Featured Launch: Self-service password recovery

Self-service password recovery for Google Apps

Work together

Teaching teams: New ways to work together in Google Classroom

Work anywhere

Month view added to Google Calendar app for Android
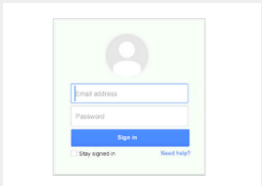New sharing options, languages, and more for the Google Drive Android app
Editing and performance improvements in Google Docs editor apps

Simple to use

Google+ Photos now in Google Drive
Animation improvements in Google Slides

Business ready

Google Apps Marketplace post-install notifications
Set custom alerts on audit events for Google Apps admins
New admin policy and compliance controls for Google Hangouts chat
Protect Google and Google Apps accounts with Password Alert

Learn more about Google Apps

Top 10 ways to use Google Apps in Manufacturing
Google for Work Connect (GWC): The community for Apps administrators
The Apps Show on YouTube
What's New for Apps Admins videos

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

-The Google Apps Team
May 4, 2015

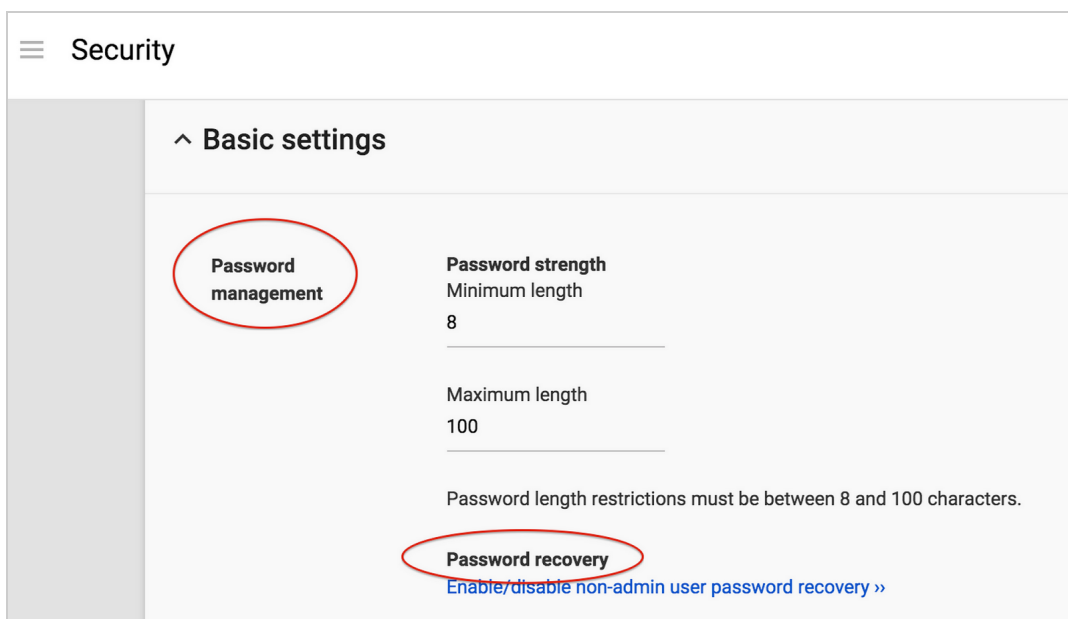# Featured Launch: Self-service password recovery

Self-service password recovery for Google Apps

Released April 2, 2015   ⊕ Share with your organization

What's new: Password recovery can be a frustrating and time-consuming activity for both Google Apps admins and the people in their domains who have been locked out of their accounts. With this launch, we've given admins the option to reduce their workload, and save time for those who have been locked out of their accounts, by enabling the ability for non-admins to reset their own passwords.

How it works: This new feature is defaulted off and can be enabled from the Admin console at: **Security** > **Basic settings** > **Password management**. In the **Password recovery** section, click on "Enable/disable non-admin user password recovery."

Non-admins must have set up a recovery phone in order to reset their own password. Admins should check the Help Center for considerations regarding 2-Step Verification, off-boarding, and hijacked accounts before enabling this feature.

Note: this feature is not available for customers using Single Sign-on (SSO).

