document with more restrictive protections is placed in a Team Drive with less restrictive protections, the document's original protections will still apply to that document. Furthermore, document level restrictions will always stay in place unless specifically changed or removed from that document.
- A document will only have the protections applied to the Team Drive while it is in the Team Drive. If it's moved to a different location, none of the Team Drive protections will move with it. However, any protections in place before it was in a Team Drive will still apply.
- See our help center for more details on <u>how document and Team Drive protections apply in specific</u> scenarios.

To reduce unintended data leakage, we encourage G Suite admins to begin using these settings in their domains today. Initially the controls are only available for Google Drive on the web (drive.google.com). For more information on Team Drives, visit the <u>Help Center</u> and <u>Learning Center</u>.

### Making Admin Quarantine easier, quicker, and safer

Announced on May 16th, 2018

🔀 Admin feature

- back to top -

**What's new:** Admin Quarantine helps your organization prevent spam, minimize data loss, and protect confidential information. G Suite admins can <u>set up and manage quarantine policies</u> to divert emails that pose a risk before they're sent or delivered. They can then review those emails and take appropriate action to protect their organization and its data.

In response to your feedback, we're making it easier to see why emails have been quarantined directly in the Admin Quarantine interface. This information will make it quicker to review emails and easier to identify the right action. Admins will be able to see:

• The specific rule that was triggered to cause the email to enter Admin Quarantine

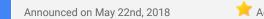
• The matched content (when applicable).

Outbound [CONFIDENTIAL] Company's future plans for next quarter			
Thu, 22 Mar 2018 09:44:09 -0700			
From:			
To: Message-ID: <cah4jyrwl0ae2zs8bhwiotgsgjf-gv2mkpqhydyppxawj-qssgg@mail.gmail.com></cah4jyrwl0ae2zs8bhwiotgsgjf-gv2mkpqhydyppxawj-qssgg@mail.gmail.com>			
▼ Matched Rules			
Rule description: Confidential messages going outbound			
Source: Subject			
Matched string: [CONFIDENTIAL]			
Hello employees,			
I would like to announce the plans the company have moving forward in the			
next quarter to further our development as a strong presence of the			
industry.			
In the engineering department, we are planning to build a new type of			
heater that will heat the house all the way up to 102 F for those cold			
 winter nights. We have already discovered the technology to keeping this			

Users with the "<u>Access Admin Quarantine</u>" or "<u>Access restricted quarantines</u>" admin privileges will have access to this new information in the Admin Quarantine.

For more information, please visit the Help Center.

### Enforce a password policy on Android work profiles with Google Mobile Management

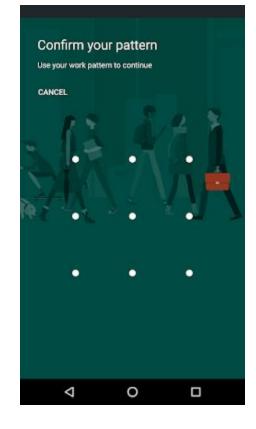


📌 Admin feature

- <u>back to top</u> -

**What's new:** G Suite admins can use Google Mobile Management to give their users secure access to work apps and data on their mobile devices. One way admins guarantee this security is by <u>mandating that</u> <u>managed devices are protected with a password</u>, and that that password meets certain requirements (e.g. number of characters, password strength, etc.).

Many employees use their phones for both work and personal purposes, so we make it possible to separate the two on most Android devices by setting up work profiles. With this launch, admins will be able to mandate a password policy on just the apps within these <u>work profiles</u>, protecting corporate data while leaving users free to safeguard their personal apps however they see fit.



#### How it works

In the Admin console (under Device management > Password Settings), an admin can require their users to set a password on any managed device and specify certain requirements for that password. This password policy will apply to all managed devices in that admin's domain.

