



Google collaboration tools to support teleworking

G Suite offers many collaboration tools that can help employees easily connect with their co-workers while teleworking. Note that these tools **DO NOT** require VPN.

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Hangouts / Meet

Google Hangouts is Google's messaging, screen sharing, audio and video service. Google Meet refers to the video service specifically, however Meet and Hangouts are closely related. Employees are able to instant message their commonwealth co-workers individually or as a group They are also able to host conference call with the option of using video and screen shares. Hangouts can be added to a Google Calendar invitation, allowing meeting participants to host virtual meetings and share their screens for easier collaboration.

Due to COVID-19, the maximum number of participants on a Hangouts or Meet has been increased to 250 for all license types

FAQ: <http://messaging.vita.virginia.gov/home/faqs#Hangouts>

Google Hangouts help page:

<https://support.google.com/hangouts/?hl=en#topic=6386410>

Screen sharing with Hangouts: <http://messaging.vita.virginia.gov/screen-sharing-with-google-meet>

Hangouts Meet training and help: <https://support.google.com/a/users/answer/9282720>

Utilizing Google Meet video demo: <https://www.youtube.com/watch?v=rTZqMqQMA2o>

Switching to Meet from Webex: <https://support.google.com/a/users/answer/9357477>

Gmail

Gmail is the commonwealth's emailing system.

Training video: <http://messaging.vita.virginia.gov/home/resources/gmail-training-video>

FAQ: <http://messaging.vita.virginia.gov/home/faqs#Gmail>

Calendar

Google calendar allows employees to book meetings with individuals inside and outside of the commonwealth. Employees can provide others with permission to view their calendar in detail. Additionally, Hangouts (Google's messaging, screen sharing, audio and video service) can be added to a meeting invitation.

Training video: <http://messaging.vita.virginia.gov/home/resources/google-calendar-training-video>

FAQ: <http://messaging.vita.virginia.gov/home/faqs#Calendar>

How to share your calendar: <http://messaging.vita.virginia.gov/how-to-share-your-calendar>

Contacts

Google Contacts serves as the commonwealth's email directory. Employees can go here to search for any commonwealth employee's email address and easily access a list of their frequent contacts. Labels can be used to create email distribution lists. Employees can even see email interactions between them and a specific person by double clicking on their directory listing.

FAQ: <http://messaging.vita.virginia.gov/home/faqs#Contacts>

How to manage your contacts:

<https://support.google.com/hangouts/answer/3111918?hl=en&co=GENIE.Platform=Desktop>

Docs (Requires Drive)

Google Docs is a word document collaboration tool (similar to Microsoft Word) that allows employees to work on a document at the same time. The document owner manages who has access to the document and their permission level (can edit, can comment, can view). This tool is only available to commonwealth agencies who have Google Drive and documents cannot be shared outside of the commonwealth.

Switching to Docs from Microsoft Word:

<https://support.google.com/a/users/answer/9310150>

Drive

Google Drive is a cloud storage service that is integrated with a commonwealth employee's email. It allows employees to keep their work in one place, view different file formats, access files from any device and collaborate on documents with their co-workers.

Google Drive support site: <http://messaging.vita.virginia.gov/home/google-drive>

FAQ: <http://messaging.vita.virginia.gov/home/google-drive/drive-faqs>

Forms (Requires Drive)

Google Forms is a survey tool, similar to Survey Monkey. Forms allows employees to create and send surveys to their co-workers. Results are collected in a Google Sheets and is also organized into visual report.

Google Forms training and help:

<https://support.google.com/a/users/answer/9282666?hl=en>

Keep and Tasks (Requires Drive)

Google Keep is a note-taking tool that allows commonwealth employees to collaborate in a virtual notebook. This tool can be used to manage lists, text, images and audio.

Google Tasks is a task list that can be accessed from a commonwealth employee's Gmail desktop and integrated with their calendar.

Google Keep and Tasks training and help:
<https://support.google.com/a/users/answer/9282960?hl=en>

Sheets (Requires Drive)

Google Sheets is a spreadsheet collaboration tool (similar to Microsoft Excel) that allows employees to work on a spreadsheet at the same time. The spreadsheet owner manages who has access to the spreadsheet and their permission level (can edit, can comment, can view). This tool is only available to commonwealth agencies who have Google Drive and spreadsheets cannot be shared outside of the commonwealth.

Switching to Sheets from Microsoft Excel:
<https://support.google.com/a/users/answer/9331278>

Slides (Requires Drive)

Google Slides is a slide deck collaboration tool (similar to Microsoft PowerPoint) that allows employees to work on a slide deck at the same time. The slide deck owner manages who has access to the slide deck and their permission level (can edit, can comment, can view). This tool is only available to commonwealth agencies who have Google Drive and slides decks cannot be shared outside of the commonwealth.

Switching to Slides from PowerPoint:
<https://support.google.com/a/users/answer/9310378>