



Cost-Cutting, Stepped Up Collaboration, Project-Based Tracking, and Always-on Access Using Google Workspace

By

<https://www.seosamraat.com>

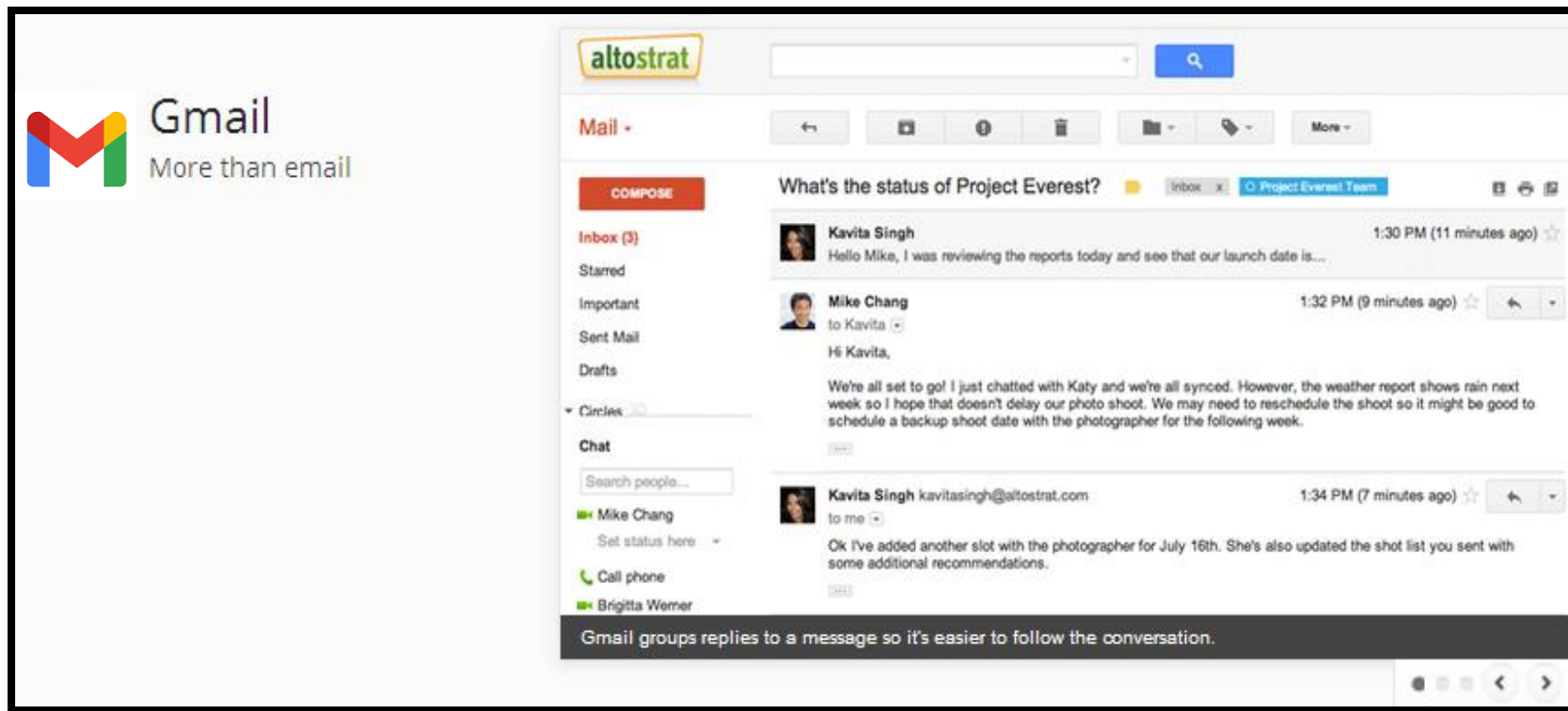
**The Google
Workspace Suite
Includes Gmail,
Drive, Calendar,
Docs, Sites and
Sheets — in Short,
All the Tools Your
Business Requires**



Google Workspace Suite



Email with Google-powered search, minimum 30 GB of storage*, offline support, custom email addresses, and much more



*For the Starter Plan. Goes up to unlimited for the Enterprise Plan



Calendar

Easily schedule meetings at hours that work for all, get meeting reminders, and share calendars

altostrat Search Calendar [show search options](#)

Calendar Today < > Jan 23 - 27, 2012 Day Week Month 5 Days Agenda More - Settings -

CREATE ▼

GMT-08

	Mon 1/23	Tue 1/24	Wed 1/25	Thu 1/26	Fri 1/27
12am - 8am					
8am					
9am	9 - 10 Weekly Staff	9 - 10 Weekly x-Function sync	9 - 10 Project Everest sync		9 - 10:30 New business review
10am			10:00 - 11:00 Project Detail sync	10 - 11 Finance review	
11am					
12pm					12p - 2p Prep for board meeting
1pm	1p - 2p Meeting at client site			1p - 3:30p Agency meeting	
2pm			2p - 3p Project Fuji update		
3pm					

My calendars: Adam Smith, Tasks

Other calendars: Add a coworker's calendar

- Amy Stevens
- Mei Tan
- Mike Brown

Shared calendars make it easy to see when the people you work with are free.



