

# **G** Suite

June 2019



**Featured launch:** <u>Greater protection and control with three Gmail security tools</u>



# Work together

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Create rubrics in Classroom with a new beta
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# **Business ready**

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Get G Suite adoption and collaboration insights with Work Insights



# Learn more about G Suite

Cloud Connect: The community for G Suite administrators
G Suite on Social
G Suite Learning Center

To help you better track the full breadth of G Suite launches, including those that aren't announced on the  $\underline{G}$  Suite Updates blog, check out the What's new in G Suite page in the Help Center.

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



# Featured launch: Greater protection and control with three Gmail security tools



Announced June 25th, 2019



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# What's changing

We're making three Gmail security features generally available (GA). The features were previously in beta. Check—out the linked announcements for more information on each:

- **Security sandbox**, which detects the presence of previously unknown malware in attachments by virtually "executing" them in a private, secure sandbox environment. <u>Learn more</u>.
- Advanced phishing and malware protection, which provides new controls to place emails into a
  quarantine, protect against anomalous attachment types, and protect your Google Groups from
  inbound spoofing emails. <u>Learn more</u>.
- Gmail confidential mode, which provides built-in information rights management controls in your
  emails by allowing senders to create expiration dates and revoke previously sent messages. <u>Learn</u>
  more.

#### Who's impacted

Admins and end users

#### Why you'd use it

When you deploy and manage security tools at scale, you can more effectively protect your users from threats. With these features now in GA, everyone in your organization—from admins to end users—is more secure.

#### How to get started

#### Admins:

- Security sandbox: Note: available to G Suite Enterprise and G Suite Enterprise for Education editions only. Find and turn on the beta security sandbox feature at Admin console > Menu > Apps > G Suite > Gmail > Advanced settings. Use our Help Center to find more information on how to detect harmful attachments.
- Advanced phishing and malware protection: Find and control these features at Admin console
   Menu > Apps > G Suite > Gmail > Safety. You'll find new options for anomalous attachment and groups spoofing protections, and see the quarantine option available for all controls. Use our Help Center to learn more about how to enhance phishing and malware protection.
- Gmail confidential mode: This feature is on by default so no action is required to get started.
   To disable the feature, navigate to Admin console > Apps > G Suite > Settings for Gmail > User settings.

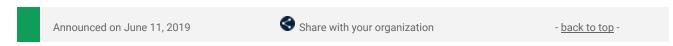
# End users:

- Security sandbox: No action needed.
- o Advanced phishing and malware protection: No action needed.
- **Gmail confidential mode:** Follow the steps in this Help Center article to send and <u>open confidential emails</u>.



# Work together

# See changes in Google Docs over time with Compare Documents



#### What's changing

It's now easier to compare two Google docs. This feature will show you the differences between the docs as "Suggested Edits" in a new document.

# Who's impacted

End users

# Why you'd use it

This feature makes it easy to see changes between two docs over time. For instance, educators can use this tool to compare essays and track revisions, saving them time when grading.

On the other hand, business users can use this tool during contract negotiations to see what terms have changed throughout the negotiation process and to compare the final version of the doc to the initial version.

# How to get started

- Admins: No action required.
- End users: To compare Docs:
  - Open any Google Doc this will become your 'base' document.
  - From the toolbar, select Tools > Compare Documents
    - In the dialogue, click on Choose document to select the second Google Doc to compare against.
    - In the "Attribute differences to field", enter the name of the user who will be labelled as the author of the suggested edits in the comparison output file.
  - o Select Compare.

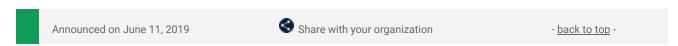
A new document will be generated that shows all existing suggested edits from both docs as accepted. Users will be able to see the differences between both documents as suggested edits labeled with the name defined in the **Attribute differences to** field.

# Additional details

Doc owners and those with edit access can use this feature to compare documents.

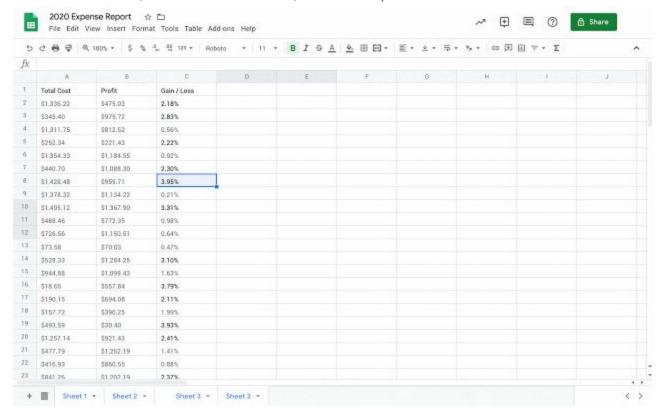


# View the edit history of a cell in Sheets



#### What's changing

"Show edit history" is a new feature in Sheets that will help you easily see the edit history of a cell, including who made the last edit, when that edit was made, and the cell's previous value.



# Who's impacted

End users

## Why you'd use it

Tracking edits made by collaborators is important for keeping information accurate and understanding why specific changes were made. This is especially critical when there are several collaborators working in a sheet.

Previously, you would need to open up Version History and manually look through past versions of a sheet to determine who changed a cell and when and by whom. With Show edit history, you can quickly surface the edit history of a cell: who edited, when, and the previous value.