For more information:
- *Help Center - Admins*
- *Help Center - Users*
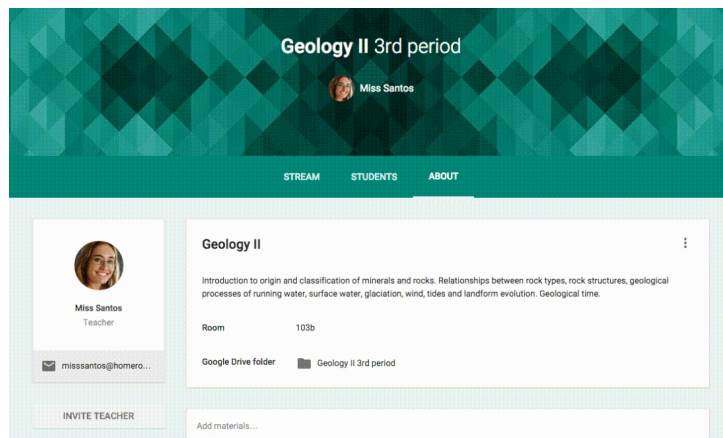- *Google for Work blog post*

Teaching teams: New ways to work together in Classroom

Released April 21, 2015   🌐 Share with your organization

What's new: Google Classroom allows teachers to spend less time on paperwork and more time with their students. With this launch, multiple teachers can now work and collaborate in a single Classroom class. With the exception of deleting the class altogether, additional teachers can perform all of the same functions as the primary teacher, including:

- Creating assignments and announcements
- Viewing and grading submissions
- Participating in comments on the class' "stream"
- Inviting students to the class
- Receiving email notifications related to the class

Teachers can also prep for their classes in advance, saving announcements and assignments as "drafts" and waiting to send them until they're ready. Like in Gmail, once a new announcement or assignment is created, it will be automatically saved as a draft. Those drafts can then be accessed by multiple teachers, making it simple to collaborate on prep work.

Finally, in response to teacher feedback, we've made two additional changes that will make Classroom easier to use:
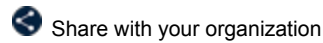
- Autosaving grades - Grades will now be autosaved as they're entered, meaning teachers can grade assignments over multiple sessions but still return those assignments to students all at one time.
- Improved notifications - Teachers and students will now receive email notifications when private messages are left on assignments.

How it works: Check out the following Help Center articles for more information on these features and how to implement them: Invite teachers to a class, Draft announcements, and Draft assignments.

Work anywhere

Month view added to Google Calendar app for Android

Released April 8, 2015   Share with your organization
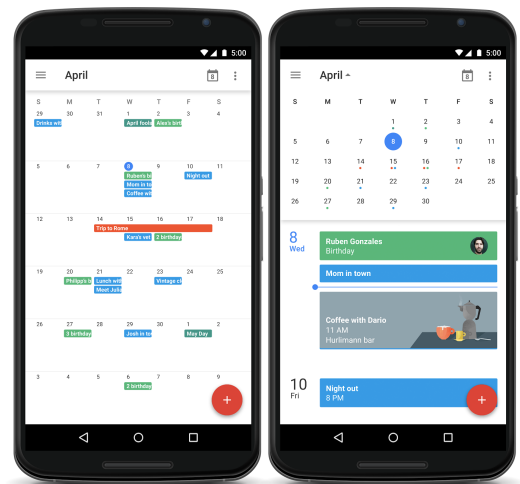
What's new: We launched the new Google Calendar app for Android last year, helping to save you time and make the most of every day. In February, we launched an updated version containing several additional features based on user feedback. In April, we did the same—adding Month view (back) to the latest version of the Google Calendar app for phones, now available in Google Play.

Month view provides a high-level view of all scheduled events for a full month, allowing people to then tap on a specific day for a closer look. Access to all available views (Schedule, Day, 3 Day, Week, and Month) has also been moved from the overflow menu on the upper right corner into the navigation drawer on the upper left corner.

In addition, you can now see the color of events when jumping to a particular date from the drop-down in the header.
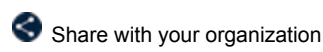
How it works: Check out the Help Center for more information on using Month view in the Google Calendar app.

