

Getting started with Google Workspace is easier than you think.

Set up your team with a flexible
collaboration solution in minutes.



Are you ready🕒 for the flexible future of work?

The pandemic threw much of the world into a yearlong forced experiment, which turned out to be more successful than most executives expected. And while many companies are thinking about returning to the office once it's safe to do so, a whopping 94% of HR leaders plan to let employees continue doing their jobs remotely, at least part time.¹ As the hybrid work model looks set to become the norm, companies need flexible, secure solutions that help people work together easily, regardless of where they are.

Google Workspace was built for challenges just like this. For over 15 years, we've been creating products that allow people to work from anywhere, whether it's in the office, from the living room, or on the frontlines. Teams of all sizes can connect, create and collaborate in real time using Google's cloud-based apps like Gmail, Chat, Calendar, Drive, Docs, Sheets, Google Meet, and many more. You can use these tools along with your current email and calendar or make a full migration - whatever fits your organization best.

What makes Google Workspace different:

- ✔ **It's flexible**
You can work and collaborate securely from anywhere.
- ✔ **It's helpful**
Smart suggestions help you prioritize.
- ✔ **It's innovative**
Enjoy a people-first, immersive, and inclusive product experience.

👤
50%
of employees want to work from home at least some of the time.²

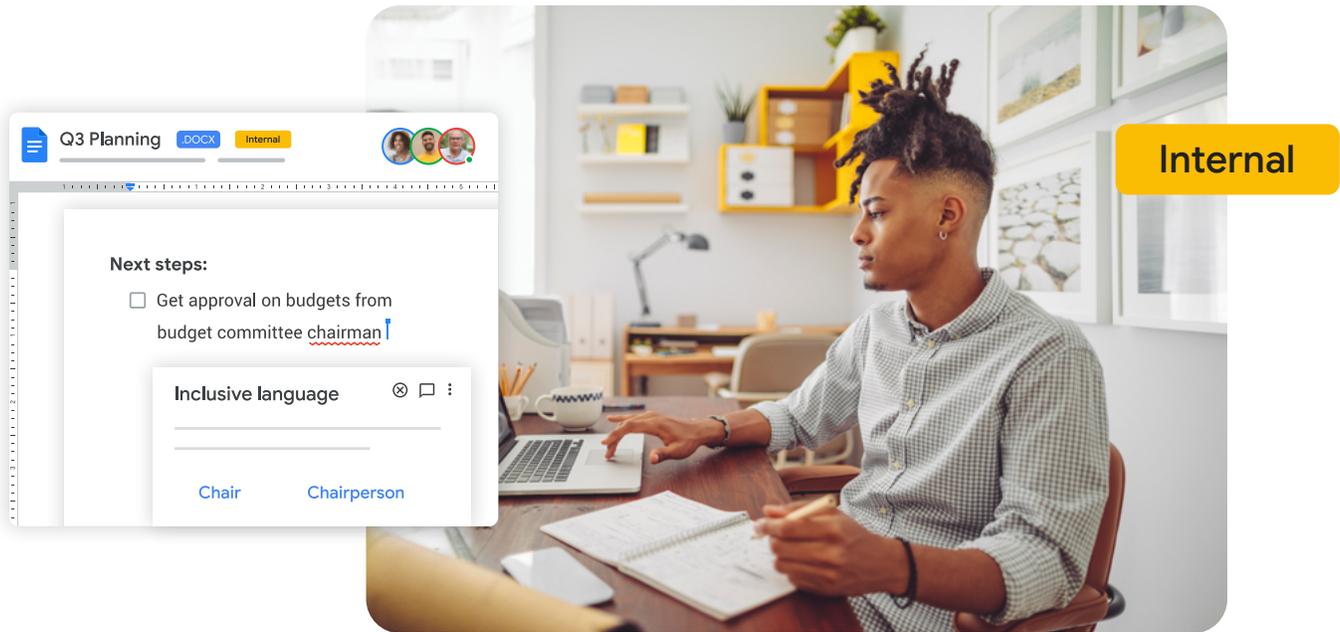
Less than 1 in 5
executives expect the workplace to be the same as it was pre-pandemic.²

👤 Search for people

My calendars ^

- ✔ Work
- ✔ Approved time off
- Company events
- Staff availability

11 AM
12 PM
1 PM
2 PM
3 PM



Start working with tools your people already use and love. 12

You're probably already familiar with Google Workspace apps – and you're not alone. Billions of people around the world rely on these tools every day at work, at school, and in their personal lives. That means when you start using them with your team, it hardly feels like a transition at all.