# How to get started

- Admins: No action required.
- **End users:** To start using Show edit history:
  - o Right click on any cell and select "Show edit history" from the dropdown menu.
  - A dialogue box will appear that will show you:
    - The user who last made a direct edit in the cell
    - A timestamp of the edit
    - The previous value and current value of the cell
    - Arrow keys in the top right corner which toggle back and forth between edits

# Additional details

The following changes are considered previous edits to a cell:

- Adding, editing, or removing content like changing the value of a cell from "3" to "5"
- Changing a formula like changing "=A1+B1" to "=A1+C5"
- Adding, editing, or removing a link from a cell

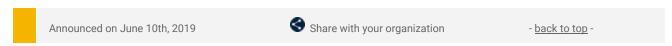
Note: Some changes may not show up in the edit history. Some examples are:

- Added or deleted rows and columns
- Changes to the cell's format
- Changes made by formulas



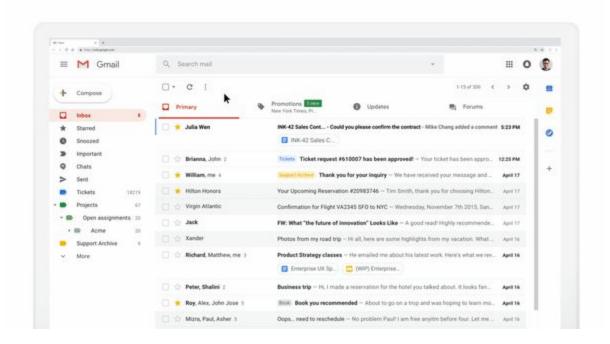
# Simple to use

# Dynamic email in Gmail becoming generally available on July 2, 2019



# What's changing

Earlier this year, we <u>announced dynamic email in Gmail in beta</u>. On July 2, 2019, this feature will become generally available and will launch on by default for all domains. This means that users will be able to access the feature unless you choose to disable it via the Google Admin console.



# Who's impacted

Admins and end users

# Why you'd use it

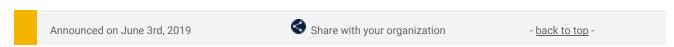
With dynamic email, you can easily take action directly from within the message itself, like RSVP to an event, fill out a questionnaire, browse a catalog or respond to a comment.

Take commenting in Google Docs, for example. Instead of receiving individual email notifications when someone mentions you in a comment, now, you'll see an up-to-date thread in Gmail where you can easily reply or resolve the comment, right from within the message.

- Admins: Determine whether your users can use dynamic email by navigating to Apps > G Suite >
  Settings for Gmail > User settings in the Admin console and selecting from the following options:
  - o **Disable**: This option will prevent users in your domain from receiving interactive emails.
  - **Enable now (beta):** This option will enable dynamic email (currently in beta) immediately. The feature will remain enabled when it enters general availability on July 2, 2019.
  - Enable when the feature is generally available: This is the default option and will enable dynamic email when this feature becomes generally available on July 2, 2019.
- End users: Once dynamic email in Gmail launches, users will begin seeing dynamic emails from senders who are sending dynamic emails., if you've enabled it. Additionally, users can also <u>turn</u> <u>dynamic mail off for their individual account</u> by following the steps in the Help Center. Note: The "display external images" setting must also be enabled in order for dynamic emails to be displayed.



# Smart Compose available on Gmail Android and iOS

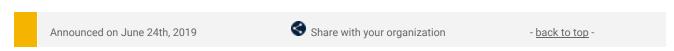


# **Quick launch summary**

Last year, we introduced <u>Smart Compose in Gmail</u> to G Suite users. This experience is now expanding to Gmail users on Android and iOS.

With Smart Compose, Gmail will intelligently autocomplete your emails, now across your different devices.

# Mark PDFs, images, and Microsoft Office files as offline in Drive, launching to beta



# What's changing

You can already make <u>Google Docs</u>, <u>Sheets</u>, and <u>Slides files available offline</u>. Now, as part of a new beta, you can mark also PDF, image, Microsoft Office, and other non-Google files for offline access using Google Drive on Chrome. To learn more about the beta and to apply, <u>see here</u>.

# Who's impacted

Admins and end users

# Why you'd use it

This feature helps complete the offline experience for Google Drive. Now, users can access their important non-Google files in an offline setting, like when they're traveling or when there's poor internet connectivity.

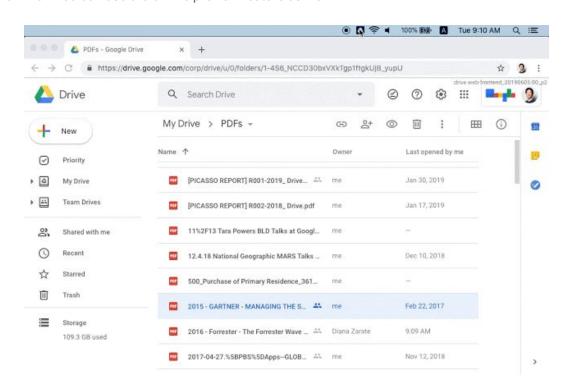
# How to get started

## Admins:

- To apply to this beta, you must <u>enable Drive File Stream use and installation</u> for your domain, and <u>enable offline for the domain and devices</u>.
- Apply to join the beta here.
  - Note: Admins who opted into the Alpha for offline for Docs, Sheets, and Slides will automatically be whitelisted for this beta.

# End users:

- First, enable offline from within the Drive or Docs settings.
- Next, sign into Chrome with the account associated with the whitelisted Google Group and access Drive File Stream.
- To mark the non-Google files as available offline, right click on a file and select "Make available offline." You can use the offline preview feature as well.



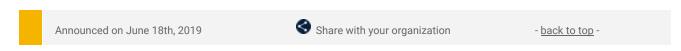


#### **Additional details**

Note that while this feature is not currently supported in ChromeOS, we're working on bringing these offline capabilities to ChromeOS in the future.

Additionally, users can also right click and open any non-Google files <u>using native applications</u>. By doing so, you can make an Office file available offline and—while offline—open that file using the native Microsoft Office application.

# New features for Slides Present mode



#### What's changing

We're adding new features in Slides Present mode to make navigating a presentation easier while you're presenting. With these new features, you'll be able to:

- Resize speaker notes and slide thumbnails in the presenter view
- Navigate to any specific slide with a <u>keyboard shortcut</u>
- Control video playback with <u>keyboard shortcuts</u>
- View all available Present mode keyboard shortcuts by clicking the new "tips" button in the presentation control bar.

