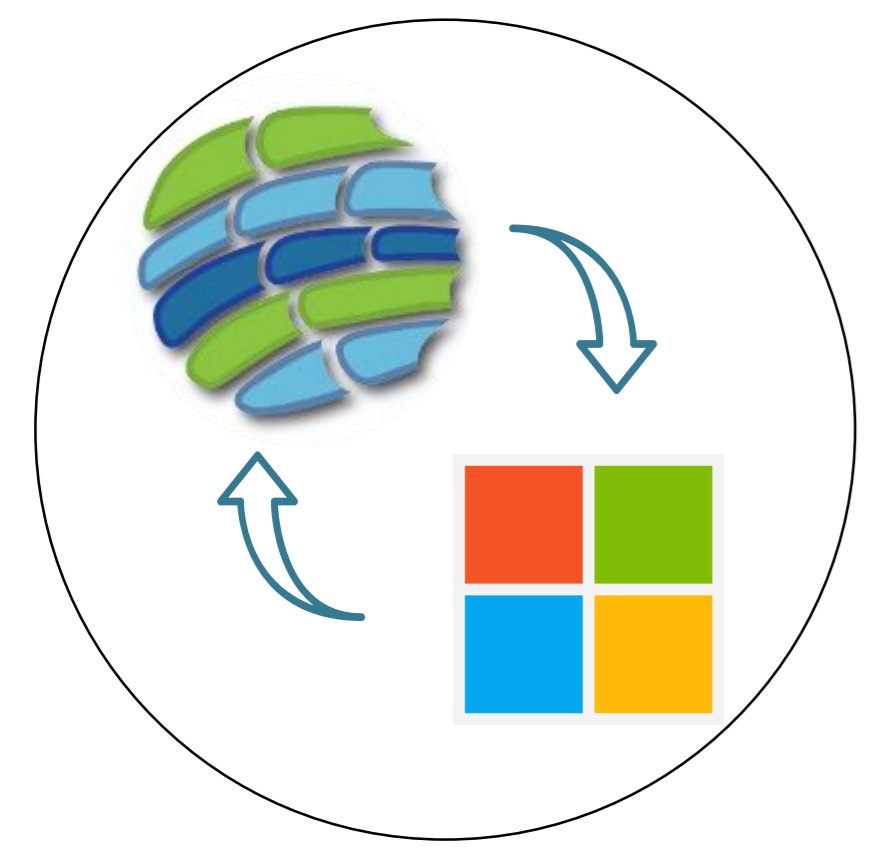




G SUITE MIGRATION

Gabriel Jones

OVERVIEW OF PRESENTATION



GPLS/Microsoft Situation



What is G Suite?

