



## 10 Tips for Using Google G Suite to Work with Remote Teams

### 1 Hold video meetings and remote events

Join a video meeting to brainstorm ideas, work on team projects, and hold virtual events with Google Meet.

*Record meetings to reference later with G Suite Enterprise edition*

### 2 Present to remote audiences

When meeting in person isn't possible, use Google Meet to present Slides, Docs, and other files in a video meeting.

*Present to up to 250 people at one time*

### 3 Edit team documents in real time

Use Google Docs, Sheets, and Slides to edit simultaneously in real time, chat within files, and get targeted feedback using comments.

*All changes are saved automatically without manual efforts*

### 4 Store, share, and access team resources from anywhere

Save all your team's files in one folder in Google Drive or shared drives and instantly share them.

*Save time finding your work with Quick Access in Drive*

### 5 Broadcast the latest information to large groups or teams

Build a Google Sites website and embed Docs, Sheets, Slides, and other files from Drive to share information.

*Sites intelligently optimizes your work so it looks great on desktop, tablet, and mobile*

## 6 Simplify communication with a team mailing list

Simplify communication by creating a Google Groups email list for your team. Then, use the group's email address to send status updates and share resources.

*Automatic backups, spam protection, and industry-leading security measures help protect your business data in Gmail*

## 7 Coordinate project plans and schedules

Be better prepared by organizing your team's work and tracking completion in a dynamic Google Sheets project plan. Team members can directly update their progress in real time.

*Give individuals or groups permission to view, comment on, or edit spreadsheets*

## 8 Stay organized with team calendars

With Google Calendar, you can see when everyone is available and create multiple team calendars to keep track of meetings, trainings, vacations, and more.

*Google Calendar defaults to sending reminders 10 minutes before events scheduled*

## 9 Empower team members with project or team rooms

Create a Google Chat room so your team can easily network with each other, share ideas, exchange thoughts on best practices, and create a stronger sense of community.

*Chat currently supports 28 languages and each room can support up to 8,000 members*

## 10 Collect information from team members or customers

Create and analyze surveys right in your mobile or web browser with Google Forms. You can then summarize the results with charts and graphs in Forms or Sheets.

*In Forms, select from multiple question types, drag-and-drop to reorder questions, and customize values as easily as pasting a list*



For more details about G Suite Solutions, contact us today.