# Who's impacted

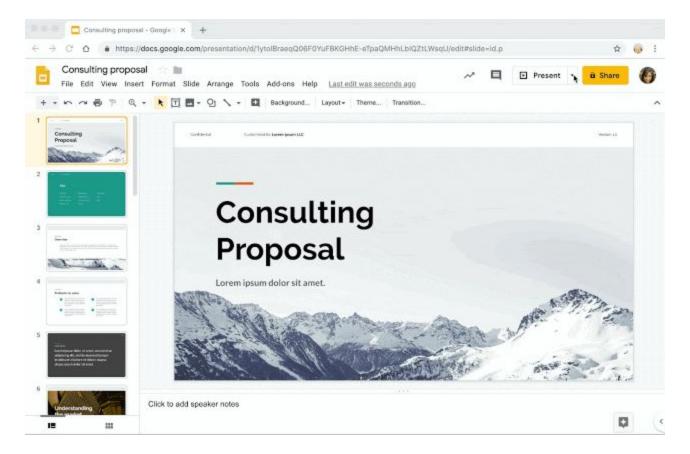
End users

#### Why you'd use it

On a small screen, it's sometimes tough to see your upcoming slides and read your speaker notes. Now, you can easily resize these components and confidently present, regardless of the device you're using.

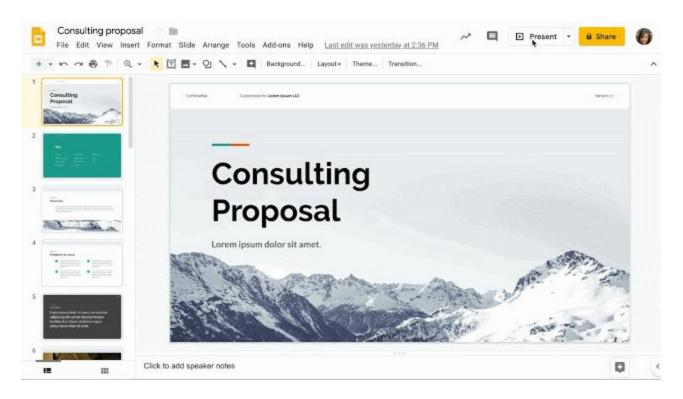
Additionally, our new keyboard shortcuts make moving through slides while presenting easy. Whether you need to quickly pause a video to answer a question, or jump to a specific slide to revisit a talking point, you can now quickly navigate and control the presentation with your keyboard.

- Admins: No action required.
- End users:
- To resize speaker notes, in the toolbar select *Present > Presenter View* and drag the separator line between the slide preview and speaker notes accordingly.

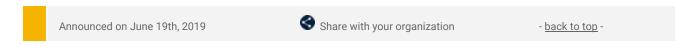




To view a list of new keyboard shortcuts press *Present > Tips*:



# Create rubrics in Classroom with a new beta



# What's changing

You can now create rubrics in Classroom as part of a new beta. Classroom instructors and admins can request to be whitelisted for this beta by filling out <u>this form</u>.

# Who's impacted

Admins and end users

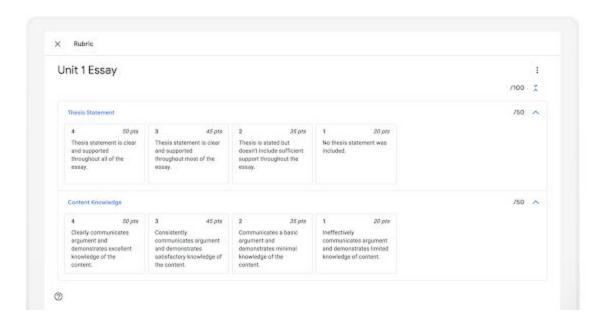
## Why you'd use it

Rubrics are commonly used with complex assignments that require multiple steps and criteria. Now, educators can create and attach a rubric to an assignment as a guideline for students and to refer back to when understanding their grades.

For business users, rubrics can be used to assess strategies in marketing plans or to evaluate performance in key areas of the business.

With this beta, users can create rubrics that meet their specific needs, making it faster and easier to deliver rich feedback to key stakeholders.





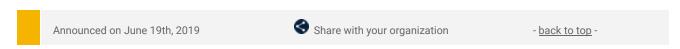
# How to get started

Admins and Classroom instructors: Apply for the beta here.

#### **Additional details**

This beta is covered by Classroom's <u>terms of service and privacy policy</u>. This means teachers and instructors can request to be individually whitelisted for this beta. Admins can request access for their domain or a specific group of users.

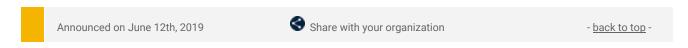
# Gradebook in Classroom now generally available



## What's changing

Last year, we announced a <u>beta for Gradebook in Classroom</u>. Gradebook makes grading easier, allowing teachers to keep their assignments and grades in a single place in Classroom. This feature is now generally available.

# Google Photos will stop syncing to Drive on July 10, 2019



# What's changing

Starting on July 10, 2019, Google Photos will no longer sync to Google Drive. From that date forward, if you add or delete files in Photos, they won't be automatically added or deleted in Drive.

# Who's impacted

End users

# Why it matters

We heard feedback that users were confused by the connection between Photos and Drive. We're hoping this simplified experience is easier for users to understand and navigate.

# How to get started

• End users: Starting July 10, G Suite users will need to manually download items from Photos and upload them to Drive. If they delete files in Photos, they'll need to manually delete them in Drive as well.

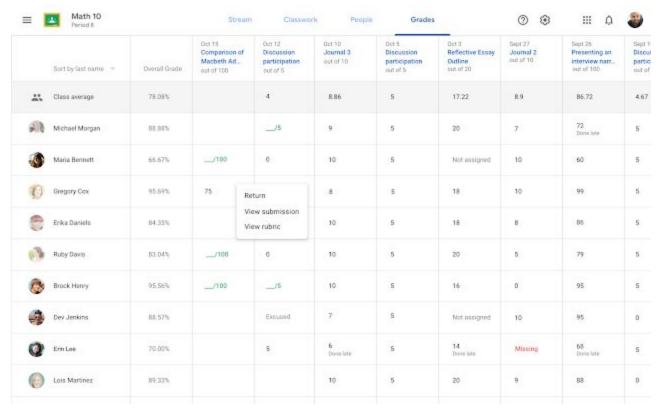


# **Additional details**

Currently, G Suite users can choose to sync Photos to Drive. This means that when they upload a file to Photos, it's automatically uploaded to the Google Photos folder in Drive. Once these changes go into effect, this folder will stop receiving updates. It won't go away; it will just stop syncing with Photos.

