Google Apps
What's New
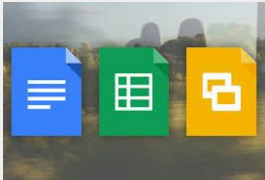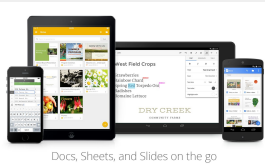
Featured Launch: Security Key for Google Apps
A special offer and new controls for Security Key administrators

Work together
More options for charts, cells, and collaboration in Google Sheets on the web
Export non-Latin text from Google Docs on the web to Microsoft® Word

Work anywhere
New UI, faster syncing and more with the latest Google Drive app for iOS
Better security for Microsoft and Yahoo™ accounts in Gmail app for Android
Insert images into Google Sheets when offline
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Device and browser sign-in email alerts for Google accounts
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Enhanced inbound mail gateway functionality
Migrate contacts from Microsoft Exchange, Office 365 to Google Apps
Download event support in Google Drive audit logs

Learn more about Google Apps
Check out the new Google Apps Learning Center
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*
July 6, 2015

Featured Launch: Security Key for Google Apps

A special offer and new controls for Security Key administrators

Released June 29, 2015   🌐 Share with your organization

What's new: Last year, Google worked with the FIDO Alliance standards organization to launch the Security Key — an actual physical key used to simplify 2-Step Verification with Google Accounts. The key adds a layer of protection as it sends an encrypted signature rather than a code, ensuring that login information cannot be phished.
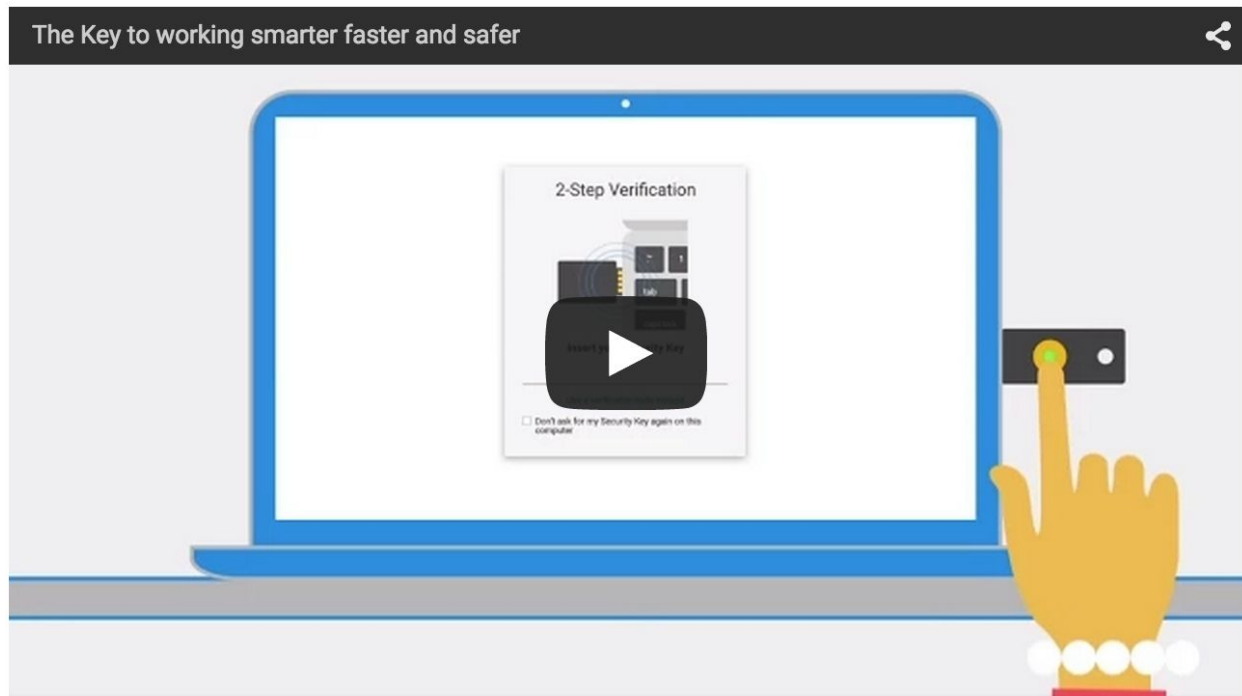
Click to watch video on YouTube

Recently, we announced that we've been working on new controls for Google Apps admins to easily deploy, monitor and manage Security Keys for their domains via the Admin console, with no additional software to install. With this launch, we're excited to announce that these controls are ready and available in the Admin console for Google Apps Unlimited/Google Drive for Work and Google Apps for Education customers. We also have worked on a new special offer for Google Apps customers that allows them to purchase Security Keys at a 50% discounted rate from Yubico, Security Key manufacturer.

Once Security Keys have been activated by individuals within a domain, Google Apps admins will now be able to do the following with this release:
- See where and when people last used their keys with usage tracking and reports (**Admin console** > **Reports** > **Audit** > **Admin**)
- Easily revoke access to lost Security Keys and provide backup codes so people can still sign-in and get work done (**Admin console** > **Users** > *Open details for person in question* > **Security Keys**)

We are using Security Keys at Google because it makes our lives easier and increases security. With these new controls, Google Apps admins can offer the same benefits to people in their domain.

Note: these new admin controls are available for Google Apps Unlimited/Google Drive for Work and Google Apps for Education customers only. Customers using other Google Apps editions can use Security Keys, but people in their domain must revoke their own keys using My Account.

