

The Egenz Guide

10 MUST KNOW TIPS ABOUT GOOGLE APPS FOR BUSINESS





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A professional collaborative cloud-based suite increases employee productivity of companies of all sizes.

If you've decided on subscribing to Google Apps for Work (G Suite), or its higher-priced Google Apps for Work (G Suite) with Vault, here are 10 must-know tips for businesses that are currently using this suite



Schedule Group Meetings

Each employee within a company has different daily tasks and schedules he/she follows.

It can be hard to schedule group meetings without stepping on an employee's personal schedule and it can cause delay in completing workload

Google Apps calendar has a useful "Find a Time" feature that compares personal calendars of all users and determines the best time for a group meeting.



Undo Sent E-mails

Google Apps email has a feature that enables users to “undo” sent emails.

On the settings page, you can enable the “undo send” feature.

Google can hold any email you sent out for several seconds before actually sending it to the recipient.



Editing Documents

You can set the permission for each individual to view or edit the document.

You can decide who have the permission to edit the files and make changes on it.

You also can give permission to outsiders to only view the document.

Every individual are viewing the same copy of the document as it is syn across multiple platform.



Google Form Integration

You can integrate Google Form into a your company website and connect with Google Analytics.

Every time a someone take the survey, you only need to click the “summary” feature and a breakdown (along with charts) that already saved on Google Sheet.



Muting Thread E-mails

Sometime you may need to focus on your work without being interrupt by email.

If you have a group email thread that updates throughout the workday and you need to focus on your work.

You can mute this thread on Google Apps email.



Easy Searching With Files

When you are storing thousands of files, G Suite will enable you to find the file quickly.

Google Apps for Work is unquestionably the best suite when it comes to search and organizing file.

Like its search engine, Google provides users with the ability to search an image, file, quote, table, and more on the Drive.



Easy Collaboration And Sharing

G Suite will allow you to work more productive.

Whether you are working with colleagues or outsider, multiple individuals can view and edit the same document, at the same time.

You can set the permission to read only or able to edit the document.



Huge Storage Space

G Suite offer a total 30GB storage space for your Email and your Google Drive.

Google provide 25GB for your email and extra 5GB for your Google Drive storage.

If this is still not enough, you still can upgrade your storage space to 100GB or more.



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