	Password Settings Set password strength policies for mobile devices.	
Password Polici	es	
Password Settings Locally applied	<ul> <li>Require users to set a password.</li> <li>Password strength: Standard (Any characters, no pattern)</li> <li>Minimum number of characters: 0</li> <li>Number of days before password expires: 0</li> <li>Number of expired passwords that are blocked: 0</li> <li>Automatically lock the device after: 1 minute *</li> <li>Number of failed password attempts before device is wiped: 0</li> </ul>	

If an admin wants to apply that password policy to work profiles only, they can navigate to Device management > Android Settings > Work Profile in the Admin console and check the box next to "Apply password settings only for the Work Profile." This will apply the password policy to work profiles only on

devices running Android 7.0 or higher. On all other managed devices in the domain, the password policy will be applied to the entire device.

Work Profile			Settings for
Work Profile Setup Locally applied	Work Profile in Android for Work supported devices 🚱 User opt-in 🚽		
Work Profile Password Locally applied	Apply password settings only for the Work Profile. (supported from Android 7.0+, for older devices, password applies to the entire device)	0	

For more information, visit the Help Center.

### Define rules to handle Gmail confidential mode messages

Announced on May 9th, 2018 🔶 Admin feature - bac	<u>k to top</u> -
--	-------------------

**What's new:** In April, <u>we introduced</u> the new Gmail, including a feature called confidential mode, which helps you protect sensitive content in your emails by setting expiration dates or revoking access to previously sent messages. This feature is now launching to consumer Gmail users only. As previously announced, it will launch to G Suite users at a later time. As a G Suite admin, you can define rules to handle confidential mode messages sent from consumer users to G Suite users in your domain.

#### Create a compliance rule to block incoming messages and more

For detailed instructions on how to set up rules for content compliance in your domain, please see this <u>Help</u> <u>Center article</u>. Gmail confidential mode will be listed as an attribute under "Metadata match."

Content compliance		Hel
Required: enter a short description that will appear within the se	tting's summar	ý.
. Email messages to affect		
Outbound		
Internal - sending		
Internal - receiving		
Add expressions that describe the content you want to search	n for in each me	ssage
If ANY of the following match the message $\neg$		
Expressions		ADD
Metadata match 🔍		
Attribute		
Gmail confidential mode 👻		
Match type		
Message is in Gmail confidential mode 👻		
	CANCEL	SAVE
Modify message		
Modify message Headers Add X-Gm-Original-To header		
Headers		
Modify message Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers		
Modify message Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers Add custom headers		
Modify message Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers Add custom headers Subject Prepend custom subject Route		
Modify message  Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers Add custom headers Subject Prepend custom subject Route Change route		
Modify message Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers Add custom headers Subject Prepend custom subject Route		
Modify message  Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers Add custom headers Add custom headers Subject Prepend custom subject Route Change route Envelope recipient		
Modify message  Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers Add custom headers Add custom subject Prepend custom subject Route Change route Envelope recipient Change envelope recipient		
Modify message  Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers Add custom headers Subject Prepend custom subject Route Change route Envelope recipient Change envelope recipient Spam Bypass spam filter for this message Attachments		
Modify message   Headers   Add X-Gm-Original-To header   Add X-Gm-Spam and X-Gm-Phishy headers   Add custom headers   Subject   Prepend custom subject   Route   Change route   Envelope recipient   Change envelope recipient   Spam   Bypass spam filter for this message   Attachments   Remove attachments from message		
Modify message  Headers Add X-Gm-Original-To header Add X-Gm-Spam and X-Gm-Phishy headers Add custom headers Subject Prepend custom subject Route Change route Envelope recipient Change envelope recipient Spam Bypass spam filter for this message Attachments		
Modify message   Headers   Add X-Gm-Original-To header   Add X-Gm-Spam and X-Gm-Phishy headers   Add custom headers   Subject   Prepend custom subject   Route   Change route   Envelope recipient   Change envelope recipient   Spam   Bypass spam filter for this message   Attachments   Remove attachments from message   Atso deliver to		
Modify message   Headers   Add X-Gm-Original-To header   Add X-Gm-Spam and X-Gm-Phishy headers   Add custom headers   Subject   Prepend custom subject   Route   Change route   Envelope recipient   Change envelope recipient   Spam   Bypass spam filter for this message   Attachments   Remove attachments from message   Also deliver to   Add more recipients   Encryption (onward delivery only)   Require secure transport (TLS)		
Modify message   Headers   Add X-Gm-Original-To header   Add X-Gm-Spam and X-Gm-Phishy headers   Add custom headers   Subject   Prepend custom subject   Route   Change route   Envelope recipient   Change envelope recipient   Spam   Bypass spam filter for this message   Attachments   Remove attachments from message   Also deliver to   Add more recipients   Encryption (onward delivery only)   Require secure transport (TLS)   Encrypt message if not encrypted (S/MIME)		
Modify message   Headers   Add X-Gm-Original-To header   Add X-Gm-Spam and X-Gm-Phishy headers   Add custom headers   Subject   Prepend custom subject   Route   Change route   Envelope recipient   Change envelope recipient   Spam   Bypass spam filter for this message   Attachments   Remove attachments from message   Also deliver to   Add more recipients   Encryption (onward delivery only)   Require secure transport (TLS)		
Modify message   Headers   Add X-Gm-Original-To header   Add X-Gm-Spam and X-Gm-Phishy headers   Add custom headers   Subject   Prepend custom subject   Route   Change route   Envelope recipient   Change envelope recipient   Spam   Bypass spam filter for this message   Attachments   Remove attachments from message   Ald more recipients   Encyption (onward delivery only)   Require secure transport (TLS)   Encrypt message if not encrypted (S/MIME)		
Modify message   Headers   Add X-Gm-Original-To header   Add X-Gm-Spam and X-Gm-Phishy headers   Add custom headers   Subject   Prepend custom subject    Note   Change route   Change envelope recipient   Change envelope recipient   Papens spam filter for this message   Add more recipients   Add more recipients   Add more recipients   Encyption (onward delivery only)   Require secure transport (TLS)   Encypt message if not encrypted (S/MIME)		
Modify message   Headers   Add X-Gm-Original-To header   Add X-Gm-Spam and X-Gm-Phishy headers   Add custom headers   Subject   Prepend custom subject    Note   Change route   Change envelope recipient   Change envelope recipient   Papens spam filter for this message   Add more recipients   Add more recipients   Add more recipients   Encyption (onward delivery only)   Require secure transport (TLS)   Encypt message if not encrypted (S/MIME)	CANCEL	ADD SETTIN