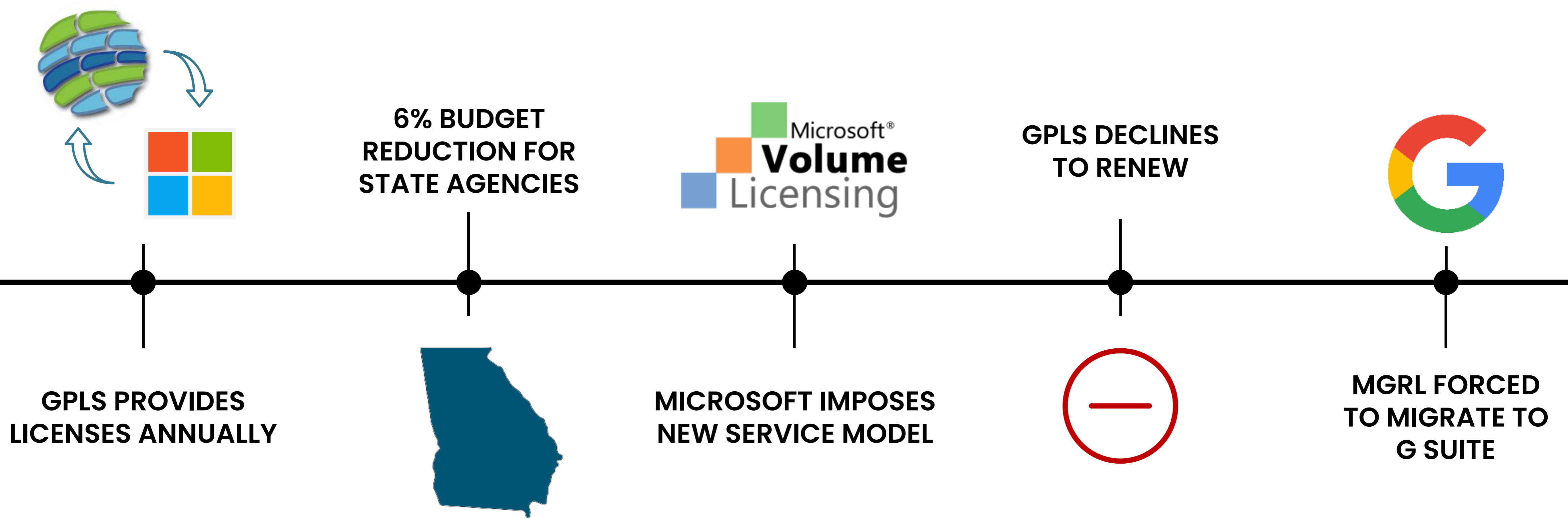


Training & Tips



Transition Process

GPLS/Microsoft Timeline



G SUITE

Included Applications



Gmail

Secure email



Meet

Video and voice conferencing



Drive

Cloud storage



Docs, Sheets, & Slides

Word processing,
Spreadsheets, &
Presentations



- “Industry Standard”
- Robust, but very costly
- Requires updates & maintenance
- Work is offline & doesn't support simultaneous editing

- Cloud-based (does not require installation)
- Work is auto-saved
- Real-time collaboration & easy sharing for teams
- Universally accessible

G Suite



Google Meet is an invaluable tool for our system.

- Meetings of up to 250 people
- Screen sharing & live streaming
- Runs on all devices
- Integrates with Gmail for easy planning