Get the Google Calendar app for Android on Google Play

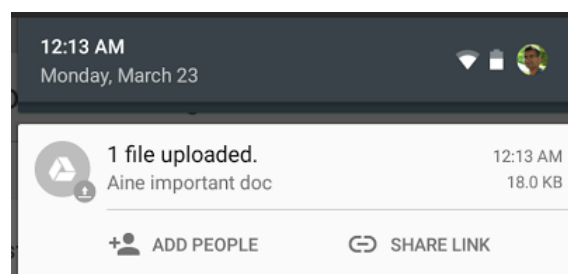## New sharing options, languages, and more with the latest version of the Google Drive Android app

Released April 16, 2015   Share with your organization

What's new: A new version of the Google Drive Android app is now available on Google Play. The new features include the following:

- After uploading a file, the ability to add people to sharing settings and share a link directly from the upload notification (see image below)
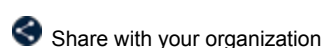

- Ability to access a contact's extended information from the sharing section of the details pane of a file in Drive
- Ability to remove a parent of a file from the details pane when a file is multi-parented
- Support for 23 new languages (Afrikaans, Amharic, Armenian, Basque, Bengali, Chinese [Hong Kong], Estonian, French [Canada], Galician, Georgian, Icelandic, Kannada, Khmer, Lao, Malayalam, Marathi, Mongolian, Nepali, Sinhala, Swahili, Tamil, Telugu, and Zulu)
- PDF viewer improvements (better scrolling and handling of multi-layout PDFs)
- Performance and UI improvements

How it works: Check out the Help Center for details on all Drive for Android features.
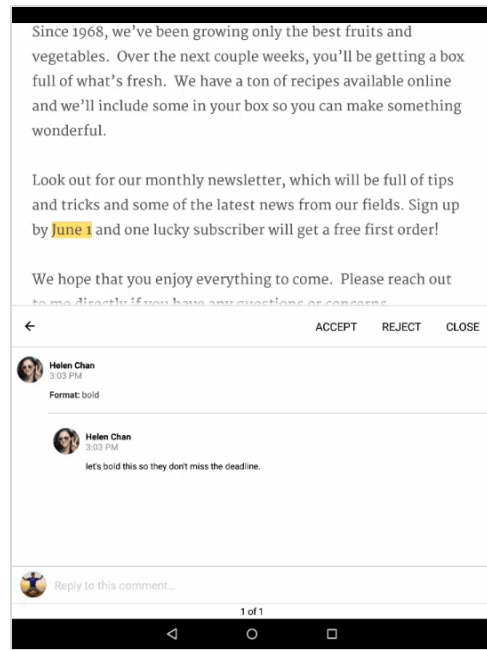
Download the latest Google Drive app on Google Play

Editing and performance improvements in Google Docs editor apps

Released April 16, 2015   Share with your organization

What's new: New versions of the Google Docs, Sheets, and Slides apps for Android are now available on Google Play. A new version of the Docs app for iOS is also now available in the App Store. The new features include:

- **Docs**
  - Accept, reject, or comment on suggestions (Android and iOS)
  - Track changes and comments in Word files (Android and iOS)
  - Edit tables (iOS only, already available on Android)
- **Sheets**
  - Performance improvements
- **Slides**
  - Reorder objects to the front or back
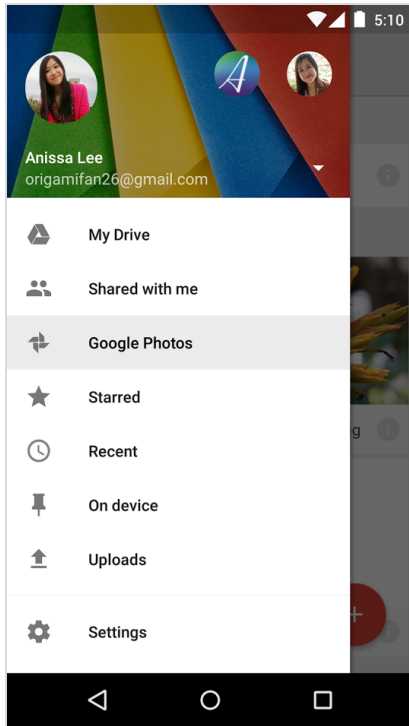 - Quicker loading and scrolling of PowerPoint® presentations from the app

Get the latest Docs, Sheets, and Slides apps on Google Play
Get the latest Docs app in the App Store

Simple to use

Google+ Photos now in Google Drive

Released April 6, 2015   🔵   Share with your organization

What's new: Google Drive allows you to store and access your files anywhere—on the web, on your hard drive, or on the go. We're now making it easier to store and organize your photos and videos in Google Drive as well.

