

# G Suite

## 10 G Suite tips to work with remote teams

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### 1. Hold video meetings and remote events with team members

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If you work on a team that's spread across the globe, Google Hangouts Meet lets you stay connected from anywhere in the world, at any time—all from a computer or mobile device. Join a video meeting to brainstorm ideas, work on team projects, hold virtual events, and more. Now, everyone can stay in touch without the need for travel and still get the benefit of face-to-face contact.

Learn how

[Hangouts Meet](#)

### 2. Give presentations to remote audiences

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When you can't meet in person, use Google Hangouts Meet to present Slides, Docs, and other files in a video meeting. You can even record video meetings so people in other time zones can watch them later, and turn on captioning to let people watch without sound.

Learn how

- [Present during a video meeting](#)
- [Record a video meeting](#)
- [Use captions in a video meeting](#)
- [Hold audience Q&A](#)

### 3. Edit team documents in real time

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Editing documents, spreadsheets, presentations, or other files with your remote team? There's no need to email files back and forth and deal with multiple attachments. Use Google Docs, Sheets, and Slides to edit simultaneously in real time, chat within files, and get targeted feedback using comments. Changes save automatically, so team members are always accessing the most up-to-date versions.

Learn how

#### 4. Store, share, and access team resources from anywhere in the world

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Want an easy way to securely store and share your team's resources? Save all your team's files in one folder in Google Drive or shared drives, and share them instantly. When someone makes a change, Drive shows you what files have changed. Team members can securely access the latest files on any device, at any time.

Learn how

- [Drive](#)
- [Shared drives](#)
- [See changes in files](#)

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

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Webpages are an easy way to share information with large audiences. You can choose your audience and control when updates are released. To make a set of content available to your organization or the public, build a Google Sites website and embed Docs, Sheets, Slides, and other files from Drive. Documents, spreadsheets, and presentations are also important tools for helping your team stay up to date on information that's changing by the minute. A variety of sharing options are available, depending upon the size of your audience.

Learn how

- [Create a site](#)
- [Embed files in a site](#)
- [Share a file publicly or with more than 100 people](#)

#### 6. Simplify communication with a team mailing list

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Need to share the same information with team members across the globe? Make communication easier by creating a Google Groups email list for your team. Then, instead of emailing people individually, use the group's email address to send status updates and share resources—such as team calendars and Drive documents—with everyone at once.

Learn how

- [Groups](#)
- [Shared drives](#)
- [Calendar](#)

#### 7. Coordinate project plans and schedules

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It can be difficult to keep track of team projects and schedules, especially with changing deadlines and last-minute task additions. Be better prepared by organizing your team's work and tracking completion in a dynamic Google Sheets project plan. Team members across the globe can directly update their progress in real time, without having to sift through everyone's email updates. With everyone accessing and updating the same project plan, it's easier to distribute tasks and manage changing schedules. Plus, you can watch responses appear in real time.

Learn how

- [Sheets](#)

## 8. Stay organized with team calendars

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When a team is spread across the globe and operating in different time zones, it's challenging to organize meeting dates that suit everyone. With Google Calendar, you can layer your team members' calendars to see when everyone is available. You can even create multiple team calendars to keep track of meetings, trainings, vacations, and more. Now that you know when people are free, it's easy to schedule team meetings or events.

Learn how

[Calendar](#)

## 9. Empower team members with project or team rooms

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Encourage team members based in different locations to stay connected by creating a Google Hangouts Chat room. Now everyone can easily network with each other, share project ideas, exchange thoughts on best practices, and create a stronger sense of community.

Learn how

[Hangouts Chat](#)

## 10. Collect information from team members or customers

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Want to gather information from large groups of people, such as internal teams or external clients? With Google Forms, you can create and analyze surveys right in your mobile or web browser. Create a customer satisfaction survey, collect feedback on documents from extended teams, send a quick opinion poll, and more. Then, you can get notified as people respond, see survey results, and summarize data with charts and graphs in Forms or Sheets.

Learn how

[Forms](#)

### [\*\*\*G Suite Extended Upgrade to all Customers\*\*\*](#)

Google is helping businesses and schools stay connected in response to Coronavirus. Through July 1, 2020, Google now offers free access to advanced Hangouts Meet video-conferencing capabilities to all G Suite and G Suite for Education customers, globally including:

1. Larger meetings for up to 250 participants per call
2. Live streaming for up to 100K viewers within domain
3. Record meetings to Google Drive

These features are typically only available in the Enterprise and Enterprise for Education editions of G Suite and will be available to all customers until July 1, 2020\*. We're committed to supporting your business during this challenging time and are continuing to scale our infrastructure to support greater Hangouts Meet demand, ensuring streamlined, reliable access to the service throughout this period.



### Remote Worker Best Practices:

1. Configure network settings to allow for remote access

Make sure devices have the right policies for Wi-Fi, Ethernet, and virtual private network (VPN) access, as well as network certificates so employees can access the data they need. [Learn more](#)

2. Check Google Safe Browsing settings

Users are warned of malicious sites before they navigate to them, deterring negligent behavior. IT admins configure this setting from the Google Admin console. [Learn more](#)

3. Disable devices remotely if needed

Mitigate risk in case a corporate device is lost or stolen. Disable a Chrome device directly from the Google Admin console and even post a message that lets the finder know where to return it. [Learn more](#)

4. Resolve technical issues with Chrome Remote Desktop

Chromebooks are easy to use and have the familiar Chrome Browser. However if users are having issues, IT administrators can provide remote support with Chrome Remote Desktop. [Learn more](#)

5. Check forced re-enrollment

To ensure a device remains managed and settings are enforced on the device, you can enable forced re-enrollment. [Learn more](#)

6. Make sure remote workers have access to apps they need

Use the Google Admin console to install apps or extensions. You can pin it to users' taskbar or block an app from being installed. Employees can also use VDI solutions to access apps if needed. [Learn more](#)

7. Check screen lock and idle settings

Reduce the likelihood of someone using a device when the employee is away by setting the screen to lock after being idle for a period of time. [Learn more](#)

8. Determine the best way to update

Enable automatic updates to keep remote workers on the latest build or test new updates first. Either way updates can download and install automatically for employees seamlessly in the background. [Learn more](#)

## 9. Use managed bookmark settings

Curate a list of bookmarks for remote workers, so they have easy access to resources like internal intranet pages and HR. You can push a list of bookmarks for the convenience of users using the admin console. [Learn more](#)

## 10. Manage Chrome browser across platforms

You can use Google Admin console to manage Chrome browser across Windows, Mac, iOS, and Android.