Drive

Google Drive allows you to store your files in the cloud, share them, and access them from anywhere

altostrat

Drive
Work together better

CREATE

My Drive

- Brand Objects
- Project Fuji
- Top Level Folder

Shared with me

Starrd

Recent

More

Download Google Drive

Meet your Drive

My Drive is home to your Google Docs, files, and folders. With Google Drive for your Mac, sync files from your computer to My Drive.

Download Google Drive for Mac

Then, go for a spin

- Explore the left navigation.
- Create Google Docs.
- Share with exactly who you want.
- Get the Google Drive mobile app.

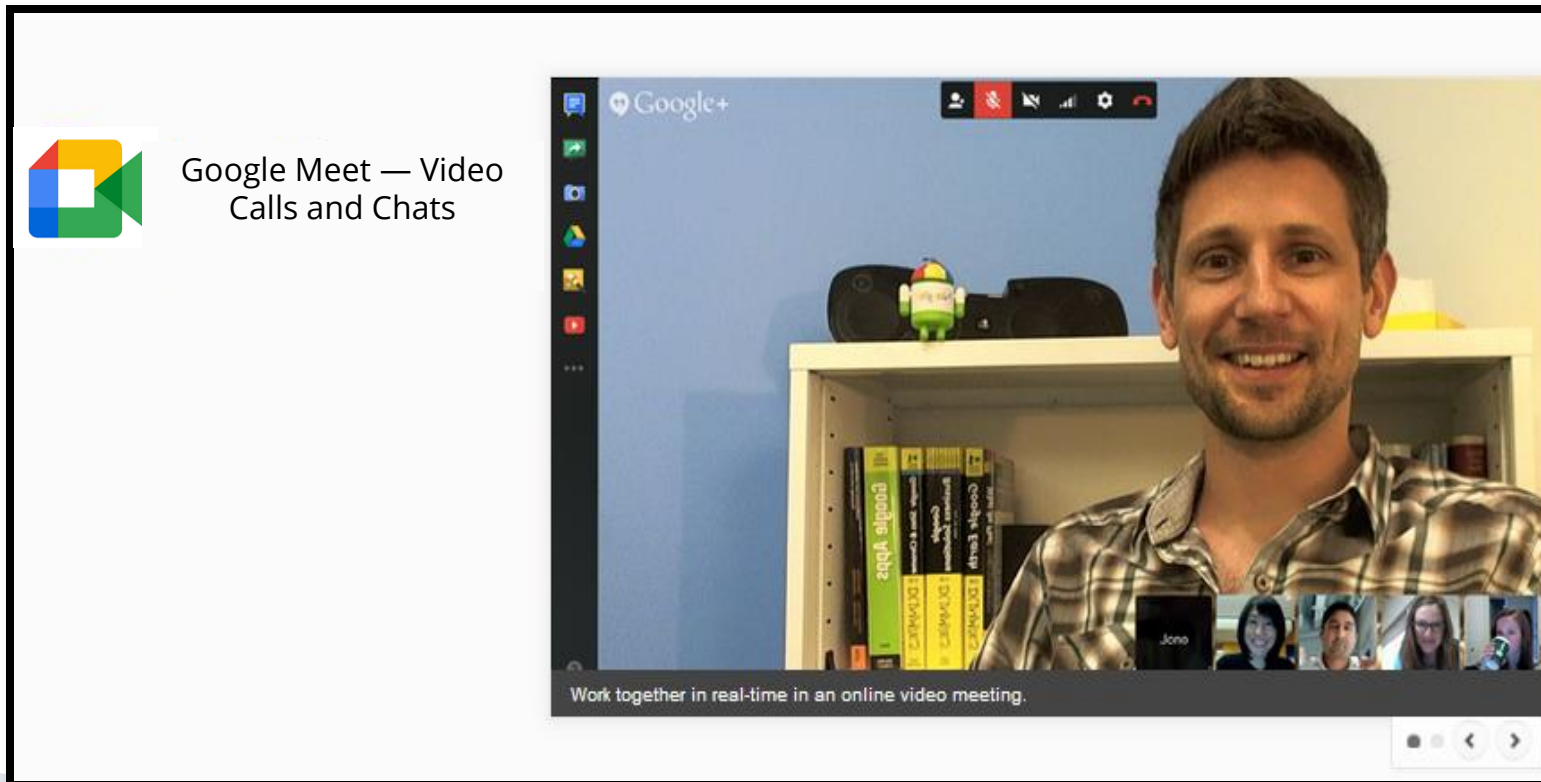
TITLE	OWNER	LAST MODIFIED
Brand Objects <small>Shared</small>	me	12/14/10 <small>me</small>
Project Fuji	me	10:48 am <small>me</small>
Top Level Folder	me	12/14/10 <small>me</small>
Board Prep Deck - DRAFT <small>Shared</small>	me	11/13/11 <small>me</small>
Creative Review Meeting Notes <small>Shared</small>	me	11/13/11 <small>me</small>
Market Research for Board Meeting <small>Shared</small>	me	11/13/11 <small>me</small>
Product Review - 2012 plan <small>Shared</small>	me	11/13/11 <small>me</small>
Project Everest Board Presentation	me	12/5/11 <small>me</small>
Project Everest Finance Plan <small>Shared</small>	me	Feb 1 <small>me</small>