For more information
- *Special purchase offer for Google Apps customers*
- *Help Center: Setting up 2-Step Verification*
- *Help Center: Using Security Key for 2-Step Verification*
- *Help Center: Reports*
- *Help Center: Security settings and access control*

Work together

More options for charts, cells, and collaboration in Google Sheets on the web

Released June 15, 2015   🌐 Share with your organization

What's new: When working with spreadsheets, it's important to take raw figures and turn them into a story. This update to Google Sheets on the web allows people to do just that, offering even more ways to visualize and analyze data.

Customized charts, made easier
Charts can make even the largest data sets digestible, so we've made a few improvements to help people highlight what's most important. With this launch, people can:
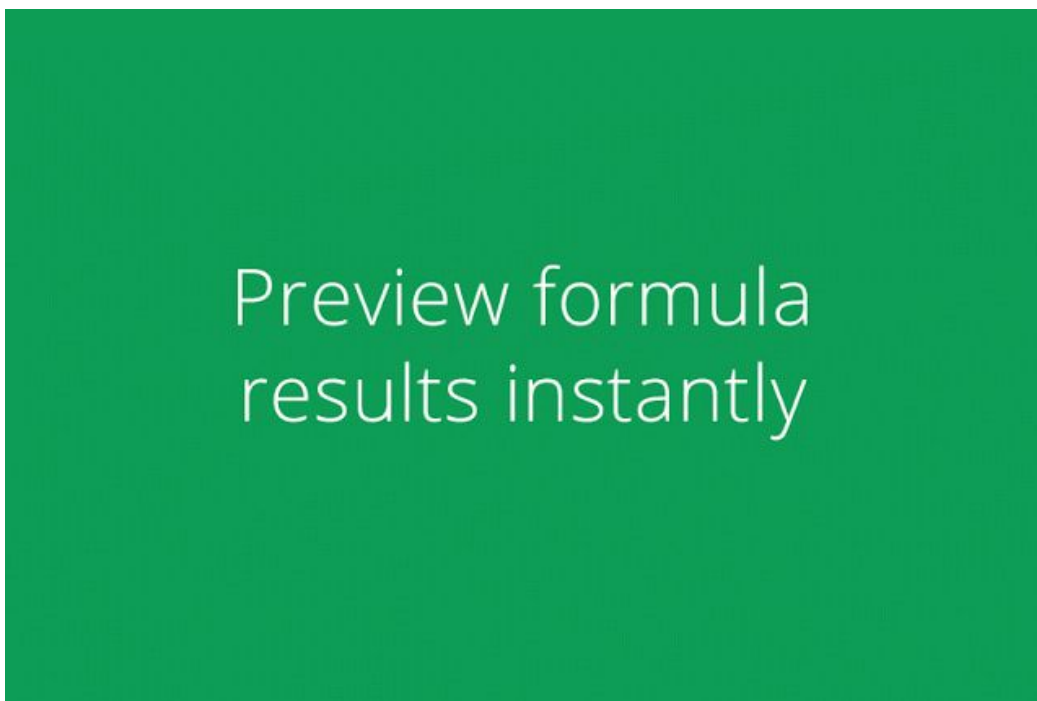
- Use data labels to display the exact values of bars and points in charts.
- Choose different shapes and symbols for data points in both line and scatter charts.
- Move and resize charts more easily.
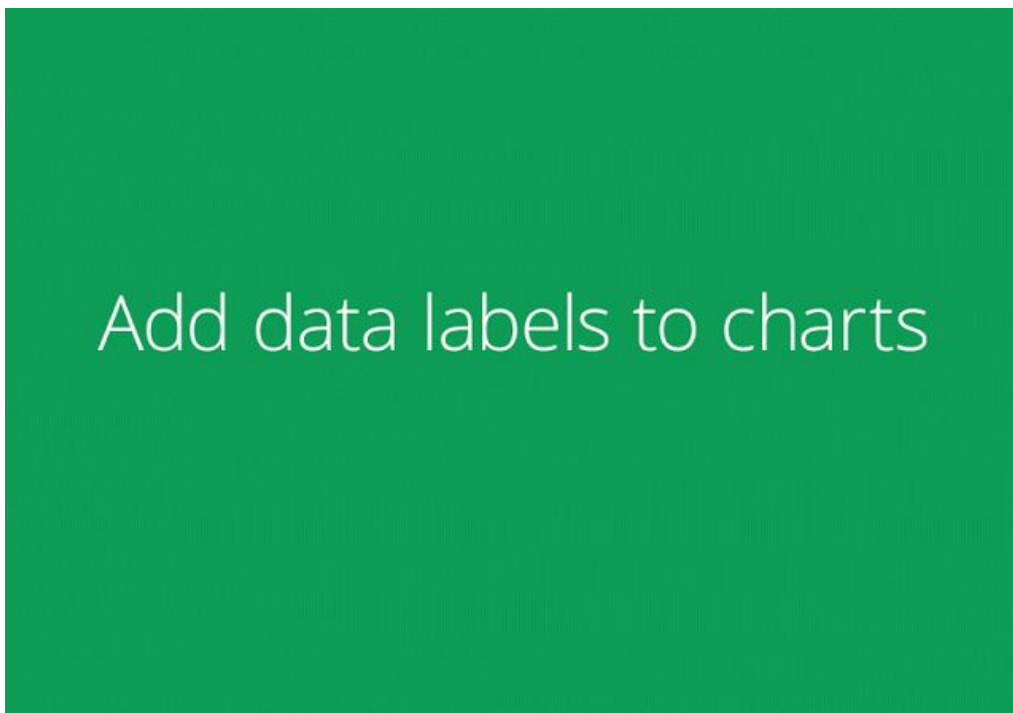
Data, displayed right
This launch also includes new tools for analyzing spreadsheet data. For example, people can:

- Preview the results of a formula, including any formula errors, instantly as they type.
- Filter rows and columns by conditions, including "less than," "greater than," "text contains," "date after," and more.
- Add calculated fields to pivot tables in order to apply formulas to pivot table data.
- Use the GETPIVOTDATA function to retrieve data from a pivot table.