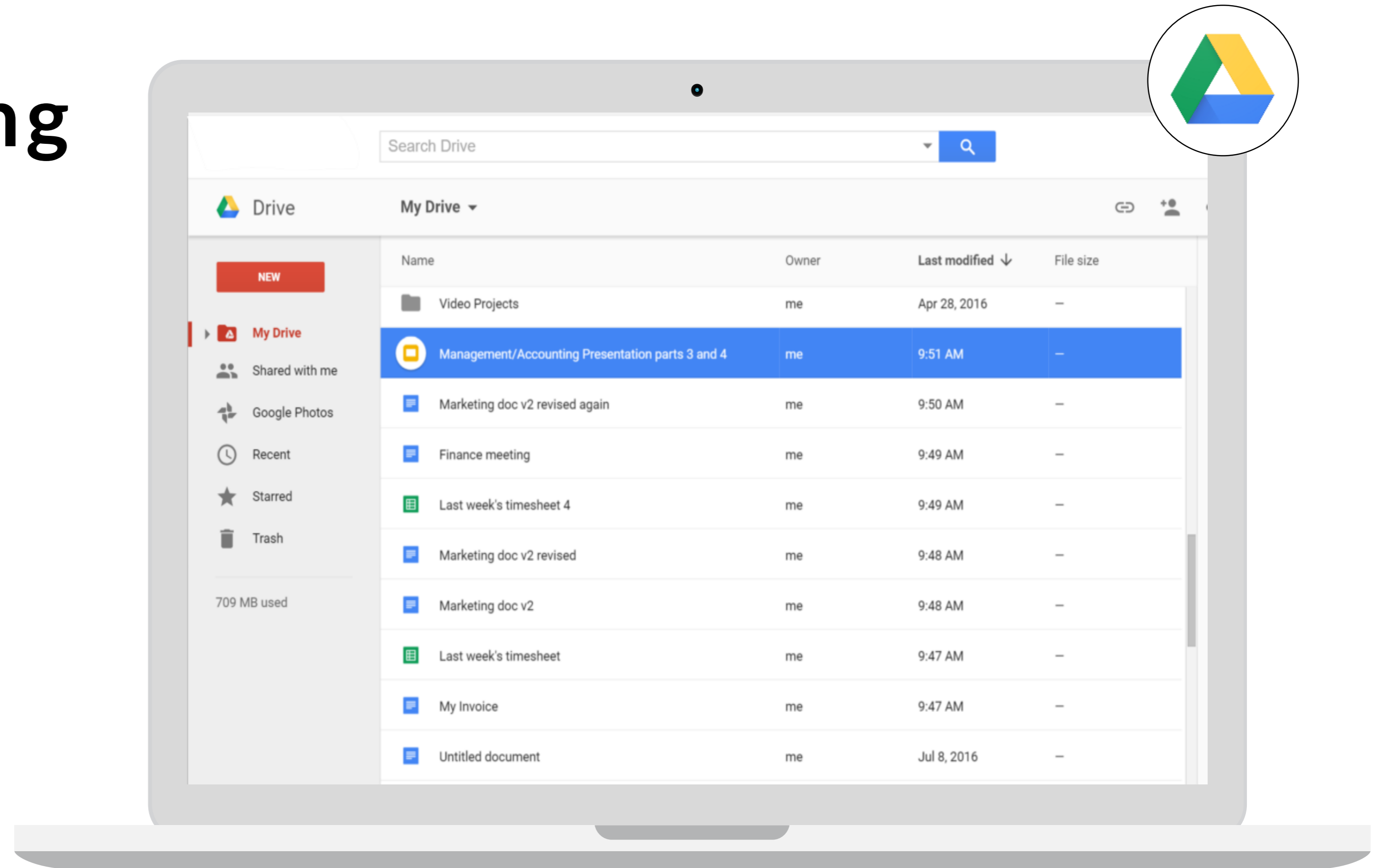


CREATING AN APPOINTMENT FOR GOOGLE MEET



Google Drive makes accessing and sharing files easy.

