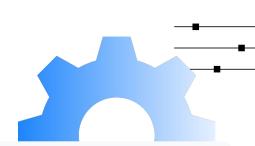
# Google Workspace

# How Google Workspace works with your existing tools



Flexible working models are here to stay. Teams need to create, communicate, and collaborate regardless of where they're working from or who they're working with. Google Workspace brings everything teams need to get work done in a single place, while streamlining external collaboration with those who still use Microsoft.



## 2.6 billion

**users** around the world use Google Workspace apps

# **Millions**

of organizations trust
Google Workspace to move
into the future

# 68%

of users at large companies say they **enjoy work more** after adopting Google Workspace

### Seamless interoperability with your existing tools

**Store everything in Google Drive:** More than 100 file types, including Microsoft Office files, can be stored and previewed natively in Drive.

**Keep it local with Drive for desktop:** Get real-time access to Drive files directly from your desktop, on both Windows and macOS

**Open from Gmail:** View, edit, and collaborate on Microsoft Office files from Gmail, minimizing the need to switch back and forth between apps

**Google Workspace Add-ons:** Reduce context switching by using your favorite third-party applications directly within Google Workspace

**Edit Office documents in Workspace:** Open, edit, share, and comment on Microsoft files using Docs, Sheets, and Slides.

**Use the Meet add-in for Outlook:** Easily schedule your meetings via Outlook, using Meet to connect face-to-face with collaborators, wherever they are.

<sup>1</sup> Quadrant Strategies, <u>Google Workspace vs 0365 Impact on Business</u>, 2019.

# Let's take a look at how simply and seamlessly Google Workspace works with Microsoft tools



Schedule video calls from Outlook Use Calendar Interop to check availability and see when everyone can meet

Add a Meet link to your email or event invite using the Outlook add-in

Join the Meet video call from your browser or mobile app, no plug-ins needed

Collaborate externally

Open Office files direct from
Gmail, and edit in Docs, no
conversion needed

Edit faster with collaborative and assistive features in Google Workspace

Send the file in its original Office format back to the client, straight from Docs

Migrate your macros

Extend the life of all the macros you've built over time

Use the Macro Conversion add-on to migrate macros from Excel to Sheets

Then, work faster in Sheets with features like Smart Fill

# Google Workspace helps your teams maximize their full potential











#### **Flexible**

Move fast and be prepared for anything, whether working in-person or remote



#### Helpful

Do what matters most, with tools that are simple to use, intuitive, and work smarter for you



#### Equitable

Create the ability for everyone to collaborate and share ideas equally, regardless of location



#### Simple

Used by billions of people, Google Workspace is easy to adopt with minimal disruption



#### Secure

Easily manage who has access to files, including edit permissions and version history



#### **Smart**

Bring the smarts of Google Al into your everyday work



#### Ready to learn more?

Get in touch or start a free trial today at workspace.google.com