All your files are accessible from any web browser.



Meet

Google Meet allows you to schedule videoconferencing with your colleagues and business partners





Google Sites


Google Sites is where you showcase your project websites

The screenshot shows the Google Sites Learning Center interface. On the left, there is a sidebar with the 'Sites' logo and the text 'Shared workspaces for your team'. The main content area is titled 'Learning Center' and includes a search bar, navigation links (Solutions, Products, How it works, Get started, Customers, Support, Change Language), and a 'Learning Center for users' section. A prominent yellow banner reads 'Google Apps has an all-new look!'. Below this, there is a 'New in Google Apps...' section with a list of updates and a 'Featured video' player. At the bottom, there are three numbered steps: '1 Get Started', '2 Become an expert', and '3 Learn what's new'. A footer banner states 'Build custom project sites that include videos, calendars, documents and more.'



Google Vault

Use Google Vault to add archiving and deleted email recovery



Vault

Add archiving and e-discovery to Google Apps

Vault is **optional** and adds archiving, e-discovery and information governance capabilities for an additional Rs. 150/user/month

Mail Calendar Documents Sites Video Groups More ▾

Google apps vault Search matters

eDiscovery Retention

Create new matter

My matters

<input type="checkbox"/>	Name	Collaborators
<input type="checkbox"/>	"Do not forward"	wendenburg@altostrat.com to 0 c
<input type="checkbox"/>	A Global test	vdummy@altostrat.com to 0 c
<input type="checkbox"/>	AJ Test	ajeet@altostrat.com to 0 collat
<input type="checkbox"/>	Chromebook Investigation	robert.black@altostrat.com to
<input type="checkbox"/>	HR Investigation	admin_dmcintir@altostrat.cor

Google Apps Vault helps protect your business from legal risks.



Docs

Create rich documents with images, tables, equations, drawings, links and more. Gather input and manage feedback with social commenting.



Sheets

Keep and share lists, track projects, analyse data and track results with our powerful spreadsheet editor. Use tools like advanced formulas, embedded charts, filters and pivot tables to get new perspectives on your data.

The functionality of MS Word, PowerPoint, and Excel are present right here in Google Apps



Slides

Create beautiful slides with our presentation editor, which supports things like embedded videos, animations and dynamic slide transitions. Publish your presentations on the web so anyone can view them, or share them privately.

For every Microsoft 365 suite app, there's a corresponding app from Google

Application Type	Microsoft Offering	Google Alternative
Email + Calendar	Outlook	Gmail + Google Calendar
Spreadsheet	Excel	Google Sheets
Word Processing	Word	Google Docs
Presentation Software	PowerPoint	Google Slides
Instant Messaging	Skype	Google Chat
Video Conferencing	Teams	Google Meet
File Storage and Sharing	OneDrive	Google Drive
Electronic Forms	Forms	Google Forms
Project Sites	SharePoint Sites	Google Sites

And then there's Google Forms. See how a small specialty [ice cream vendor](#) used it to grow business



Google Workspace Performs in the Way Users Expect It to



From small mom 'n' pop stores to mega corporations, thousands of companies around the world have embraced Google Apps, including hundreds in India

The logo for VOLTAS, featuring the word "VOLTAS" in a bold, blue, sans-serif font.The logo for Nilkamal, featuring a blue icon of a cow's head and the text "Nilkamal" in blue, with "India's Favourite Furniture" in smaller black text below it.The logo for snapdeal, featuring a white icon of a hand holding a card and the word "snapdeal" in white lowercase letters on a red background.The logo for KISAN NETWORK, featuring a green circular icon with a hand holding a plant and the text "KISAN NETWORK" in green, with "Smart Deals in Your Hand" in black below it.