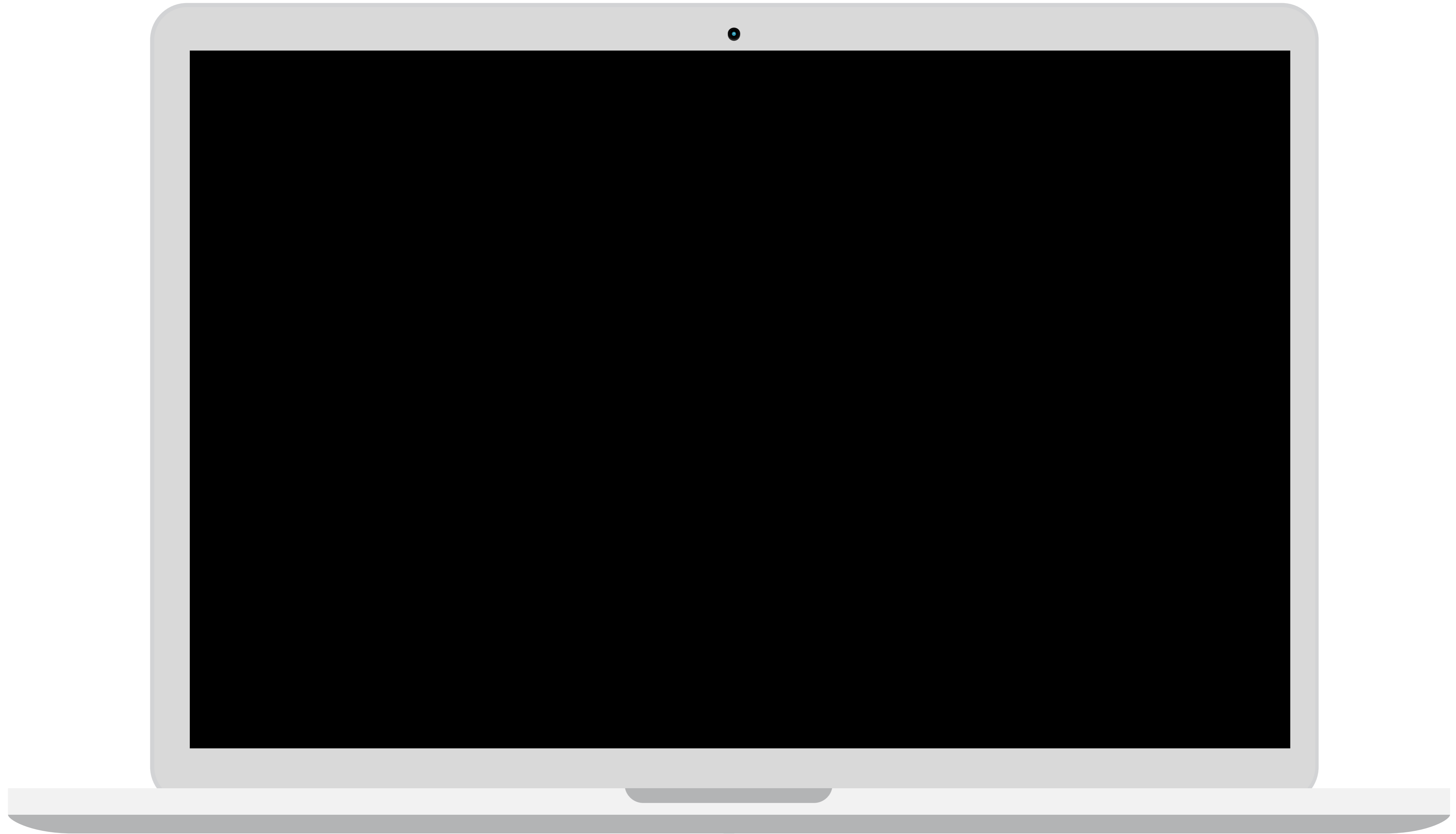
- 30 GB storage for files of any type
- Provides easy file sharing
- Available on mobile devices
- Integrates seamlessly with other apps