Moving forward, people using Google+ Photos will see their photos and videos automatically in Google Drive. They will appear in a new menu item called **Google Photos**, and can be shared, moved, and renamed like any other Drive file.

How it works: In addition to the new **Google Photos** menu item, people have the option to add a Google Photos folder to **My Drive**, allowing them to manage their photos and videos alongside other types of files if they so choose.

Notes:
- Photos and videos that do count against quota that are backed up to Drive via Auto Backup will only count once against a storage limit, but people with personal and Google Apps accounts may want to review their Google+ Photos Auto Backup settings to avoid inadvertent syncing to their corporate Drive account.
- The rollout of Google+ Photos appearing in Drive is currently planned for June for Scheduled release customers. See this blog post for more details.

See the Help Center for more information on organizing, syncing and deletion options. Get the latest Google Drive apps from Google Play and the App Store.

Animation improvements in Google Slides

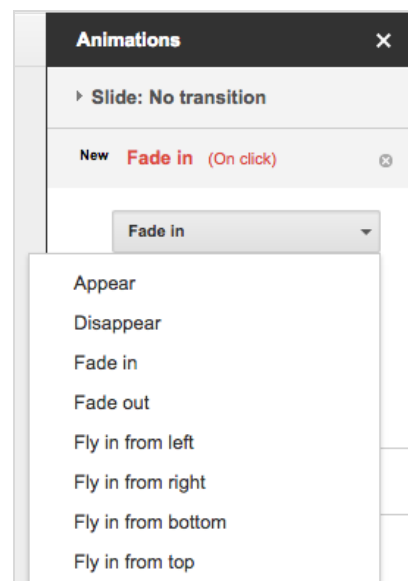Released April 28, 2015   🔵   Share with your organization

What's new: Animations are an easy way to make your presentations look more dynamic in Google Slides. On the web, you can now improve your Slides presentations with two new animations launched in April: Appear and Disappear.

You can also now set the direction (to and from left, right, top, and bottom) of two previously existing animations: Fly in and Fly out.

How it works:
1. Select a shape (text box, image, etc).
2. Go to the **Insert** menu and select **Animation**, or right-click on that shape and select **Animate**. The Animations pane will appear on the right side of your screen.
3. Open the **Fade in** drop-down menu, and choose how you'd like the selected shape to enter or exit the slide.
4. Click the **Play** button to test your animation.

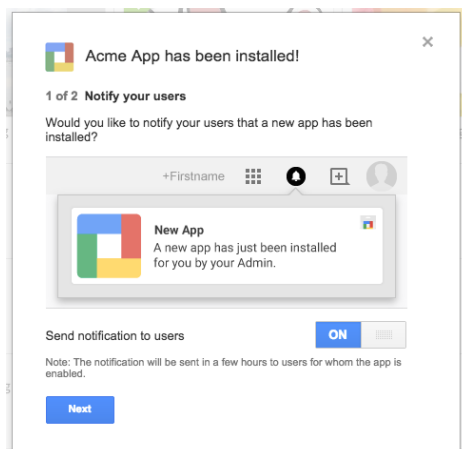*Check out the Help Center for more information.*

Business ready

Google Apps Marketplace post-install notifications
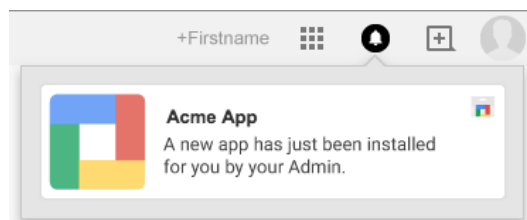
Released early April, 2015   Share with your organization

What's new: This feature allows Google Apps admins to automatically notify their users of any newly installed app from Google Apps Marketplace. After installing a Marketplace app from the Admin console, admins will have an opportunity to choose whether to send a notification to their users to inform them about the newly available app:

How it works: The notification will only appear to the people in the OU or domain for which the app has been installed. The notification will appear in each person's Notification Center and will describe how to access and launch the app:

Note that for domains not currently using Google+ and potentially unfamiliar with this kind of notification, the Notification Center icon will appear in the Google One Bar whether admins opt to utilize the post-install notification feature or not. This area will be used for notifications from other Google Apps moving forward.

