

REMOTE WORK USING GOOGLE WORKSPACE – THE ULTIMATE TOOLSET?

As the workplace moves from a physical office to a more digital landscape, Google Workspace has become one of the best available options for remote work use.

Google Workspace is a simple, easy to use integrated remote working tool that lets you choose the best tools and technology to integrate your work team.

In this article, we'll take a look at some of the features and tools available with Google Workspace that makes it one of the best remote work tools available on the market. Whether you're a large company looking to increase productivity or a small team looking to connect better, read on to learn more!

So, What Exactly is Google Workspace?

Formerly known as G Suite, Google Workspace is a broad collection of different productivity tools that can be used in the digital working environment. Considered a more up-to-date and revolutionized version of G-suite, Google Workspace offers a deeper level of integration with their already available resources, such as:

- Google Sheets
- Google Docs
- Google Slides
- Google Forms
- Google Drive
- Google Meet
- Google Chat

While the majority of these services offer a consumer side version that's free, Google Workspace provides an alternative, business-oriented side premium version. You'll gain access to custom domain email addresses, easy to use admin tools, google cloud storage for all of your projects, access to 24/7 customer support, and much, much more!

(INSERT IMAGE HERE)

What Does Google Workspace Cost?

Google Workspace isn't free, but when you look at what it offers above and beyond its regular services, it makes sense. They provide several business-level packages, available on a per-user, per-month basis, so you can choose the right package for your needs.

Let's take a look at each of the available packages and what you get in each, so you can see what Google Workspace has to offer for you.

Package 1: Business Starter

Considered the entry-level option, the Business Starter package is available starting at \$6 a month per user. With this package, you'll get:

- Custom Business Emails
- Up to 100 User Video Meetings
- 30 GB of Google Cloud Storage, Per User
- Controls for Security and Overall Management
- Standard Customer Support

So, for the initial cost, you'll get all the essential tools needed to manage your business and team online and really take advantage of your digital workspace.

Package 2: Business Standard

Taking a jump up to the next package, the Business standard is available starting at \$12 per month, per user. You'll get everything in the Business Starter package, along with:

- 150 instead of 100 User Video Meetings
- 2TB instead of 30 GB of Google Cloud Storage, Per User
- Enhanced Customer support (upgraded from standard)

For double the price of the Business starter, you'll essentially get more storage and more users per video meeting with access to more enhanced customer service options.

Package 3: Business Plus

Taking a step up from the "Most Popular" option in pricing comes the Business Plus Package. At \$18 a month, per user, you'll also get:

- Access to eDiscovery and Retention
- 250 instead of 150 User Video Meetings
- Recording and Attendance Tracking Options for Video Meetings
- 5TB instead of 2TB of Google Cloud Storage, Per User
- Vault and Endpoint Management

With more security at its core, this package is for those medium to larger businesses who take their safety seriously and who also want to keep tabs on their employees' work.

Package 4: Enterprise

With no pricing available on Google's site, The Enterprise package offers significantly more security features and overall enhancements, including:

- S/MIME Encryption
- Noise cancellation and In-Domain Live Streaming for Video Meetings

- Unlimited Google Cloud Storage
- More compliance controls
- DLP
- Data Regions
- Enterprise Endpoint Management

With the only option for pricing being to contact Google's sales department, it's more than obvious this is meant for the larger companies with strict security and user management in mind.

Which package is best for you really comes down to the size of your company or business and which, if any, additional security features matter most. Even with the lowest available Business Starter Package, you get the bare essentials for up to 100 users.

(INSERT IMAGE HERE)

What Makes Google Workspace Worth Every Penny

With most of Google's services available in a free consumer version, you may find yourself wondering why it's worth it to upgrade your business to the paid version of Google Workspace. Let's take a look at some of the key characteristics that make the monthly fee associated with Google Workspace worth every penny.

Branded Emails Via Gmail Client

With so many users already familiar with the Gmail client, you'll be able to utilize personalized emails with your business or company-branded email accounts, all with a familiar face. Your team can easily switch between work-related and personal email accounts, and the familiar user interface means not having to learn a new email client.