TRANSFERRING FILES USING GOOGLE DRIVE

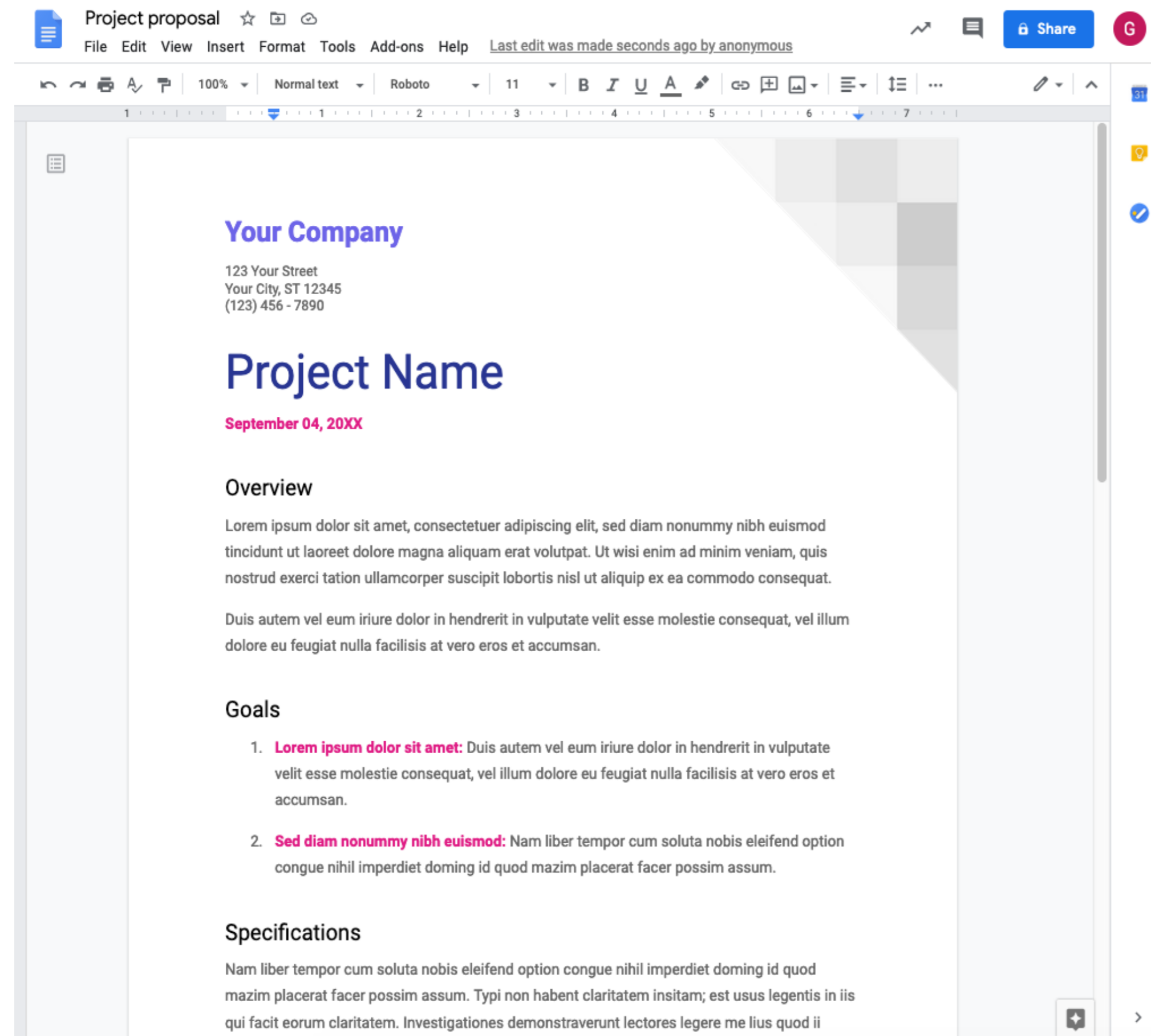


SHARING DOCUMENTS PRIVATELY



GOOGLE DOCS

(Replaces Microsoft Word)