Learn more in the [Help Center](#).

Set custom alerts on audit events for Google Apps admins
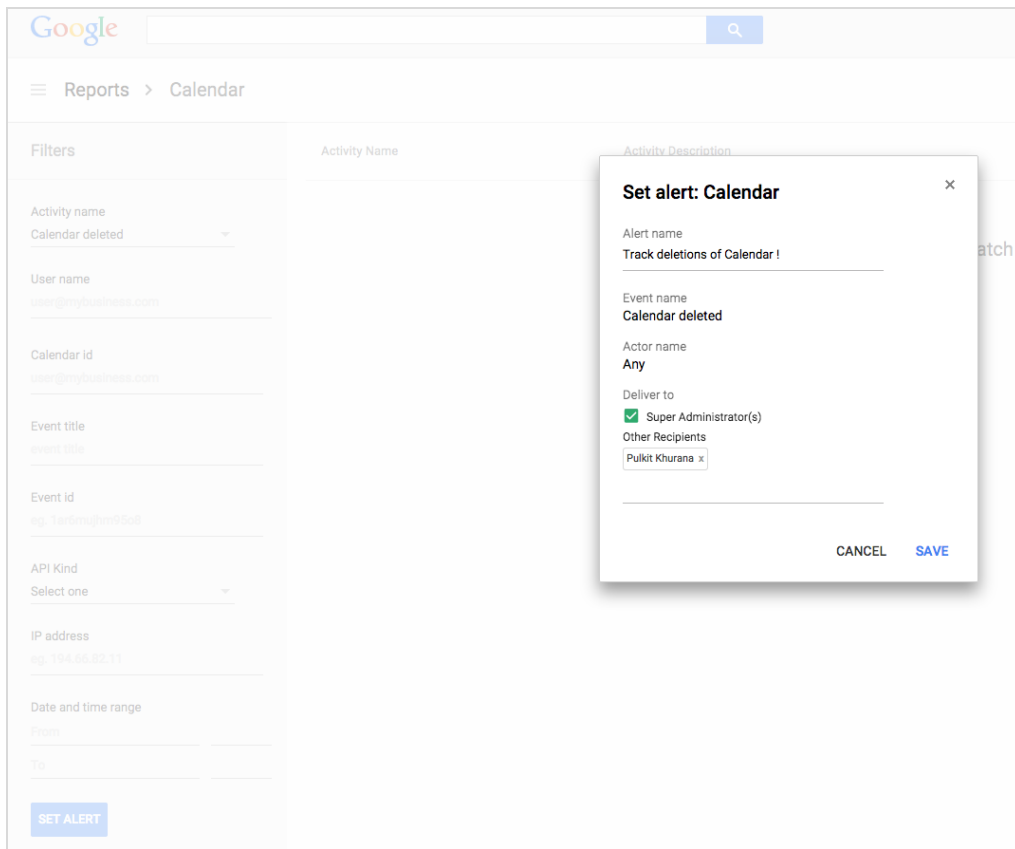
Released April 8, 2015

What's new: Admin alerts help give Google Apps admins visibility into important events within their domain, such as potentially suspicious login attempts, or service setting changes by other administrators.

Previously, admins could turn on pre-defined alerts for various user activities, settings changes, and mail flow events. Today we are launching a new feature that allows admins to set up custom alerts for any of the following audit stream types:

- [Admin audit](#)
- [Tokens audit](#)
- [Calendar audit](#)
- [Login audit](#)
- [Drive audit](#) (Google Drive for Work and Google Apps for Education customers only)

How it works: Custom alerts give admins the flexibility to name and define the triggering audit stream event, add granular criteria like specifying the username of the person who performs the activity (e.g. Alert me when andrew@mycompany.com deletes a calendar) and specify who will receive any corresponding alerts.