Plus, you won't have to maintain your own email server. Google Workspace allows you to easily add or remove users as needed and offers a sense of security and control that can cost your business countless dollars to setup. All this at a reasonable per user per month basis.

The Ease of Sharing Work Files and Documents with Google Drive

Thanks to Google Drive, you can easily share work and project-related files between users. With Google Workspace, you can even set up individual Team Drives that allow only the users working on a specific project have access to particular files.

If a user gets added to a project, they can quickly request access to files they may be locked out of, too, by sending the originator a request to access. If an employee leaves the team or moves projects, revoking access is just as easy and can be managed per user with a simple interface.

Real-Time Project Collaboration, Regardless of Location

As the workplace continues its shift from a brick and mortar in-person setting to the digital one that's slowly building, being able to collaborate with team members is essential. Whether you're working on documents or even slides, Google Workspace offers the ability to collaborate with other team members in real-time, as though they were in the same office.

With Google Meet and Team Chat, members can collaborate outside of the project as well to go over any other details that the project may require. Google Workspace offers the closest experience to in-person collaboration you can get from anywhere in the world!

Using Third-Party Apps with Google Workspace

If your business utilizes other applications for work, chances are Google Workspace integrates seamlessly. Your employees will have access to everything they need with just a single login, and you'll have the added benefit of having all of your information available in one place.

While Google Workspace's list of compatible third-party application support is still limited, it's growing every day. Google continues to add productivity and CRM based application support, so keep an eye out to see if your most-used application receives added support.

Google Workspace's Admin Console Allows You to Manage Everything!

With access to Google Workspace's Admin Console, you'll have access to managing your users and data, all in one convenient place. From the Admin Console, you'll be able to manage all of your devices and users and even assign different roles and configure your overall security settings.

Google Workspace even allows you to manage your third-party apps from its Admin Console! Manage everything your business needs all in one place, and rest assured it's as secure as it can be.

(INSERT IMAGE HERE)

Google Workspace: Workspace with Security in Mind

As more businesses transition to the digital landscape, the importance of digital security rises as well. Since more of your personal and business information will become available online, it is important to prioritize the safety of that information.

If you already prioritize the importance of security for both your business and personal use, then Google Workspace is the perfect option for you. Let's take an in-depth look at some of the security features available to your business through the use of Google Workspace.

Protect Your Data with Google Vault

Google Vault offers a piece of mind when it comes to protecting your business' private data. From the included search options to the preservation of suspended accounts, you'll never have to worry about your private information walking off!

Google Vault is top-notch when it comes to keeping your personal and business-related information safe in the digital space. Easily manage all aspects of your security, and prevent it from getting into the wrong hands with Google Vault.

Endpoint Management Means a More Secure You

One of the greatest features about Google Workspace has to be their all in one, easy-to-use Admin Console. Through the Admin Console, you can directly manage the accounts associated with your Google Workspace. Not only that, but you can also adjust all of your security settings from here.

Now you may be asking, "What if one of my employee's devices is stolen?" Well, Google Workspace has the perfect option for that! Simply log in to the Admin Console and remotely wipe any of the confidential data that could be lingering on a stolen device. They truly have your security in mind.

(INSERT IMAGE HERE)

Google Workspace Offers All of Your Business Needs

Now that you have an idea of what's so Special about Google Workspace, you may be wondering what applications and services are available. While many of the services Google offers through their Workspace aren't new, many of them have increased connectivity options.

If you've never used G Suite in the past, some of the applications available may be new to you. Whether you're only looking for a website or email server or looking to increase your connectivity options in total, Google Workspace has options to fit your needs. Let's go over some of the Google applications available for your work-based platform.

Google Sites for Your Website Needs

Are you a newly formed business or a business that lacks an existing online presence? Have no fear, as Google Sites has you covered. With easy-to-use templates and drag and drop features available, you and your team can create a website that best represents your brand without needing website developing experience.

Google Sites has plenty of features for your team to take advantage of. It's sure to meet all of your website needs. Your team can work on the site together seamlessly, and you can even restrict your sharing permissions, so certain parts or pages are only available to whoever you allow.