Collaborate, confidently

Collaborating in Sheets can greatly improve the end product, but it's important to avoid making accidental edits. People can already restrict who can edit an entire worksheet or range of cells using the protected sheets and ranges feature. To reduce the number of unintended changes (e.g. typos) made by people who *do* have permission to edit, this launch includes the ability to warn individuals who attempt to edit certain cells. This can facilitate increased collaboration, as owners don't need to set complicated permissions in order to allow others to work on the document.

More information:
- *Create and edit charts in Sheets*
- *Functions and formulas in Sheets*
- *Work with data in Sheets*
- *Filter your data in Sheets*
- *Overview of pivot table reports*
- *Protect a range or sheet from being edited*

Export non-Latin text from Google Docs on the web to Microsoft Word

Released June 8, 2015   Share with your organization

What's new: To make working with your international counterparts easier and more efficient, we've made it possible to export Google Docs containing 16 non-Latin scripts to Microsoft Word properly on desktop (previously, the non-Latin content would show up illegible).

These scripts, which serve as the writing systems for more than 25 languages, include Armenian, Bengali, Devanagari, Ethiopic, Gujarati, Gurmukhi, Kannada, Khmer, Malayalam, Oriya, Sinhala, Syriac, Tamil, Telugu, Thaana, and Tibetan.

In addition, we've added support for several new unicode blocks, including Arrows, Bopomofo, various Hangul jamos and other CJK symbols and radicals, mathematical operators, and more.

Google Docs Help Center

Work anywhere

New UI, faster syncing and more with the latest Drive app for iOS
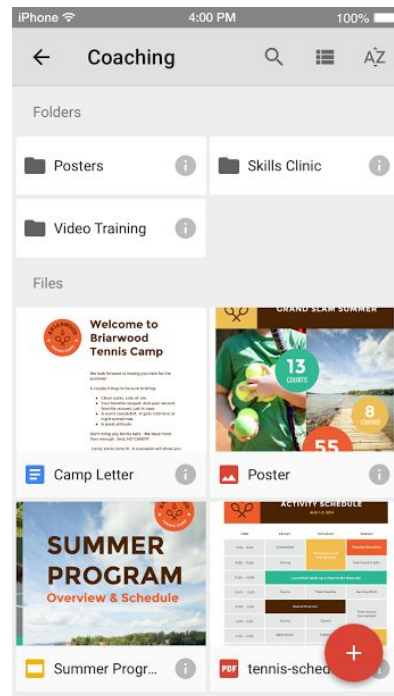
Released June 3, 2015   Share with your organization

What's new: A new version of the Google Drive app for iOS is now available in the App Store. New features include:

- New material design **>**

- Faster syncing with Google Drive web

- Improvements to scrolling performance (people no longer need to tap "Load more")

- Swipe gesture to go back

For more information:
- *Help Center*
- *Download the latest Google Drive app on the App Store*

Better security for Microsoft and Yahoo accounts in Gmail app for Android

Released June 10, 2015   Share with your organization

What's new: We're always working to make the Gmail app experience safer, including when people use non-Gmail email addresses. As part of that effort, we launched Oauth support for all Yahoo and Microsoft accounts in the Gmail app for Android.

How it works: By authenticating these non-Gmail accounts directly with Yahoo and Microsoft, the Gmail app for Android allows individuals with Yahoo and Microsoft accounts to take advantage of security features like two-step verification and account recovery.

Check it out now—download the latest version of the Gmail app for Android on Google Play.

Insert images into Google Sheets when offline

Released June 16, 2015   Share with your organization

What's new: We've made it easier for your employees to work on the go—and without Internet access—in Google Sheets on the web. This launch offers people the ability to insert images into Sheets even when they're not online, provided they're working in Chrome and have turned on offline access. Those images will be synced once the person gets back online.

Try it out in Google Sheets today.

Event attachments, 7-day week view and more for Calendar for iPhone

Released June 23, 2015   Share with your organization

What's new: In March we [announced](#) the Google Calendar app for iPhone, and this month we added lots of improvements based on your feedback—with more on the horizon:

- See more events at a glance with 7-day week view
- Add Google Drive files to events (for domains with Drive enabled)
  - Drive will check if all event invitees have access to the files and if not, ask you if you'd like to add them
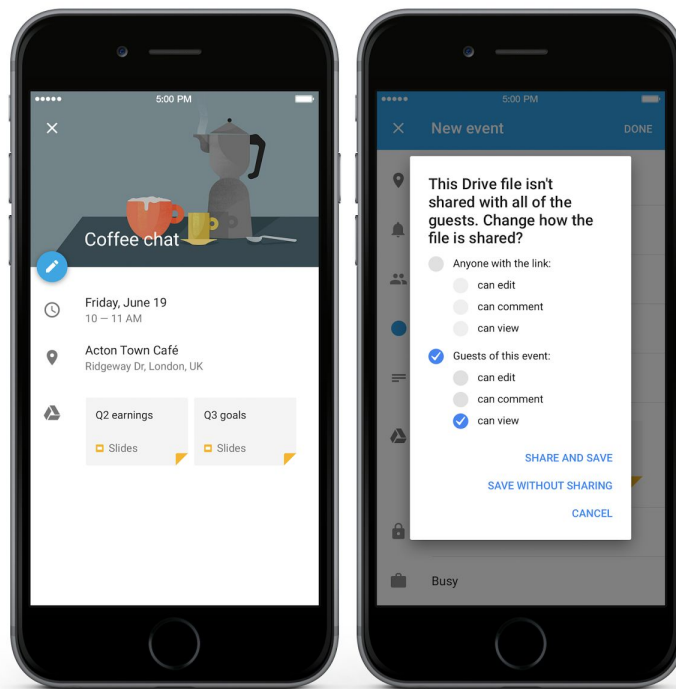
- Directly email guests or open a map from an event notification
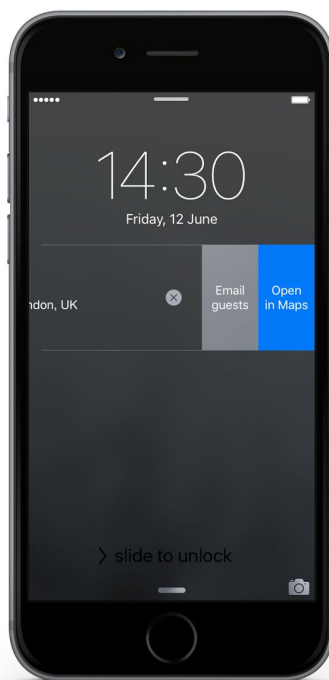
- Option to show week numbers in Settings

You'll also notice that access to all available views (Schedule, Day, 3 Day, Week) has been moved from the overflow menu into the navigation drawer.

Check out the [Help Center](#) for more information and get the Calendar app for iPhone in the [App Store](#)

## Downloading, sending, and sharing improvements for Drive for Android

Released June 25, 2015   Share with your organization

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

- Ability to download multiple files in the background at the same time **>**

- Ability to use the "Send File" feature on more than one file at a time **>**

- New and improved sharing UI when adding people to a file and reviewing who has access

- View file thumbnails in the details pane for folders

- Ability to report abuse cases in Settings

Check out the [Help Center](#) for more information and [download the latest Google Drive app on Google Play](#).
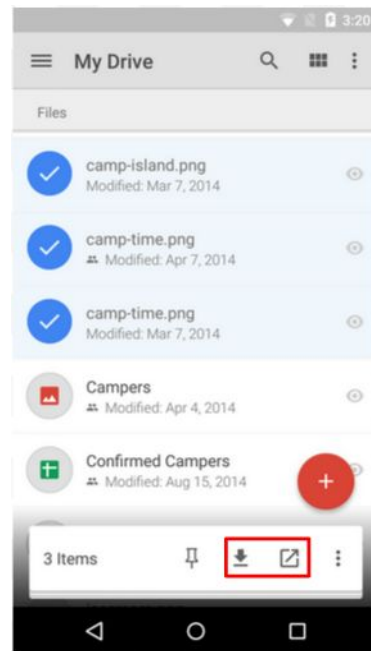
Accept or reject external guest requests with the Hangouts iOS app

Released June 25, 2015   Share with your organization
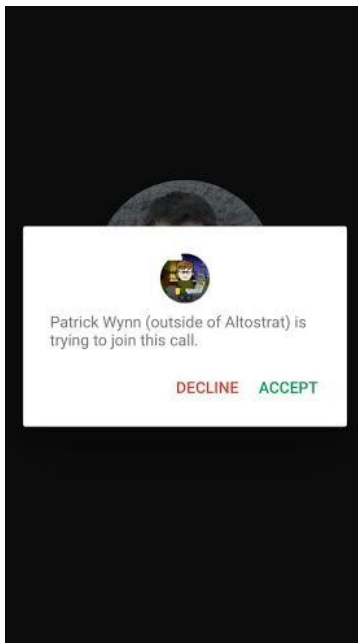
What's new: We recently completed the cross-platform [rollout](#) of a feature allowing Google Apps customers to share links to Hangouts video calls so that external meeting guests may request to join if not explicitly invited.

Previously, video calls shared with the link required someone in the Apps domain of the Hangout video call to accept those requesting access on the web. With this launch, we've enabled this accept or reject functionality in the latest version of the Hangouts iOS app.

How it works: To accept or reject a request to join a video call on your mobile device, tap the 'Accept' or 'Decline' button in the pop-up screen that appears when a guest is requesting to join.

This functionality is coming soon to the Hangouts Android app.

Check out the [Help Center](#) for more information and [get the latest Hangouts app in the App Store](#).

Simple to use

Full-view screen sharing for Google Hangouts

Released June 4, 2015   ⊕ Share with your organization

What's new: For a richer experience when presenting screen-shared content, we launched full-view screen sharing for Google Hangouts.

How it works: With this launch, when people using Hangouts present to meeting participants in 'Present to everyone' mode—or another participant pins someone who is screen-sharing—Hangouts participants now see two changes to the user interface:

- The screen shared content will use as much visible area of the screen as possible. The thumbnail photos of meeting attendees will overlay the content at the bottom of the screen by default.

- A new button will be added to the control bar at the top to allow participants to hide the thumbnail photos of meeting attendees as desired.


Check out the Help Center for more information.