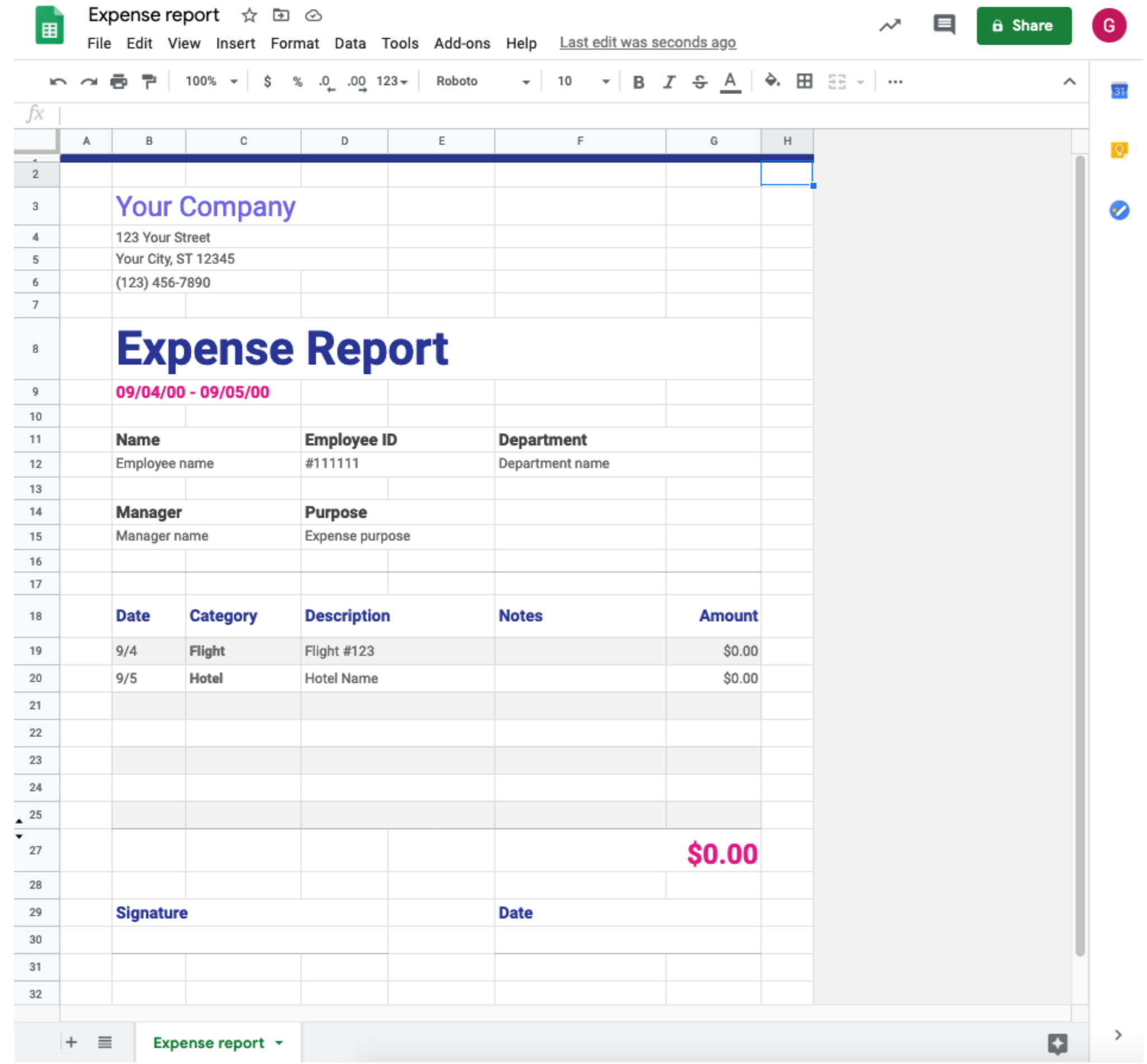
Word processing for teams

- Multiple people can work simultaneously in real-time
- Commenting & chat
- Compatible* with MS Office and PDF files
- Revision history
- No desktop software required. Mobile apps available.

GOOGLE SHEETS



(Replaces Microsoft Excel)