Some may believe that people who've used Microsoft Office and other legacy tools for many years could find the switch difficult. **But we've actually seen that users are more comfortable with Google Workspace after three months than they are with Microsoft 365.**³ And since everything works with Office apps, you don't even have to worry about converting or reformatting anything.

For example, if you receive a Word, Excel, or PowerPoint file, you can easily begin collaborating on it – no conversion needed. The only difference is that you will now have access to Google Workspace's assistive writing features – grammar corrections, inclusive language and phrasing recommendations, and auto sentence completion options, which all help make writing faster and more impactful.

Did you know?

With Google Workspace you can schedule and join events [directly from Microsoft Outlook](#).

You can work from traditional folders on your desktop rather than a browser if you prefer with [Drive for Desktop](#). All changes will still be updated in the cloud.

Converting your Excel files to Sheets is easy and automatic with the [Macro Converter add-on](#).

Give your team a truly connected experience.

You can access other popular business tools like Salesforce, Adobe, or DocuSign without ever leaving our platform. Google Workspace also integrates with Slack, Evernote, Trello, Atlassian, Autodesk, Confluence, Concur, and more. There's no need to change any of your processes. Working with other departments and outside vendors who are still using Microsoft is easy.

Research continues to show that people do their best work when they have fast, easy access to the information they need to do their jobs.

Employees find real-time knowledge sharing leads to:



greater innovation and problem solving⁴



increased efficiency and productivity⁴



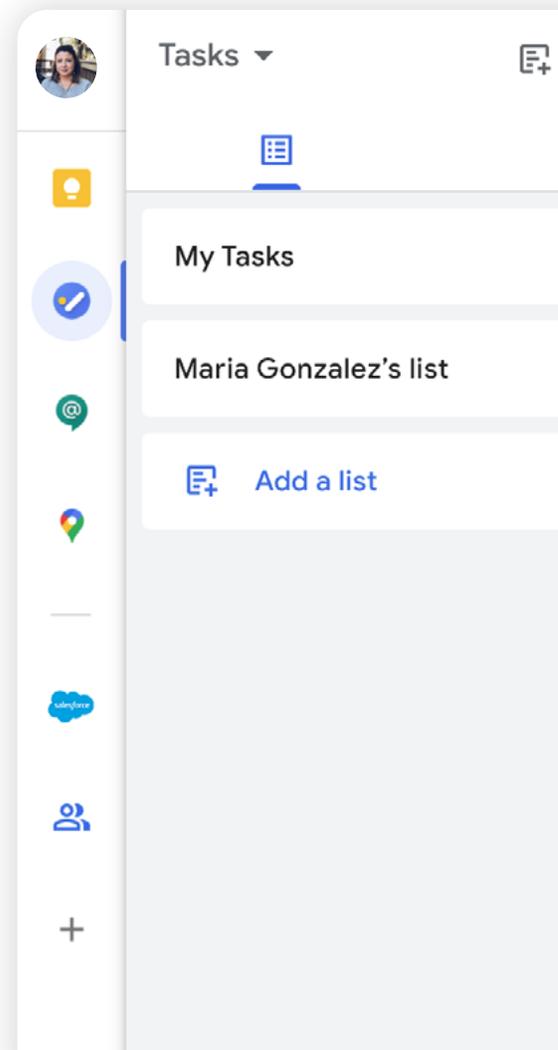
better levels of customer service⁴



removal of organizational silos⁵

Find out what Google Workspace can do for your department

In "A leader's guide to the future of work", learn how different teams and industries are using Google Workspace to get things done faster and achieve more together.