Google Slides now supports Chromecast and AirPlay

Released June 11, 2015   ⊕ Share with your organization

What's new: This update to the Google Slides app makes it even easier to share presentations on big screens. With just your phone or tablet and the Google Slides app, you can present easily to any screen with Chromecast or AirPlay.
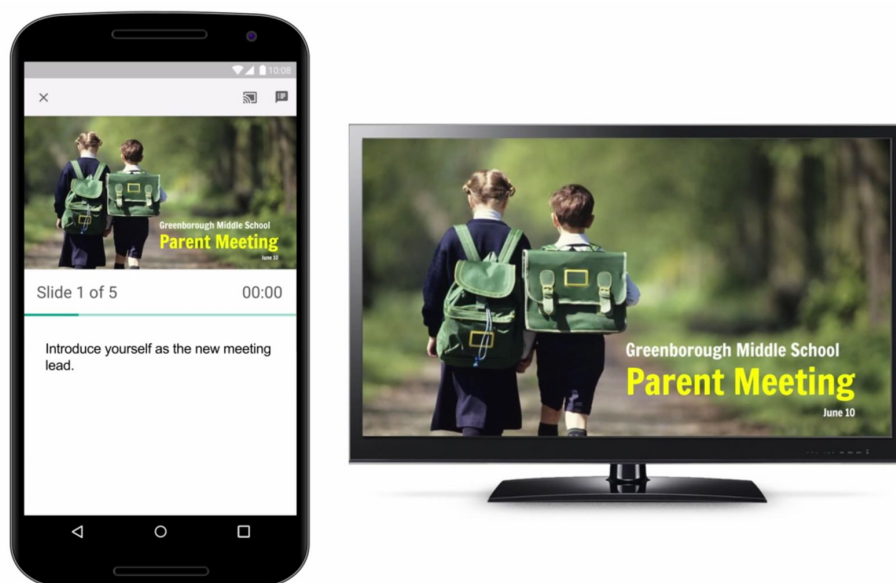
How it works: When you're presenting on the big screen, you can use your smaller screen to advance slides, view speaker notes and stay on track with a timer. This way you can focus more on telling your story and engaging your audience, instead of on logistics.
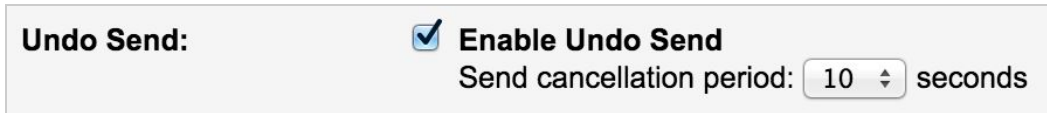
Check out the Help Center for more information.

Undo Send for Gmail on the web

Released June 22, 2015   Share with your organization

What's new: Previously a popular feature in Gmail Labs, and recently added to Inbox by Gmail, 'Undo Send' was added as a formal setting in Gmail on the web.

How it works: 'Undo Send' allows people using Gmail to cancel a sent mail if they have second thoughts immediately after sending. The feature is turned off by default for those not previously using the Labs version, and can be enabled from the **General** tab in Gmail settings.

People previously using the Labs version of 'Undo Send' will have the setting turned on by default.

For more information, check out the Help Center.

More image types now supported during conversion in Google Docs editors

Released June 22, 2015   Share with your organization

What's new: Converting a file to Google Docs, Sheets, or Slides allows a person to edit, collaborate on, and share the file online. Prior to this launch, when converting Microsoft Office files, the following common image types remained readable: JPEG, PNG, EMF, and WMF. With this launch, however, larger images, images in less common formats (like TIFF), and images with non-RGB color profiles (like CMYK), can also be imported to and exported from the Google Docs editors on the web successfully.

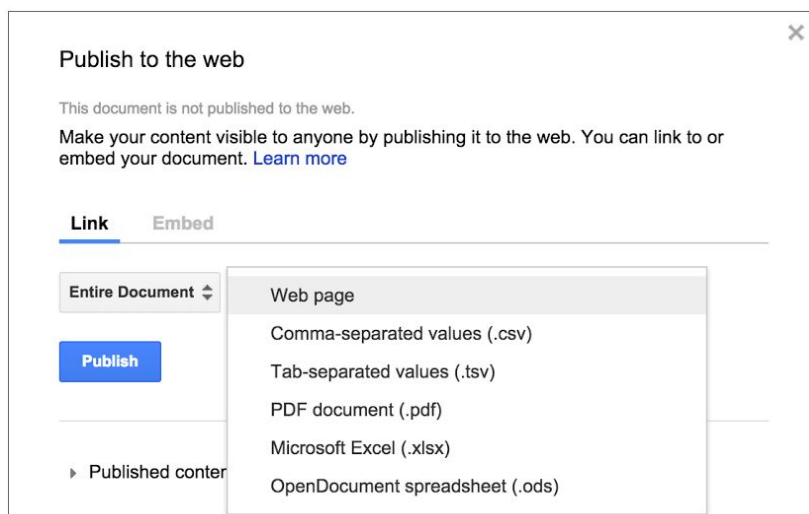*Check out the Help Center for more information on converting files in Docs, Sheets, and Slides.*

Publish Google Sheets spreadsheets in five additional formats

Released June 29, 2015   Share with your organization

What's new: In Google Sheets on the web, if a person wants to make a spreadsheet available for a large audience to see, they can publish the file as a web page. Once that file is published, the person receives a URL that can be sent to whomever they choose or embedded into a website.

This launch allows people to publish spreadsheets in five additional formats—as comma-separated values (.csv), tab-separated values (.tsv), a PDF document (.pdf), a Microsoft Excel® spreadsheet (.xlsx), or an OpenDocument spreadsheet (.ods). The URL generated, when opened in a browser, will automatically download the spreadsheet in the chosen format (spreadsheets in these additional formats cannot be embedded).