Stay tuned to the <u>G Suite Updates blog</u> for more information when confidential mode launches to G Suite users.

# Twelve third-party applications added to the G Suite pre-integrated SAML apps catalog



🕇 Admin feature

- back to top

**What's new:** With <u>Single Sign-On (SSO)</u>, users can access all of their enterprise cloud applications—including the Admin console for admins—after signing in just once. Google supports the two most popular enterprise SSO standards, OpenID Connect and SAML, and there are many applications with pre-integrated SSO support in our third-party apps catalog already.

Building on other recent launches (February 27th, March 12th, March 29th), we're adding SAML integration for 12 additional applications:

- Black Duck
- Brightcove
- Chartio
- Duo
- Hootsuite
- Jenkins
- Jostle
- Mango Apps
- SumTotal
- TextMagic
- Veracode
- Zinc

Use our Help Center to see a full list of pre-integrated applications and instructions for installing them.

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 that the installation is much easier. You can learn more about installing Custom SAML Applications in <u>this Help Center article</u>.

#### Automatically provision users with six additional apps

Announced on May 2nd, 2018	📌 Admin feature	- <u>back to top</u> -

**What's new:** 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 as well. This feature is highly popular with admins, as it removes the overhead of managing users across multiple third-party SaaS applications.

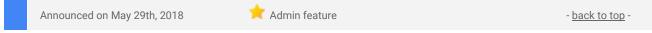
We've heard continued positive feedback from admins, so we're adding auto-provisioning support for six new applications:

- DeskPro
- Federated Directory
- Front App
- ScreenSteps
- ThousandEyes
- Trello

Customers subscribed to G Suite Education, G Suite Business, and G Suite Enterprise editions can enable user auto-provisioning in all supported applications. Customers on G Suite Basic, G Suite Government, and G Suite Nonprofit can configure auto-provisioning for up to three applications from the <u>supported list</u>.