Unlike consumers, G Suite users do not have the option to show photos from My Drive in Google Photos. If Google Photos is disabled in your organization, your users will not be impacted.

See our post on the Keyword for more details.



Gradebook for Google Classroom

# Who's impacted

End users

# Why you'd use it

## **Better grading in Classroom**

One of the top requests from educators is an improved grading workflow. Gradebook allows teachers to easily input and view grades across their classes and students. With the ability to view all assignments and grades in one place, teachers can stay organized and holistically follow the performance of an entire class over time. To learn more about our grading improvements for Classroom, see our post on the Keyword.

- Admins: No action required.
- **End users**: To get started with Gradebook, log in to Classroom and click on the Grades tab at the top of the page.



# Business ready

# Get G Suite adoption and collaboration insights with Work Insights



Announced on June 4th, 2019



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### What's changing

Our Work Insights adoption and collaboration insights tool is now generally available for G Suite Enterprise customers. You can use <u>Work Insights</u> to quickly understand the status and impact of your G Suite deployment, surfacing organizational insights around adoption, work patterns, and collaboration across G Suite apps.

Work Insights was previously available in beta. For more details about the Work Insights tool, see our <u>beta announcement</u> or our <u>Help Center</u>. Since the beta, we've added the ability to quickly surface usage of legacy non-G Suite applications within an organization, as well as added more powerful filtering capabilities via groups filtering. See below for more details.

# Who's impacted

Admins only. Work Insights is accessible to super admins and delegated admins. See how to grant access to Work Insights.

# Why you'd use it

Work Insights can bring you executive-level insights into how G Suite is increasing collaboration and improving workplace culture at your organization. You can view the Work Insights dashboard and get insights into:

- Adoption which teams are adopting G Suite and which apps they use most frequently.
- Work patterns which apps teams are spending time in and how much time they're spending in meetings.
- Collaboration how teams are working together through meetings, file sharing, and document interactions.
- Usage of non-G Suite applications if there are legacy licenses that no longer need to be renewed as users transition to G Suite.

Note that at the organizational level, team insights will only be shown for teams of 10 people or more. For more details about these insights and how you might use Work Insights, see our beta announcement.

# How to get started

- Admins: See the Work Insights dashboard at <a href="https://apps.google.com/workinsights">https://apps.google.com/workinsights</a>. Use our Help Center to see more about <a href="https://apps.google.com/workinsights">https://apps.google.com/workinsights</a>.
- End users: No action needed.

# Additional details

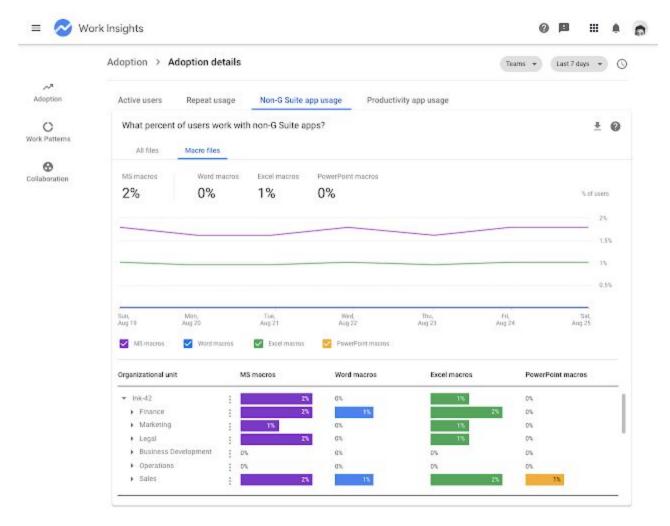
# New: Get insights into usage of non-G Suite applications

Work Insights will now quickly surface data around the usage of legacy non-G Suite applications within an organization. This includes the use of the following:

- Microsoft Word documents
- Microsoft Word macro files
- Microsoft Excel spreadsheets
- Microsoft Excel macro files
- Microsoft PowerPoint presentations
- Microsoft PowerPoint macro files

Seeing how these applications are used can help organizations identify opportunities where remaining legacy licenses no longer need to be renewed as users transition to G Suite.





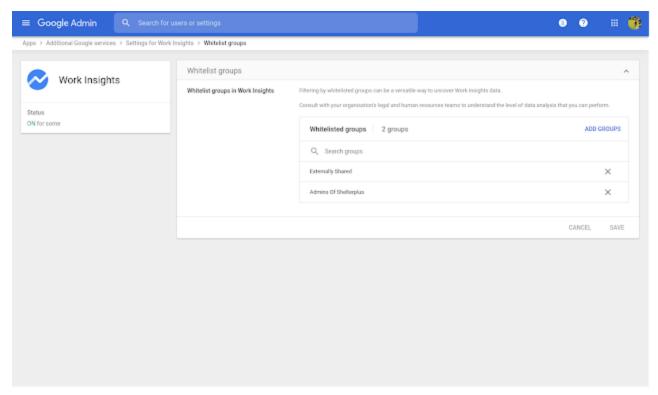
See usage of non-G Suite apps in Work Insights

# New: Filter charts by groups

In the beta, you could filter by organizational units and teams to help compare across your organization. Now you can also filter by groups. Administrators can whitelist specific groups to be included as filters for Work Insights.

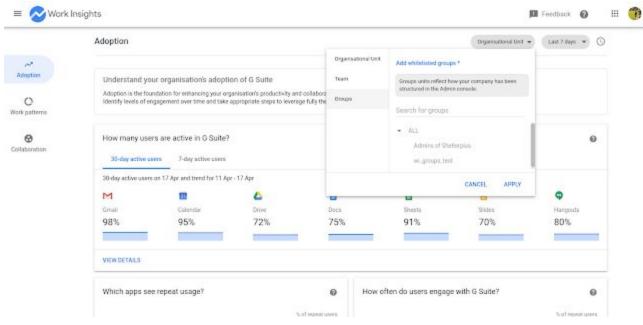
Groups that are whitelisted will appear in the filtering feature of Work Insights. Users are able to focus on specific groups and unlock the power of Work Insights within subsections of their organization.