*Check out the Help Center for more information.*

Business ready

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iOS Account Wipe and new features in Android for Work MAM

Released June 9, 2015

What's new: We recently introduced iOS Account Wipe (i.e. Selective Wipe), which allows Google Apps admins to safely delete an employee's corporate account and data from their iPhone or iPad without impacting that employee's personal space (e.g. their personal photos). The existing Remote Wipe functionality, which allows admins to wipe an employee's entire device, remains unchanged.
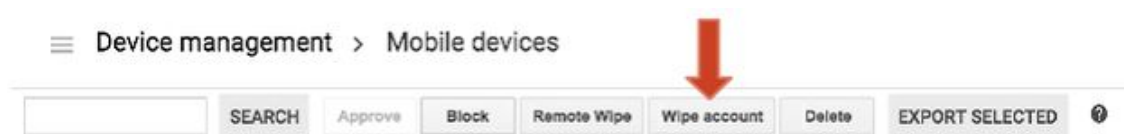
In addition, as part of an ongoing effort to make Android even more valuable to our customers, we launched enhanced functionality for Android Mobile Application Management (MAM), a core capability that we introduced with our initial support of Android for Work. These new features can help admins get their employees up and running on Android for Work faster (with auto-install into an employee's Work Profile) and stay productive (by preventing employees from uninstalling certain apps)—while at the same time keeping data protected (with widget control).
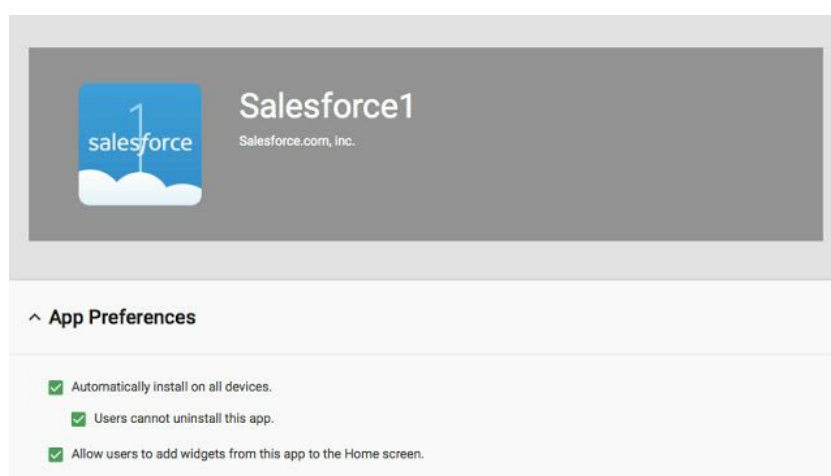
The Google Apps Device Policy app for Android was concurrently updated to display additional information about the device when the employee is using a Work Profile (e.g. the unknown sources status, developer options status, and domain names of other accounts added to the Work Profile).

More information:
- *Removing data from a mobile device*
- *Whitelist Android for Work apps*
- *New mobile management features to simplify your work life*

## Device and browser sign-in email alerts for Google accounts

Released June 15, 2015   Share with your organization

What's new: Google for Work account owners now receive an email when we're unable to determine if they've previously used a particular browser or device with their account. Individuals are also be able to view a list of recently used devices and recent new sign-ins on their Sign-in & security page and, if something looks suspicious, take action quickly.

How it works: Sign-in email alerts can be sent when someone signs in to a Google for Work account for the first time on a new computer, phone, or browser, when someone uses their browser's incognito or private browsing mode or clears their cookies, or when someone besides that account owner accesses their account.

The feature recognizes "nomadic" users (those who repeatedly generate new cookies or sign in from different IP addresses) and refrains from sending them repetitive, unnecessary sign-in alert emails. Only when those users change their behavior do they resume receiving alerts.
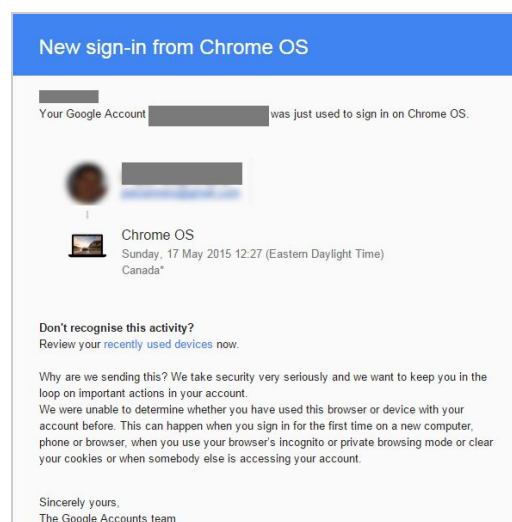
In addition, Apps admins can filter these sign-in alert emails via the Content compliance setting in Gmail's 'Advanced settings' in the Admin console. They can configure this setting so that specific alerts are rejected when sent to employees in certain OUs or using certain IPs.

Event attachment improvements for Google Calendar web and API

Released June 23, 2015   Share with your organization
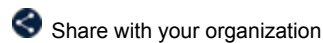
What's new: Event attachments allow people using Google Calendar to attach meeting notes, presentations, or any other relevant files from Google Drive to events and make them available for all event attendees.
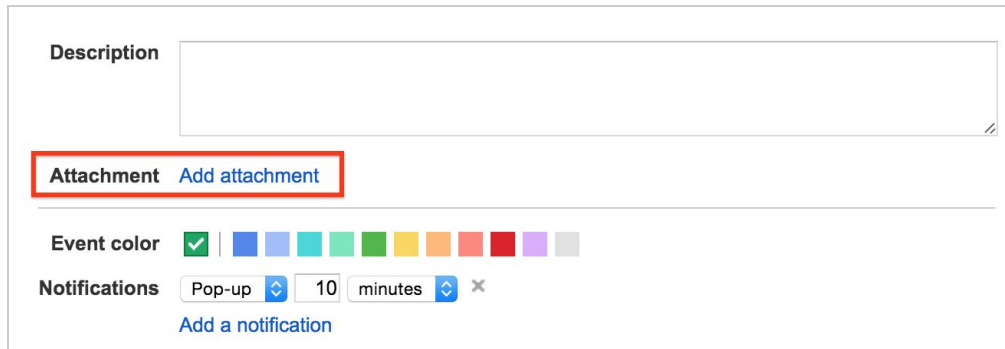
Previously a Calendar Labs feature, event attachments are now fully launched in Google Calendar web by default with this rollout. The 'Add attachment' link will appear in all Google Calendar events moving forward, except for those domains whose admins have disabled Google Drive.