For more information on how to set up auto-provisioning, check out the Help Center.

### Calendar Interop now uses a restricted set of IPs



**What's new:** We built Calendar Interop to enable user availability lookups between Google Calendar and Microsoft Exchange. Last summer, <u>we introduced</u> a wide array of improvements to the product, such as simplified setup and troubleshooting, real time updates, and support for both web and mobile. To help our customers improve the security of their coexistence setups, Calendar Interop will now use a restricted set of known IPs to communicate with Exchange servers.

By restricting Calendar Interop to this set of known IPs, G Suite customers can now block all incoming traffic (e.g., by setting up a firewall) to their on-premise Exchange servers, except for requests originating from Calendar Interop.

To see the list of IPv4 and IPv6 addresses that belong to Calendar Interop, check out this Help Center article.

### Self-diagnose ICS-related issues with improved Google Calendar audit logs

Announced on May 22nd, 2018

본 Admin feature

- <u>back to top</u> -

**What's new:** When changes are made within Google Calendar, it's important that the available audit logs in the Admin console have the information you need to understand what happened. We have made it easier to do that for changes originating from a third-party system (such as Microsoft Exchange or IBM Notes). In these instances, the third-party system sends the user an email with an attached ICS file.

To help you better investigate situations like these, we've added new information to the audit logs, including:

- The address of the email sender
- The ID of the message that you can use in Gmail audit logs for further investigation
- The third-party system that sent the message (for example, "Microsoft Exchange Server 2013"), and
- The email recipient.

To see all third-party-originated changes, filter activities by selecting "Gmail ICS Parser" in the API Kind field.

Below is an example of an audit log for an event invitation from Microsoft Exchange user john@exchange.altostrat.com sent to Google Calendar user jane@altostrat.com:

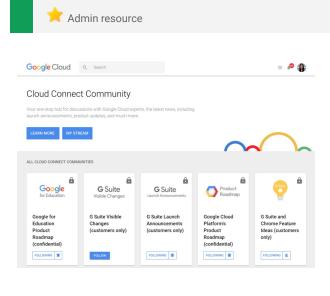
- Activity Name: Event created
- Activity Description: john@exchange.altostrat.com created a new event Weekly Team Meeting
- User: john@exchange.altostrat.com
- Calendar Id: jane@altostrat.com
- Event Title: Weekly Team Meeting
- Event Id: \_60q30c1g60o30e1i60o4ac1g60rj8gpl88rj2c1h84s34h9...
- API Kind: Gmail ICS Parser
- User Agent: Microsoft Exchange Server 2013
- Recipient Email: jane@altostrat.com
- Message Id: < 001a11474d047be4c80553f59b74 altostrat.com="">
- Date: May 22 7:53 AM

With this information, you'll be able to investigate the change yourself, without having to rely on G Suite Support looking into it for you.

View these reports in the Admin console under *Reports > Calendar*.

### Learn more about G Suite

### Cloud Connect Community: The official community for G Suite admins



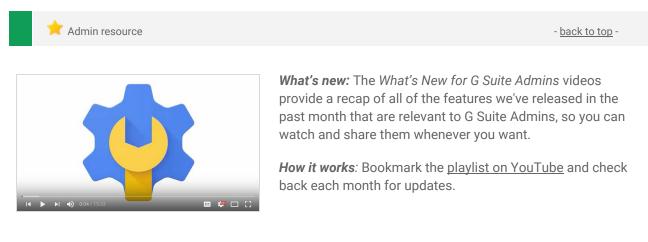
**Sign in today**: Cloud Connect is your one stop shop for resources to make your work with G Suite easier. <u>Sign in today</u> to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out! Make sure you follow our Community Manager (Cloud Team), to get the weekly buzz.

- <u>back to top</u> -

What's new: In May, we continued our Editorial Calendar for Q1. We added new use cases to our growing catalog, covering topics like <u>Focus on the</u> <u>user and all else will follow : My experiences with</u> <u>Design Thinking</u> and the <u>Gamification & Experiential</u> <u>Learning</u>.

Join us in June for more use cases on your favorite Google Cloud products.

### What's New for G Suite Admins videos



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