This provides an organization with the power to drill deeper into the collaboration data by applying custom groups as a filtering criteria.



Admins can whitelist specific groups to compare in Work Insights

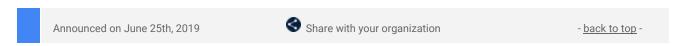




Once groups are whitelisted, you can filter by those groups in Work Insights

Group filtering provides new levels of detail and aids in better understanding how areas of a company are leveraging the collaborative features of G Suite.

# Use security codes to log in where security keys won't work directly



# What's changing

We're adding an option for G Suite users to log in using security codes. A security code is a one-time use code, generated using a security key, that can be used to log in on legacy platforms where security keys aren't supported directly.

Security codes will be available by default for some users:

- Users subject to "Any" or "Any except verification codes via text, phone call" 2-Step Verification policies
- Users which are not subject to a specific 2-Step Verification policy, but that have chosen to use a security key.

If you currently use an "only security key" policy and wish to allow security codes, an admin can choose turn security codes on for specific users (see more below).

Find out more about how to select a 2-Step Verification method to enforce here.

# Who's impacted

Admins and end users

# Why you'd use it

Security keys increase account security significantly. While most modern systems support the use of security keys, some do not. For example, security keys often don't work with Internet Explorer and Safari, iOS apps, remote desktops, and legacy applications that don't support FIDO protocols. With this launch, users can now generate a security code with their security key, which can then be used to authenticate their login attempt where the security key itself won't work.

For example, a user may need to access a web application that federates their Google identity, but only works on Internet Explorer 11. While the browser can't communicate with a security key directly, the user can open a Chrome browser and generate a security code, which can then be entered in Internet Explorer to gain access to the application.

# **Security considerations**

Before <u>enabling this new policy</u>, carefully evaluate if your organization needs security codes. Using security keys without security codes helps to provide maximum protection against phishing. However if your

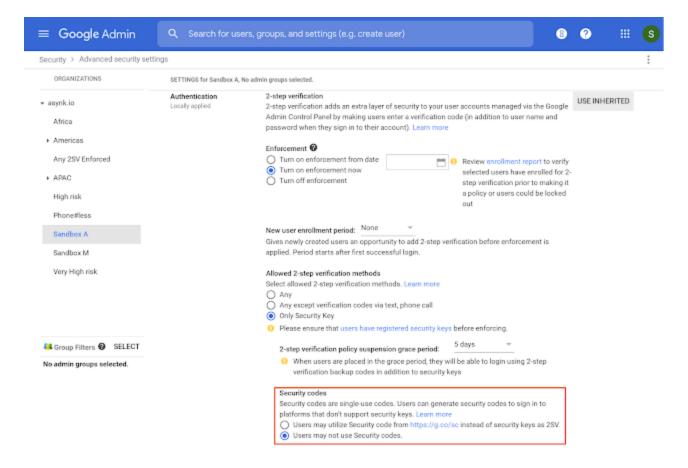


organization has important workflows where security keys can't be used directly, enabling security codes for those situations may help improve your security posture overall.

# How to get started

#### Admins:

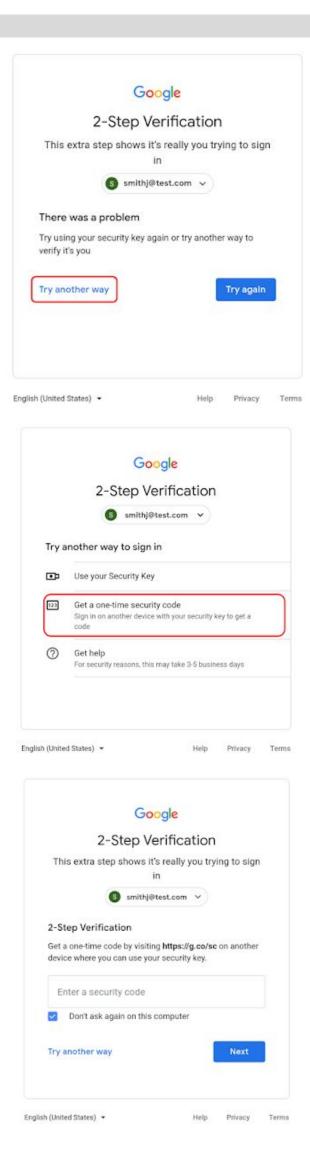
 Domains that currently enforce an "only security key" policy can turn on security codes by going to Admin Console > Security > Advanced security settings and selecting "Users may utilize security code". Use our Help Center to <u>find out more about security codes</u>. Domains that currently enforce other 2-step verification policies will have the feature turned on by default.



# End users:

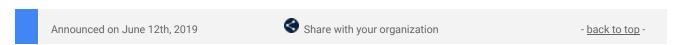
- For users in domains which enforce "Any" or "Any except verification codes via text, phone call" 2-Step Verification policies the feature will be enabled by default.
- For users in domains which enforce an "only security key" policy, no action is needed until an admin turns the feature on.
- Once enabled, when a user who can use security codes navigates to a page which requires a security
  key, they will see "Having trouble" or "Try another way." Once they click on one of those options, they
  will be able to "Get a one-time security code". This will link to a page that prompts them to enter their
  security code, and also tells them where to go (https://g.co/sc) to generate a security code if they
  don't have one yet.







# Use an Android phone for 2-step verification on iOS devices



#### **Quick launch summary**

Earlier this year we announced the ability to use your Android phone's built-in security key for two-factor authentication in G Suite.

Now, you can use devices with Android 7.0+ (Nougat) to verify your sign-in to Google and Google Cloud services on Apple iPads and iPhones.

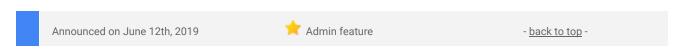
- Admins can learn how to enforce the use of security keys in their organization by visiting the Help Center
- End users can <u>activate the security key on their Android device</u> and use it to <u>verify iPhone and iPad</u> logins.

To learn more about using your Android phone's built-in security key to verify sign-in on iOS devices, see our Security Blog.