Drive also now checks if all event invitees have access to attached files—and if not, asks if you'd like to grant them access—saving the hassle of sharing each attached document with every attendee.

In addition, developers can now add Drive files to Calendar events created through the Calendar API.

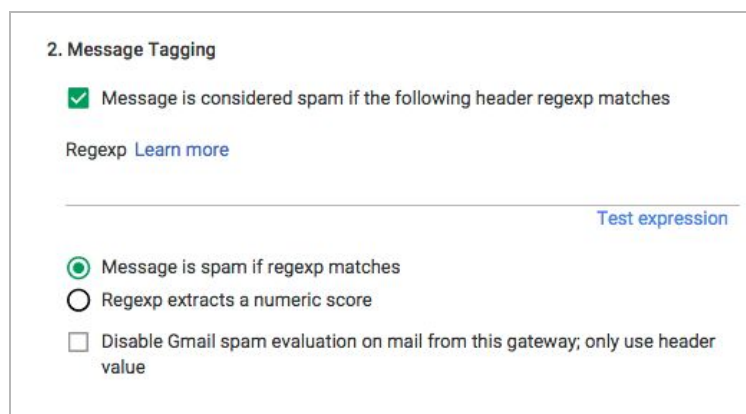*Check out the Help Center for more information.*

Enhanced inbound mail gateway functionality

Released June 23, 2015

What's new: Google Apps allows for the use of inbound mail gateway servers which admins can leverage to process their inbound mail in different ways—such as archiving it or filtering out spam—before passing it onto the Google Apps mail server for delivery.

This launch adds more flexibility for Apps admins when using inbound mail gateway servers:

- **Multiple upstream server systems** - to accommodate more complex network architectures, customers can now have multiple server systems upstream from Gmail.
- **Message tagging** - an upstream system can now tag messages as spam in the header, which Gmail will honor, allowing for full delegation of spam filtering to a third party solution if desired.


Note: previously configured inbound gateway settings will be retained after this launch.

Check out the Help Center for more information on these new features.

Migrate contacts from Microsoft Exchange, Office 365 to Google Apps

Released June 15, 2015

What's new: As previously announced, Google Apps for Work admins can easily migrate their employees' emails to Google Apps using the cloud-based data migration service available in the Admin console—no additional tools are needed. We've now launched that same capability for contacts. Admins can migrate their employees' contacts from Microsoft Exchange (2007 and above) and Microsoft Office 365 to Google Apps directly from the Admin console, without needing to install and configure any client tools.
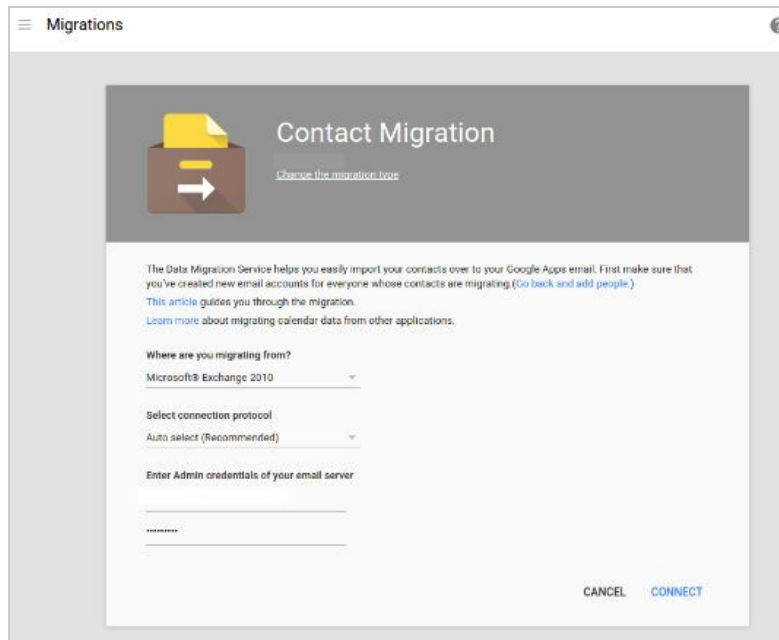
How it works: With straightforward set-up flows and the auto-discovery of mail server connections, our data migration service greatly simplifies the contacts migration process for Apps admins.

Check out the Help Center for more information on getting started.

Download event support in Google Drive audit logs

Released June 26, 2015

What's new: To help analyze and monitor the use of Google Drive content in their organizations, Drive for Work and Google Apps for Education admins are able to access audit logs in the 'Audit' section of the Admin console Reports area and via the Reports API. The current Drive audit logs include events such as create, view, and delete, among others. With this launch, we've added download event support to the Drive audit logs.

How it works: Download events cover file downloads for Google and non-Google file formats. Admins can filter on download events and combine that with other filtering criteria like document name, user name and timestamp. Admins can also set download alerts on certain files based on filenames, owners, etc.

