

Google Master Class

[Google Workspace \(formerly GSuite\)](https://www.google.com/workspace/) (google.com/workspace/) \$12/mo per seat

- Gmail including calendars, tasks, notes, etc. - (eliminate paying for Outlook with unlimited inbox size)
- Google Drive - 2T File Storage (could eliminate paying for Dropbox)
- Google Docs - Free Office Integration (could eliminate paying for Microsoft Office 365)
- Google Forms - create questionnaires, polls, surveys, sign-in/landing pages, etc.
- Google Meet & Voice - phone, text video (eliminate phone & video conferencing)
- Google Keep - can be used for note-taking, organization, etc. (eliminate paying for Evernote)
- Google Drive Sync - backup entire computers into Google Drive (eliminate paying for Carbonite)
- 24/7 Support with Google, Free On-Boarding, Great Security

Gmail

Gmail Tricks

- Search - Use the Advanced Search Tool to quickly find emails

What You Can Search By	Search Operator & Example
Specify the Sender	From: Amy
Labeled Messages	Label: Notifications
Attachments with a specific file type	Filename: pdf Filename: xlsx Filename: docx
Message Type	Is: unread Is: read Is: Starred
Location of Message	In: Inbox

- Filters - Use to clean up your inbox or separate emails by topics or senders
- Labels - Similar to folders in Outlook, use to separate emails by topics or senders.
 - Example: Primary, Notifications, & Bulk
 - Search - "label: bulk in:inbox" "label: notifications in:inbox" "in:inbox is:unread"
- Reminders - Make sure you don't forget to follow up on an email or task
 - Click the **Selection** box on any email
 - Click the **Tasks** icon
 - Click **Add a Task** from the "My Tasks" sidebar
 - Enter details with date & time for Reminder
- Templates - Quickly respond to typical emails by creating a script or template
 - Create an email
 - Click the 3-dot **menu** & select **Templates**
 - Select **Save Draft as Template**
 - **You can now reuse it anytime you need!!**

Gmail Add-Ons

- [WiseStamp](#) - create really nice looking email signatures
- [Mailvelope](#) - allows you to send password-protected/encrypted emails
- [Boomerang for Gmail](#) schedule & track emails, tasks/reminders, etc. (free or \$4.99/mo)
Responsible uses AI to determine the likelihood someone will respond to your email
- [Grammarly](#) - Helps you write better (grammar, spelling, etc.) documents, emails, social media posts, etc.

How to Automate Sending Nice Looking Emails in 3 easy steps:

1. Create a nice looking email template with a fillable certificate in [Email Monster](#) Add-on
2. Copy that template as a Draft or Canned Response in Gmail
3. Merge a Google Sheet to the draft using [Yet Another Mail Merge \(YAMM\)](#) Add-on

Google Master Class

Google Calendars - the most popular calendar system, easy to create multiple calendars, share calendars with others, embed calendars into web pages, supports Room Scheduling, Team Member Calendar Comparison and now integrates with Google Meet & Zoom

- Multiple Calendars
- Shared Calendars, Permissions & Notifications
 - Click the 3-dot menu for the desired calendar
 - Select **Settings & Sharing**
 - You will see options to set permissions to:
 - Make the calendar public or private
 - Share it with individuals
 - Link or code to embed it to any website
- Event Options
 - You will see options to set:
 - Description, Date & time(s)
 - Notifications
 - Share it with Others
 - Location (Directions)
 - Google Meet &/or Zoom Video Conferencing
 - Room Scheduling
 - Side-by-side team scheduling

Google Calendar Add-Ons

- [Calendly](#) - easily schedule appointments with a link (free or \$8/mo)
- [Assistant.to](#) - easily schedule appointments by including potential times in an email.
- [Doodle](#) - easily coordinate group meeting times (free or \$69/yr)

Google Contacts - 3rd Party CRM & Task Managers including Yesware, Streak, Insightly and Zoho

Google Meet

Gmail = 50 | Google Workspace Essentials = 150 with recording | Google Workspace Enterprise = 250

Has several cool tools & integrations including:

- Captions
- Chat
- File Sharing
- Record
- Breakout Rooms
- Q&A
- Jamboard Whiteboard
- And More

Google Voice can also be used for phone calls & chat/texting from any device

Google Jamboard - interactive white board program that ties into Google Meet, Docs, & more

Google Master Class

Google Docs (Docs = Word, Sheets = Excel, Slides = Powerpoint, Drawing = Publisher, Forms = Access)

- Each program is free, works on all devices, & supports Add-Ons
- Each include templates that can be used in-house, for members & events

Docs Add-Ons:

- [Mail Merge from a Google Sheet](#) - easily does a mail merge of documents to email, letters, envelopes, etc.
- [Avery Labels](#) - merge document or spreadsheet to letters, envelopes, etc.
- [Vertex 42 Template Gallery](#) - library of templates for calendars, sign-in forms and more
- [Doc Tools](#) - Great for quickly editing or formatting documents

Slides Add-Ons:

- [Haiku Deck](#) - easily pull in copyright safe pictures into your presentations
- [Pear Deck](#) - module for creating interactive questions, polls, etc. into your presentations
- [Insert Icons](#) - easily pull in clip art, icons and vector images into your presentations
- [LucidChart](#) - module for creating dynamic charts, graphs, etc. into your presentations

Sheets Add-Ons:

- [Power Tools](#) - adds very complex formulas, pivot tables, etc.
- [Remove Duplicates](#) & [Split Names](#) - helps clean up spreadsheets/rosters
- [Yet Another Mail Merge](#) - easily do a merged email blast \$19/yr

Google Drive

- Upload any file or folder from any device
- Works seamlessly with Microsoft Office docs
- Share file with others
- Drive Backup & Sync Auto Backs Up Your Entire Computer!!

Google Keep

- Similar to Evernote, can be used for note taking, organizing ideas & projects, to-do lists & more
- Labels - used to organize content (quickly find and add content to the right Keep list)
- Color Coding - visually helps you organize content (quickly find and add content to the right Keep list)
- Voice Recordings - can be done while in or outside of Keep (example using a voice speaker) to quickly add content to the right list

Google Forms - Create Questionnaires, Polls, Surveys, Website Landing or Sign In Pages, and more

Forms Add-Ons:

- [E-Mail Notifications for Google Forms](#) - set up an auto-reply to emails, drip campaigns or send user-defined web pages when they fill out a Google Form questionnaire or landing page.
- [Google Forms Dynamic Fields](#) - Add a custom and conditional questions to Google Forms
- [Formfacade](#) - Create custom looking forms, more control of questions, etc.

Chrome Browser - Fastest, Most Secure, Most Powerful especially when you use Extensions (apps)

Chrome Extensions: Menu > More Tools > Extensions > left menu > Go to chrome.google.com/webstore/

Nimbus Screen Capture	ScreenCastify	IE-On-Chrome
AdBlock Plus	Grammarly	Zoom
Zoom Toolbar	ColorZilla Color Picker	Speed Dial 2
Mailvelope	Boomerang for Gmail	WiseStamp