# Take action by July 8 to ensure users can continue to use apps accessing Gmail data



# What's changing

Security and privacy are extremely important to Google. To better protect your data, we've made an important update to our policies governing third-party apps (web, Android, iOS, Chrome, and other apps) accessing Gmail data using G Suite APIs and OAuth2.

We <u>previously announced</u> that apps accessing user data for non-enterprise accounts using certain Gmail APIs had to be verified to ensure compliance with new privacy and security requirements using our <u>OAuth API Application Verification</u>. Starting on July 8, 2019, we'll apply similar requirements for apps you may use within your domain.

# Who's impacted

Admins and end users

# Why it matters



While existing unverified apps will continue to work for users who installed them before July 8, after this date we'll **block new installs** for unverified third-party apps that access Gmail data and that you don't explicitly <u>trust (whitelist)</u> in the G Suite Admin console.

# How to get started

#### Admins:

- Review unverified apps in your environment: Please review the unverified apps currently in use in your organization's G Suite environment and decide which apps you want to trust and allow users to continue to install. The primary admin contact at your organization will receive an email by June 21, 2019, with a list of those unverified apps, including the number of users and whether or not you have trusted them in API Permissions.
- Trust apps that you want to allow users to continue to install: To trust an app, use our API Permissions (OAuth apps whitelisting) feature in the Security section of the Admin console. Trusting an app also means that, if users consent, the app will have access to some G Suite user data (OAuth2 scopes) that you've otherwise restricted using this same tool. For example, if you've generally blocked access to Gmail OAuth2 scopes, trusted apps will have access for accounts where users consent.

#### **Additional details**

Below is a list of frequently asked questions.

- Why would an app be unverified? Apps may not have completed the verification process for numerous
  reasons, some of the more common ones being an unsupported <u>Application Type</u> or using data in a
  way that is incompatible with <u>Limited Use</u> requirements. We've implemented this verification process
  to help provide users both confidence and consistency with their privacy expectations.
- If I'm an app developer as well as a user, how do I get an app verified? Review the <u>OAuth API Application Verification FAQ</u> and submit a request for verification from the <u>API Developer Console</u>.
- What will happen to unverified apps after July 8? Users who've installed unverified apps before July 8 will continue to have access to them, unless you restrict access to G Suite APIs in the Security section of the Admin console. New users will not be able to install unverified apps unless you trust them using the API Permissions (OAuth apps whitelisting) feature.
- What happens when I trust an app? Users who haven't already installed it before July 8 will now be able to install it, whether or not the app is verified by Google. Additionally, the app will have access to any G Suite APIs (OAuth2 scopes) that you've restricted using the API Permissions settings.
- What if I don't want to trust any apps? If you take no action, new users will be blocked from accessing
  unverified third-party apps that access Gmail data beginning July 8. Additionally, you can further
  restrict, limit, or block access by all apps, including previously installed apps, to Gmail by using API
  Permissions.
- Do I need to trust Apps Script and App Maker apps in my domain to keep using them? No. These
  apps, including Apps Script projects created by users within the domain and apps associated with the
  organization in the Google Cloud Platform Console owned by the domain, are excluded from this
  enforcement action.

# Search and export new Sites with Vault beta



Announced on June 6th, 2019



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## What's changing

You can use Vault to search and export content in new Google Sites with a new beta program. Note that the beta will only support Vault's search and export functionality, it will not support Vault's holds and retention functionality.

Use our Help Center to find out more, or apply to join the beta here.

## Who's impacted

Admins only

# Why you'd use it

Customers that sign up for the beta will be able to find content in new Sites, preview and navigate through the site in the Vault interface, and export sites for further analysis. This can expand your organization's archiving and eDiscovery by adding content from new Sites.

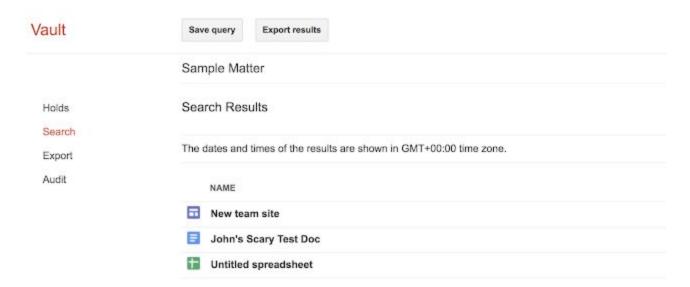


- Admins: <u>Use our Help Center to find out more</u>, or <u>apply to join the beta here</u>.
- End users: No action needed.

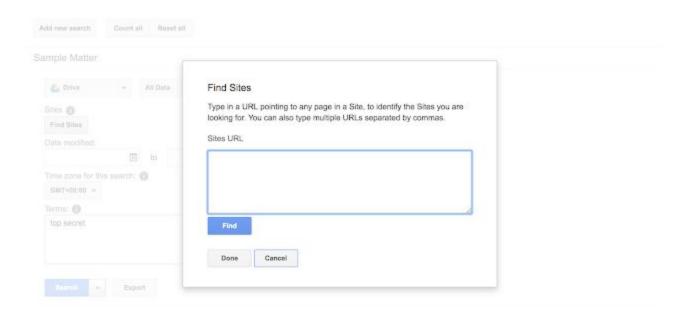
# **Additional details**

#### Details of actions available in the beta

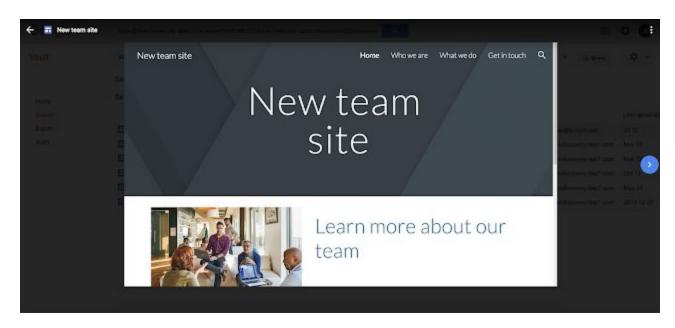
Search for content in new Sites. You can search for Sites alongside other Drive content, or use the operator type:site to target just Sites data in Google Drive.