Set alerts by clicking the 'Set Alert' button on any audit page within the Reports section:

Admins can view and edit custom alerts from the 'Manage alerts' page within the Reports section:

Setting alerts on Drive events:
Google Drive for Work and Google Apps for Education customers will now be able to configure alerts on sensitive Drive events like making a document public or a change in sharing permissions.

Check out the [Help Center](#) for more details.

New admin policy and compliance controls for Google Hangouts chat

Released April 8, 2015

What's New: Google Hangouts provides an end-to-end chat solution for Google Apps customers, allowing people within an organization to securely communicate with one another across all devices and platforms.
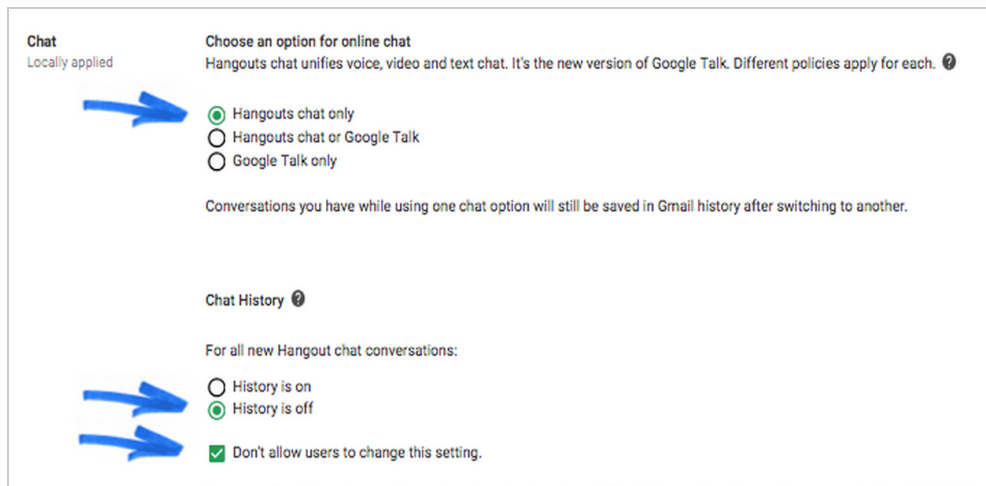
With this launch, we added two new policy options for Apps admins to give them greater control of how Hangouts chat is used in their domains, and also introduced Google Apps Vault for Hangouts.

New chat policy options
Admins will now see two new options in the Hangouts chat settings in the Admin console, allowing them to:

- Force Hangouts chat history to be on or off
- Require that only Hangouts, rather than Google Talk, be used

While admins could previously default all Hangouts chat conversation history to on or off, chat participants could change this on a per-conversation basis. With this new feature, admins can ensure chat participants cannot change this setting for new conversations, and for those that need the strongest level of enforcement, participants with History forced on won't be able to communicate with those that have it forced off.

For end-to-end enforcement of Hangouts chat history policy, the new 'Hangouts chat only' option must be selected. The Hangouts chat only option enables admins to give their users a consistent experience across their organization, tailor the compliance settings to meet their precise needs and allows them to provide assistance and support on just a single product. Some instances of chat (like those within Docs, Hangouts video calls and third party apps) currently use Google Talk and won't be available to 'Hangouts chat only' organizations.
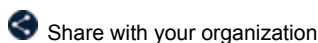
Vault for Hangouts
Google Apps Vault lets you retain, archive, search, and export user data for your eDiscovery and compliance needs. With this launch, we'll now extend Vault to support Hangouts chat history. For customers already using Vault, full chat retention for all messages will start automatically once chat history is forced on using the new setting.

For more information:
- *Help Center: New chat policies*
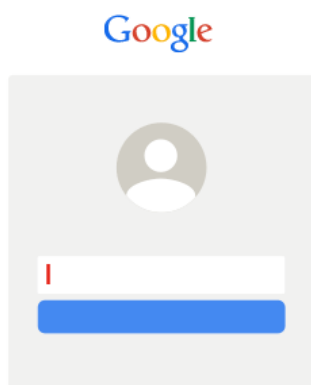- *Help Center: Vault for Hangouts*
- *Google for Work blog post*

Protect Google and Google Apps accounts with Password Alert

Released April 29, 2015   Share with your organization

What's new: In late April we launched Password Alert, an open-source Chrome extension that helps protect Google and Google Apps Accounts from phishing attacks and encourages people to use different passwords for different sites, a security best practice.