As Much Google Drive Storage as Your Team Needs

Long gone are the days in which the only way to send your co-workers files was through email. With Google Drive, your employees and team members will have access to as much cloud storage as you could ever need. You can even set up Team Drives, as we previously mentioned, meaning multiple people can access the same files for a project.

Google Drive really makes it easy for teams to collaborate and offers more than enough space depending on your needs. With available storage space starting at 30GB and running up until unlimited, you'll have access to as much cloud storage as you could possibly need.

Google Sheets for Your Charts and Data

Google Sheets gives your team the ability to collaborate on any data-driven projects you may need. With plenty of built-in formulas and the ability to collaborate from anywhere, it's one of the best options on the market for your spreadsheet related needs.

Google Sheets also works well with Excel, so you'll never run into any compatibility issues. Keep it online for your team to work on, or take it out of the cloud and use it in a meeting with Excel. With so many add-ons and features available, you'll be hard-pressed to find a situation where Google Sheets isn't the best spreadsheet application.

Google Docs for Any Documents

When it comes to writing, there's nothing better than Google Docs. Google Docs has tons of available editing and styling tools, meaning text formatting is a breeze. Start with a blank document, or even use one of their available templates, making your team's job easier and faster to boot.

Google Docs is even compatible with Microsoft word processor! Keep your document online for full team collaboration, or take it offline into your word application. With plenty of available add-ons and features in Google Docs, you'll wonder why you didn't start using it earlier.

Google Slides for Business Presentations

If you're looking for the right application to create interactive presentations, look no further than Google Slides. Your team can collaborate to create professional and great-looking slide presentations, with hundreds of themes and templates available. It even supports video embedding and animation.

And, of course, Google Slides is compatible with Microsoft PowerPoint. Have your team collaborate on a slideshow, then take it offline for that big business presentation. Thanks to such seamless support, Google Slides is one of the best available slide presentation creators available on the market.

Google Forms Helps Organize Large Scale Events

Google Forms is a great tool to use for feedback and keeping your business organized. You can create opinion polls for your clients, set up event registrations, and even send out surveys. Feedback is a crucial tool for many companies and organizations, and Google Forms is here to help.

Together with Google Sheets, you can easily compile any data you get from Forms to help summarize information. This is a great tool for companies and teams everywhere looking to get the most from their Workplace experience.

Google Meet for Your Video Communication

Google Meet makes video chat a simple process that just works. You and your team can get together for scheduled meetings or even off the cuff. Get clear, HD video and rest assured your team will have no problem seeing and communicating with you via Google Meet.

With Google Meet, you can:

- Track Meeting Attendance
- Easily Transition Your Team to Remote Work
- Setup Digital Seminars and Training Courses
- Share your Desktop or Presentation
- Setup Up Hand Raising for More Fluid Presentations
- Conduct Polls and Ask Questions
- Access a Virtual Whiteboard
- Present High-Quality Video Content

Google Meet is the go-to tool for all of your business meeting and collaboration needs. Easily keep track of project status and employee engagement with the available feedback tools in Google Meet that you won't find anywhere else on the web!

Google Chat

Google Chat is another great form of communication for your business. This textbase messaging application gives you the opportunity to create business-related chat groups so your team can communicate outside of projects in an efficient manner. Keep your team organized with Google Chat.

Google Chat allows you to easily set up direct messages or group conversations for your text-based team chat needs. Through the chat, you can share files and tasks and easily bring your level of collaboration to the next level. While there are plenty of Google Chat competitors, none offer the same connectivity and seamless integration that Chat offers.

Gmail Gives You Easy to Use Email Options

As previously mentioned, with the help of Google Workspace, you'll have access to domain-based email accounts for all of your team members. Easily communicate outside of projects, and keep your employees up-to-date with newsletters through email communication that just works.

Since you'll be using the standard Gmail client, everything will feel familiar, and your team will have no problem adjusting. Easily switch between business and personal emails, so you can access all of your email needs in one place. With productivity as a core element, Gmail makes your business email options a priority.

Google Calendar Let's You Stay on Top of Your Appointments

Google Calendar has never made it easier for you and your team to manage your time efficiently. Create events and share them with your whole team, or just set yourself reminders so you'll never miss a big event again.