Find specific sites by their published URLs. Use our Help Center to learn more about <u>searching for Sites data in Vault</u>.



Preview and navigate through the site in the Vault interface, and export sites for further analysis.



Scope of functionality available through the beta:



- Vault only supports content in new Sites. Classic Sites content is not supported.
- Only the most recent version of the draft site will be available for search and export in Vault.
- This could be different from the published version of the site, as unpublished changes would be included.
- This beta program only provides access to search and export functionality for new Sites, and does not include retention or hold functionality.

# New G Suite OAuth API activity reporting now available



Announced on June 5th, 2019



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## What's changing

We've added a new event to the <u>OAuth Token Audit Activity Events</u> in the Reports API and Reports section of the Admin console. This new event is called "Activity," and it shows how second- and third-party apps are using the G Suite OAuth API tokens they've been granted. This event is in addition to the previously available Authorize and Revoke events.

We've also added a new parameter—called "Scope\_data"—to both the Authorize and Revoke events, which allows you to filter logs based on which OAuth scope and product bucket was granted.

# Who's impacted

Admins only

#### Why you'd use it

The new Activity event allows you to see which methods are being called by second- and third-party apps on behalf of users via OAuth grants, removing some of the guesswork that previously existed around OAuth exposure. The Scope\_data parameter allows you to filter Authorize and Revoke activity based on the specific scope that was granted.

# How to get started

 Admins: You can <u>retrieve OAuth Token Audit activity events</u> by calling Activities.list() with applicationName=token. You can also view these events in the *Reports > Audit > Token* section of the Admin console.

## **Additional details**

The "Activity" event is triggered when a second- or third-party application calls a Google Product API using the OAuth protocol on behalf of one of your users. If your organization uses multiple second- or third-party apps, you may see a large increase in event traffic.

# Making active user metrics more detailed in the Admin console



Announced on June 5th, 2019



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

# What's changing

We're making changes to how we calculate active users across G Suite applications in your organization. Specifically, you'll see more accurate metrics on active users for the following applications:

- Gmail
- Calendar
- Hangouts Chat
- Hangouts Meet

# Who's impacted

Admins only

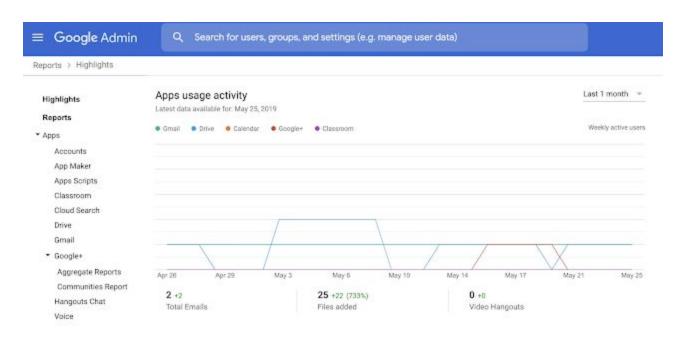
# Why this matters



Previously, we pulled app activity data from multiple sources, which sometimes resulted in discrepancies across reporting tools, like Work Insights and the <u>Reports section of the Admin console</u>. To ensure these metrics are consistent, we'll now pull data from one centralized source based on direct user interaction logs. This will help you better analyze app usage in your domain and assess your organization's needs.

#### How to get started

- Admins: To access Apps usage activity in the Admin console click Reports.
  - o From there, you can see app usage overall, or click into specific apps.
  - o On the right-hand side, you can filter app usage by: 1 day, 7 days, or 30 days.

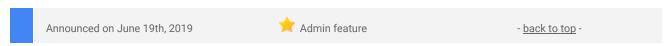


End users: No action required.

#### **Additional details**

In addition to the Admin console, these updated metrics will also appear in the <u>G Suite Admin SDK Reports</u> <u>API</u> and BigQuery exports.

# Five new third-party applications added to G Suite pre-integrated SAML apps catalog



## What's changing

We're adding SAML integration for five additional applications:

- Firstbird
- Foodee
- Hive
- LaunchDarkly
- RECOG

Use our Help Center to see the full list of SAML apps and find out how to configure SAML applications.

# Who's impacted

Admins only

## Why you'd use it

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 one time. Google supports the two most popular enterprise SSO standards, OpenID Connect and SAML, and there are already many applications with pre-integrated SSO support in our <u>third-party apps catalog</u>.

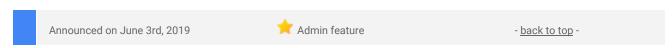


- Admins: You can find our full list of pre-integrated applications, as well as instructions for installing them, in the <u>Help Center</u>.
- End users: No action needed.

#### Additional details

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. Use out Help Center to <u>learn more about installing Custom SAML Applications</u>.

# **Expanding connectors for G Suite Migrate**



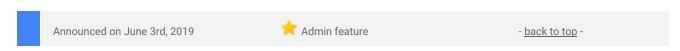
#### **Quick launch summary**

Earlier this year, we announced <u>G Suite Migrate</u>. Launching in beta, this first-party product helps admins assess and plan migration projects, making the migration of enterprise data and content to G Suite seamless.

Now, G Suite admins who require <u>migration from Box</u>, as well as other previously supported Microsoft services like Exchange or Office 365 can utilize G Suite Migrate. We hope that adding support for migrations from Box will help ease the transition for G Suite users. G Suite admins can learn more and sign up for the G Suite Migrate beta <u>here</u>.

G Suite also offers interoperability functionality between Box and G Suite, <u>learn more here</u>.

# **Bulk-export Hangouts Meet hardware fleet information**



# What's changing

We've added the ability to export detailed information about all Hangouts Meet hardware devices in a domain to a Google Sheet or CSV file in a single action.