Get support every step of the way. 23

Whether you're adopting all of Google Workspace or only our collaboration apps like Drive, Docs, Sheets, and Slides, the transition couldn't be easier. Because it's 100% cloud-based, all you need is your regular browser or our dedicated mobile apps. IT doesn't need to manually access individual devices, no installation is required, and employees can even use it on their personal laptops, tablets, and phones.

Advanced security and admin features make Google Workspace simple to manage while providing the protections needed to keep users safe, their data secure, and their information private. According to a Forrester Total Economic Impact study, Google Workspace (previously known as G Suite) reduces the risk of a security breach by over 95%.⁶

An answer for every question.

To make the switch even easier we have a variety of support options to help users and IT with any questions that may arise. In addition to our Professional Services organization, there are a ton of easy-to-digest resources to help everyone on your team make the most of the Google Workspace features.



Email updates

You can sign up to get the latest improvements, tips and tricks sent directly to your inbox.



24/7 support

Get help via phone, chat, email or the community forum any time. Support options vary according to your subscription, but there's always a way for you to get in touch.



Google Workspace Learning Center

Includes best practices and use cases for different roles and industries so anyone can find what is relevant for them.



Google Workspace YouTube Channel

We continually share how-to videos, productivity shortcuts, and unique features that you might not be familiar with.

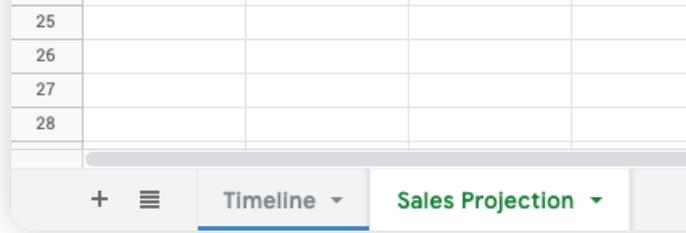
Did you know?

We have an **extensive network of partners** to help with your deployment.

“We migrated 23,000 users to Google Workspace over a single weekend.

The transition was as flawless as it could get, with no disruption to the business. The Monday after the migration was quiet.”

— **Mitch Cohen**, Senior Manager
Collaboration Services,
Colgate-Palmolive

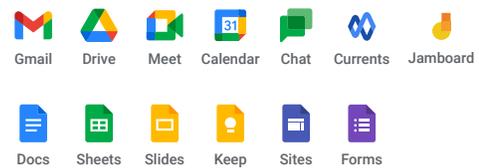


Which option is right for you?

Whether you're a team of one or 1,000, working remotely or in the office (or both), Google Workspace can help you get more done, better manage your time, and deepen human connection so you can deliver greater impact. Below you'll find different Google Workspace plans to choose from. Select the option that's right for you, your team, or your organization, and try it out for free.

And because Google Workspace is most effective (and more fun) when everyone works together, be sure to invite your favorite collaborators to join you for the trial.

Google Workspace includes the tools that are loved by people all over the world like:



Apps and functionality varies depending on which Google Workspace plan is chosen.

Google Workspace for Individuals

All of the apps you need for the projects, groups and interests that matter most to you.

Google Workspace Essentials

Empower your team to collaborate more effectively while seamlessly integrating with your existing email and calendar apps.

Google Workspace for Business

Give employees the tools they need to do their best work with the full set of Google Workspace apps.

Google Workspace for Enterprise

Apps to help your employees, including frontline workers, be more efficient. Plus, additional security, admin, and support for larger organizations.

Google Workspace for Education

Empowers school communities with simple and flexible tools to better collaborate, manage classes, and create safe learning environments.

¹Gartner Survey. (2020). How Organizations Are Supporting a Hybrid Workforce.; ²PWC. (2021, January). US Remote Work Survey.; ³Quadrant Strategies. Google Workspace vs. Office 365 - Impact on Business (October, 2019); ⁴M-Files. (2021). 100 Information Management Stats That Will Blow Your Mind.; ⁵Deloitte. (2021). Global Human Capital Trends.; ⁶Forrester. (2020). The Total Economic Impact of Google Workspace.

Trusted by millions of businesses
to embrace the future of work.



To learn more about how Google Workspace can benefit your team or organization, [contact sales](#) or [start your free trial](#) today.

Google Workspace