Check out the Help Center for more information and notes on download event support.

Learn more about Google Apps

Check out the new Google Apps Learning Center

What's new: We're happy to announce the launch of the brand new Google Apps Learning Center at learn.googleapps.com.
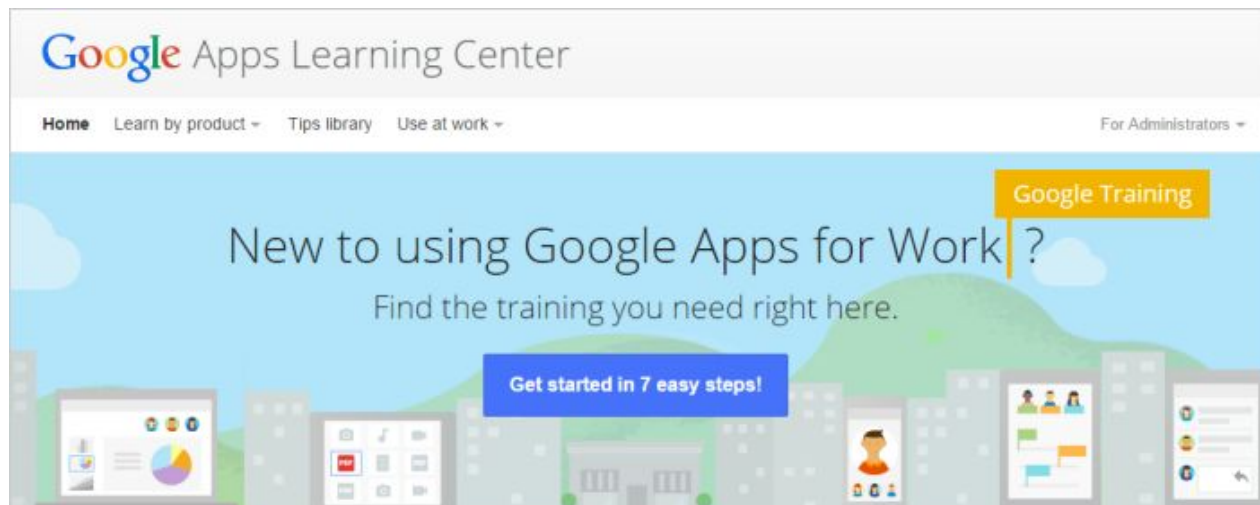

In the new Google Apps Learning Center, you'll find:

- **Better onboarding for new customers**: Only have a few minutes? The Quick Start Guide helps you start using Apps in a few easy steps. Or, learn all the basics for a specific product in one place with our "Get started" guides. If you're transitioning from a legacy product, see our "Switching" guides to help with the change!

- **Collaboration and productivity tips**: Our quick, shareable Tips library cards cover advanced features and clever ways to use Apps at work. Auto-organize your inbox, create dynamic team calendars and project plans, broadcast live events, and more.

- **Inspirational use cases and customer stories**: Explore the Top 10 ways to use Google Apps in your industry or role at work. Then, see how real customers around the world use our products with Apps in action.

Get training and tips!

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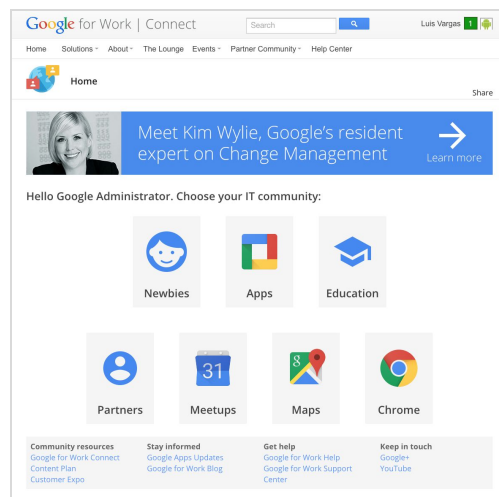
Sign in now*:* With thousands of IT admins signing up every month, Google for Work Connect (GWC) is quickly becoming the best place to get the right information at the right time. Sign in now to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out! Make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

What's new: In June, our Q2 Content Plan wrapped up with hot topics like Chrome and Chromebox for Meetings. Have you read our latest article on Chromebox for Meetings? Check it out! Also, don't miss our latest Change Management piece: My Insights into running Transformation Labs: Tips and advice (Guest blog by Steve Mansfield). Thanks for making this a great Q2. Up next, our Q3 Editorial Calendar - don't miss it!

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: *The Apps Show* continued showing how Googlers in different functions, like sales and project management, use Google Apps. We also introduced the hosts of *The Apps Show Brasil*, Pryscilla and Andre.
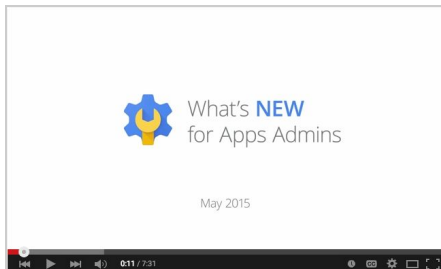
To know*: If your organization cannot access YouTube, you can request access to *The Apps Show* on Drive here.

Bookmark The Apps Show *playlist on YouTube*
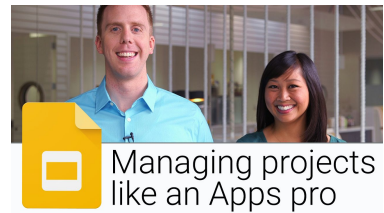
What's New for Apps admins videos

 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.