# Who's impacted

Admins only

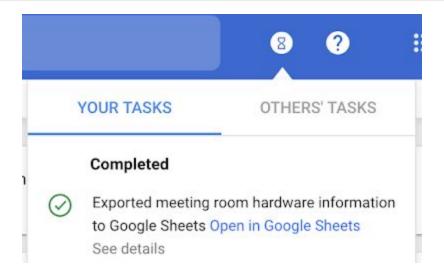
## Why you'd use it

Having access to up-to-date information about all Meet devices allows G Suite admins to better understand usage across their entire organization by:

- Populating data for reports/dashboards
- Auditing organization-wide peripherals usage
- Analyzing data for external systems such as ticket/support system or financial functions such as asset tracking or inventory management

- **Admins:** To export your list of devices, <u>follow the steps in the Help Center</u>. After completion, the results will be available from the Tasks icon at the top of the page.
  - Depending on the selected format the information can then be viewed in Google Sheets, or downloaded as a CSV file.



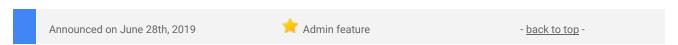


• End users: No action required

#### **Additional information**

There are 36 fields exported for each device, each into its own column.

# Changes to the user management interface in the Admin console



# What's changing

We're making some changes to the interface you use to manage users in the Admin console. Specifically you may notice the following updates when you go to *Admin console > Users*:

- **New text buttons for user management.** The buttons that appear when you hover over a user in the user list have been changed from icons to text.
- New text links to add users. You can now use text buttons at the top of the table. These replace the '+'
  button that was previously used to add users.
- **Dynamic table title bar.** There are now different options displayed in the table depending on whether you have any rows selected (see image below).

See below for more details and images of the new interface.

# Who's impacted

Admins only

# Why you'd use it

These changes will make it easier to find common user management features and therefore manage users more quickly through the Admin console.

# How to get started

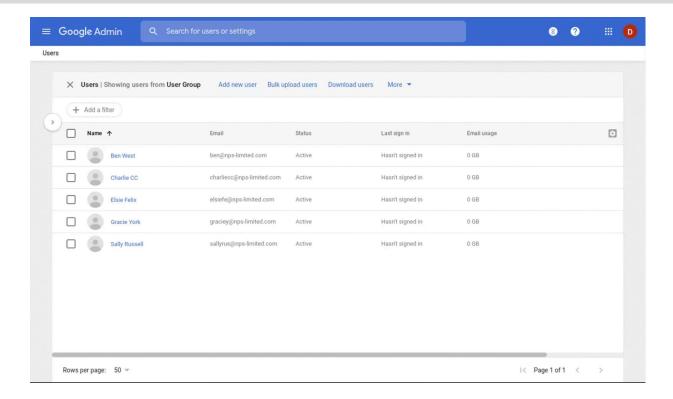
- Admins: See the new interface at *Admin console > Users*. Use our Help Center to <u>learn more about user management</u>.
- End users: No action needed

# Additional details

# New text buttons for user management

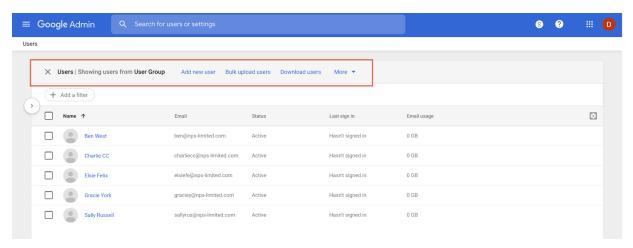
Instead of icon buttons, you'll now have text buttons to complete common user management functions, such as resetting passwords, renaming users, adding to groups, and more.





#### New text links to add users

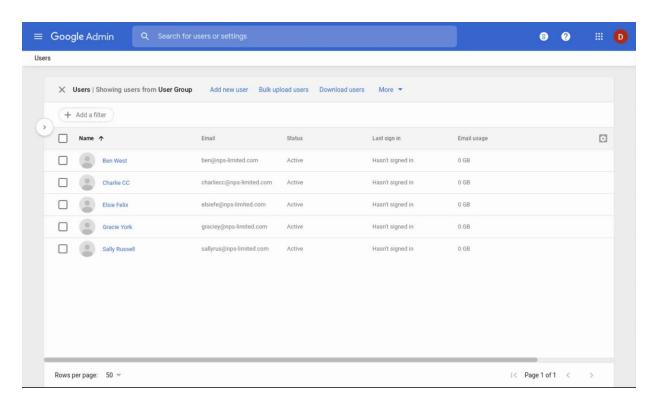
To add users individually or in bulk, use the text links at the top of the user table. Note that these options change when rows are selected (see 'dynamic table title bar,' below).



A new way to add users

# Dynamic table title bar

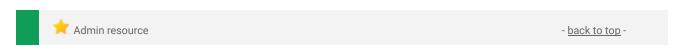
Options in the table's title bar will change when you have user rows selected.

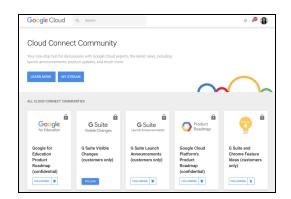




# Learn more about G Suite

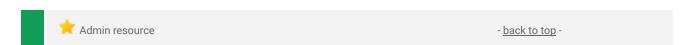
# Cloud Connect Community: The official community for G Suite admins





**Sign in today**: Cloud Connect is your one stop shop for resources to make your work with G Suite easier. Sign in today to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out!

# G Suite on Social



**Connect with us**: Follow G Suite on social media to get news, product tips, and other helpful information:



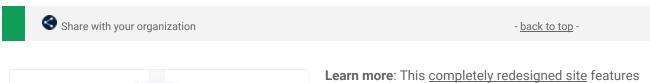


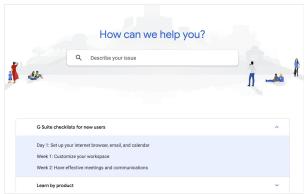






# **G** Suite Learning Center





**Learn more**: This <u>completely redesigned site</u> features 300+ guides and customer-friendly enhancements, including:

- An <u>Announcements tab</u> with lists of new and updated Learning Center guides.
- A "Day 1" checklist to help new G Suite users get started on their first day.
- An improved search function to help you find help and training content across the G Suite Learning Center.
- Guides that are easier to <u>print and save as</u>
   <u>PDFs or customize</u> in Google Docs and Slides.