How it works: When an employee with Password Alert installed enters their Google password into any site other than an authentic Google sign-in page (accounts.google.com), that employee will receive an email notifying them to change their password.

In addition, Google Apps admins can choose to deploy an App Engine app that allows for, among other things, auditing and notifications to admins when employees enter their passwords into non-Google websites, and the ability to force those employees to change their passwords after doing so.

As an admin, you can install the Password Alert Chrome extension for all or some members of your domain. To get started with Password Alert, check out the Help Center and FAQ linked below. The Help Center includes a useful Deployment Guide, which outlines the options and requirements for enabling Password Alert for your domain.

Check out the Help Center, FAQ and Google for Work blog post for more information.

Learn more about Google Apps

Google Apps Learning Center: Top 10 ways to use Google Apps in Manufacturing

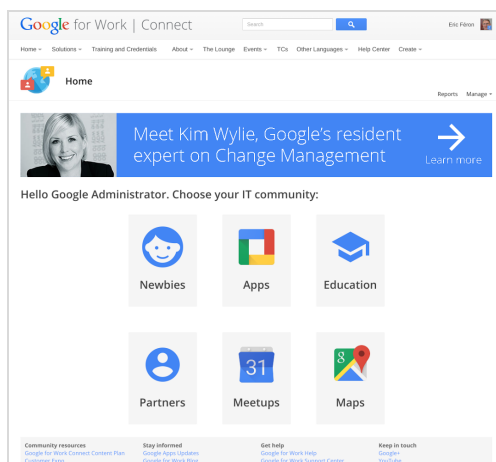***What's new:*** Read our Top 10 ways to use Google Apps in Manufacturing to bring products to market faster, improve operations in the plant, connect with field & plant workers, and increase employee productivity. View the customer stories we have for each tip and experience Google Drive through our interactive demo experience. Then let us know what you think.

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

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

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

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

What's new: In April, we launched our Q2 Content Plan. The most popular articles in April were on the topic of Change Management. Kim Wylie published two articles: one on Innovation Councils and another on Reverse Mentoring. Be sure to let Kim what you think of her posts in the discussion threads. Content on Apps Script, domain management, and much more is coming soon. Our Q2 Content Plan is designed to enable *you* to be successful as an Apps Admin - don't miss a beat!

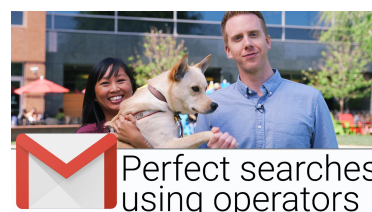## Google Apps for all: *The Apps Show* on YouTube, every Tuesday, 11am PST, with special episodes every Thursday

Share with your organization

What's new: In April, *The Apps Show* talked about how Googlers handle meetings efficiently, schedule via mobile devices, and search to find things instead of navigating folders.

To know: We film around the Google campuses to provide you sneak peeks at daily life at Google, so watch every week to see what it looks like to live the way you work.
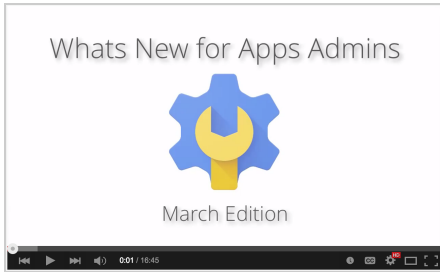
We've also got our content plan for the quarter available here. Take a look, and comment on our latest episode for what topics you'd like to see in Q3.

Bookmark The Apps Show playlist on YouTube

What's New for Apps Admins vide**o**s

Share with your organization

What's new: The *What's New for Apps Admins* videos provide a recap of all of the features we've released in the past month that are relevant to Google Apps Admins, so you can watch and share them whenever you want.

How it works: Bookmark the playlist on YouTube and check back each month for the latest updates. You can also access all video recordings in the archive on the What's New site.

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