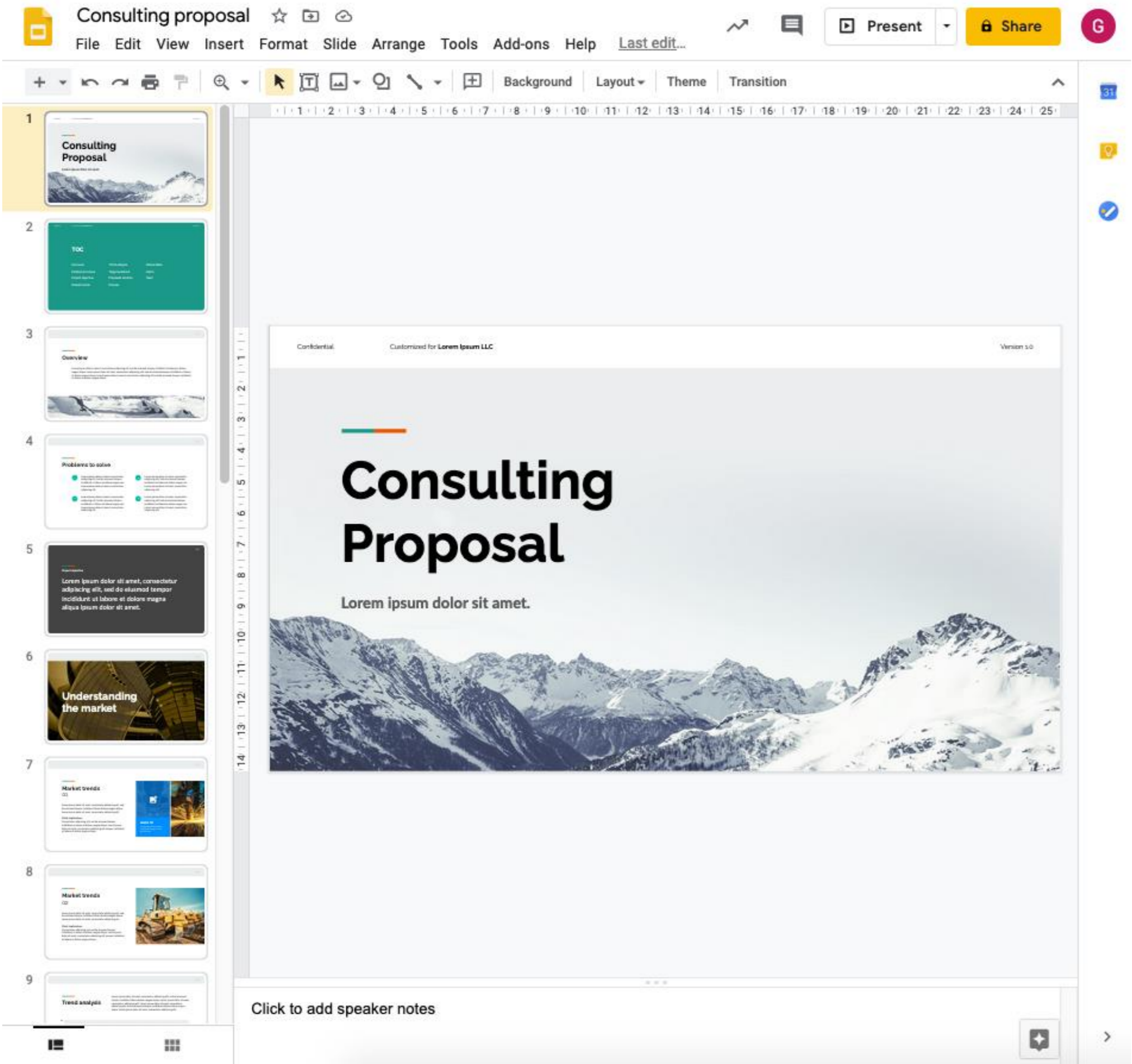
Smart spreadsheets

- Compatible with Excel workbooks
- Many of the same keyboard shortcuts and formulas as Excel
- Managed access for spreadsheet data
- Script editor for automated reports