With Gmail sync, you can easily fill your calendar with scheduled events. Simply send out an email with a date and time, and let Google Calendar do the rest of the work by adding it to your schedule. Google Calendar backs up all of your events and data, too, so you'll never lose any of your important dates!

So Many More Applications Being Added All the Time!

Google is always adding new ways to improve their Google Workspace experience, so be sure to keep up-to-date with their available applications. Their goal is productivity, so they'll surely add more applications that support higher levels of organization and production long into the future.

(INSERT IMAGE HERE)

Google Workspace for Education Too

While Google Workspace has plenty of applications in the business world, they've also broadened their support to education as well. As schools and learning environments develop into a more blended experience of in-person learning and digital, it's easy to see why Google Workspace is the best option available.

Here are some of the ways Google Workspace can make your digital classroom experience easier to manage.

Host Class Meetings in Google Meet

Google Meet has made the virtual classroom a breeze. You can:

- Track Lesson Attendance
- Prevent Interruption with Hand Raising

- Ask Questions with Polls
- Create Interactive Learning Experiences
- Foster Group Work and Individual Work

Thanks to Google Meets extensive feature list; you'll be able to monitor your virtual classroom as though it was still in person. With plenty of available metrics to view based on the feedback received, know which of your students need more attention and provide a positive learning environment, even from a distance.

Commented [11]: I don't know what you mean

Google Workspace Makes Classwork Even Easier

Thanks to Google Workspace's seamless collaboration tools, your students will be able to support each other through the entire class. They'll be able to develop presentations together and even receive feedback from one another, all with or without the need for teacher intervention.

Thanks to the Google Workspace Marketplace, you'll have access to some of the best classroom add-ons available. With all sorts of available quiz taking applications and classroom managers, you'll take your digital classroom to the next level!

Organize Your Teaching Materials Easier

Google Workspace makes keeping your teaching materials organized so much easier. You can develop your teaching plan on the fly or keep it the same and stored safely. Access high-quality videos via a hyperlink, or even add sources to outside material from any of your presentations.

With the addition of the whiteboard to Google Meets, the digital classroom has never felt more comfortable. Easily showcase discussed information as you go, and allow your students to take notes. With blended classrooms on the rise, Google Workspace makes the transition easier. With new features always being added, you'll feel like you're in your very own classroom.

Foster a New Love for Digital Learning

Digital learning is relatively "new" in terms of how much it has dominated the learning field in the past years. With this change, it's important to create a learning environment that's comfortable for both students and teachers alike. As the push for more digital forms of education continues, this importance will only increase as well.

Thanks to Google Workspace, you'll feel comfortable knowing you have access to one of the best digital classrooms available. Give your students and teachers alike the peace of mind that they'll have all the tools available to create an easy and comfortable learning environment that they'll learn to love. After all, education is the basis of all thing's technology, so it's important we continue to develop these tools to better support our classrooms.

Now You're a Google Workspace Expert

With so many digital work and learning environments available on the market, it can be hard to determine which one is best. Google Workspace has truly cornered the market and become the ultimate toolset for your digital education and business needs.

With collaboration at its core, Google Workspace understands the importance of teamwork and development. They have worked hard to create a platform that consists of everything you could need to keep your team connected in a way that prioritizes productivity.

As Google Workspace continues to develop, Google will surely prioritize functionality and ease of use. And with several available packages, you'll be sure to find the one that fits your team or classroom best.

So Many Connectivity Options, So Little Time!

From Google Meets to their simple and intuitive Gmail system, all of the core components of Google Workspace just work. With seamless connectivity and fluent adaptation across all of their available applications, Google Workspace is truly an "all-in-one" option for your digital workspace needs.

If you haven't had the opportunity to see what it is that separates Google Workspace from its competitors; we recommend checking them out. Google knows a thing or two about the importance of ease of use, so you don't have to be a networking expert to get everything working. Give Google Workspace a shot today, and get to work prioritizing productivity and collaboration today.

Commented [12]: Summary is too long of a section. Break it up with an H3