GOOGLE SLIDES

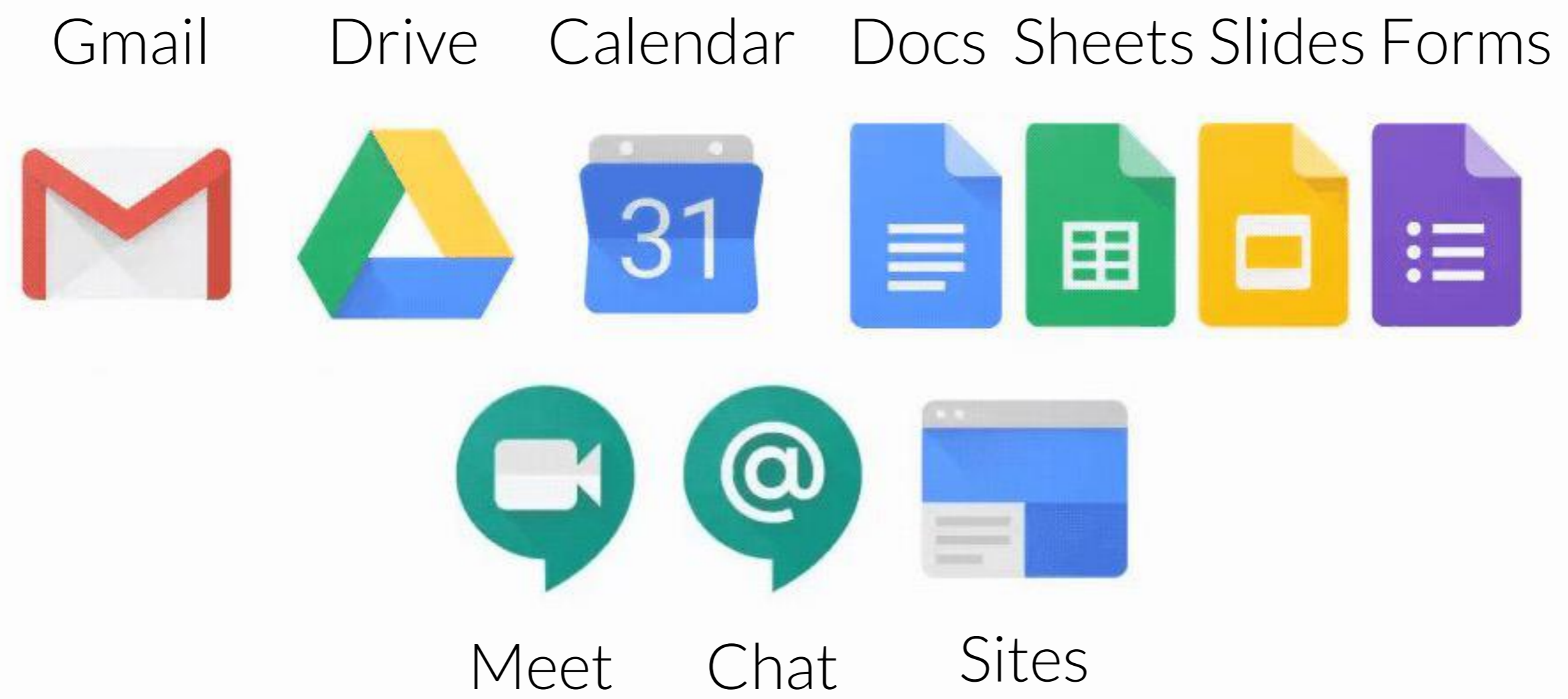


(Replaces Microsoft PowerPoint)



Presentations made easy

- Easy to use
- Easy to design
- Easy to collaborate
- Compatible with PowerPoint



TIPS & TRICKS FOR SUCCESS



Any App

Keep it work related

MGRM owns all the files and documents kept in G Suite accounts



Any App

Logout all accounts after using a shared PC



Google Drive

Periodically remove files & keep things organized





Only 30GB storage allowed per user



Any App

Search through menus & options to learn where everything is

HELP IS A CLICK AWAY

			
<p>In-depth help docs for each application in G Suite</p>	<p>Books and courses for learning technology, including G Suite</p>	<p>Online training experiences for libraries</p>	<p>Submit a ticket or send an email for specific questions</p>
<p>LINK</p>	<p>LINK</p>	<p>LINK</p>	<p>LINK</p>