Google Workspace seamlessly flows into everyday work of Kisan Network whether it's sending emails, setting up meetings, or creating shared documents and presentations.

At Voltas, Google Forms and Sheets turn event management a breeze by allowing multiple people to work together.



Working together on Google Documents as a team, and making simultaneous changes on documents, is big for both Nilkamal and Origami India, just as it is for Spyder



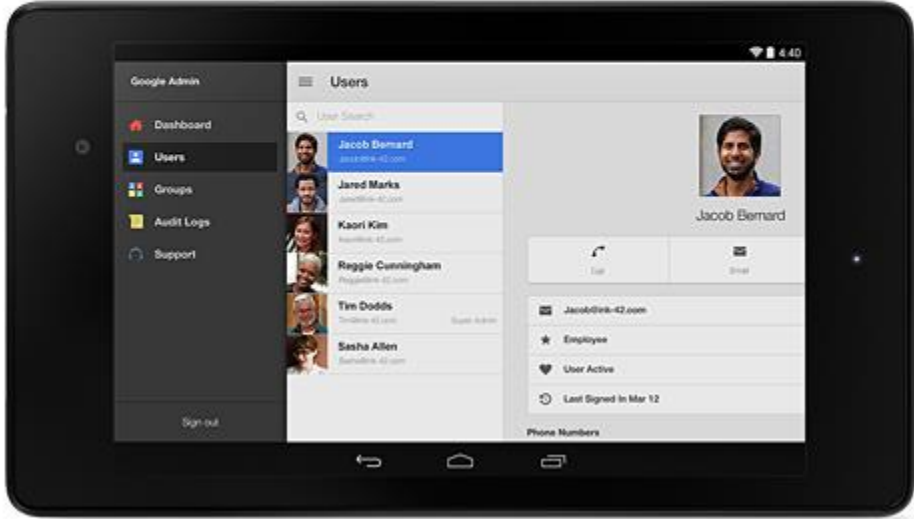
At Snapdeal, employees like the access to each other's schedule, using Google Calendar. Another Indian company, Origami, speeds up the flow of communication between employees and customers with Google Workspace. At Voltas, Google Workspace has ensured that every meeting is captured. Watch the Voltas CIO [explain](#) the shift



Managing Google Workspace Is Pretty Awesome




Managing Google Workspace is easy and comes with enough controls



Controls for securing your devices and data

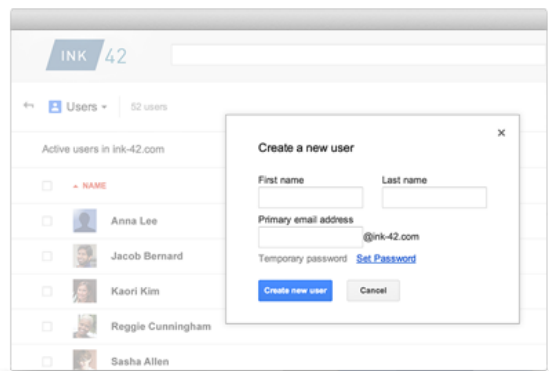
Manage mobile devices, email addresses, security settings and more from the [Google Admin](#) console. Keep all your company data safe, centralized and protected from disruptions such as missing hardware or employee turnover. Your business, your rules.



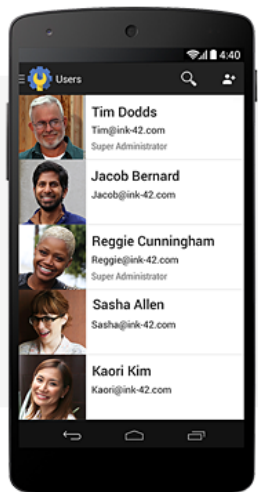
Add and remove users, set up groups, enforce BYOD policies on devices of staff

Security and control

Centralized administration makes setup and management fast and easy. Add and remove users, set up groups, and add security options like 2-step verification and SSO.



The screenshot shows the INK 42 web interface. At the top, there's a header with 'INK 42'. Below it, a navigation bar shows 'Users' with a dropdown arrow and '52 users'. The main content area is titled 'Active users in ink-42.com' and displays a list of users with checkboxes and profile pictures. A modal dialog box titled 'Create a new user' is open, containing fields for 'First name', 'Last name', 'Primary email address' (with a dropdown showing '@ink-42.com'), and 'Temporary password' (with a 'Set Password' link). There are 'Create new user' and 'Cancel' buttons at the bottom of the dialog.



The smartphone screen shows a mobile application interface for user management. It features a header with a gear icon and the word 'Users'. Below the header is a list of user profiles, each with a profile picture, name, and email address. The users listed are: Tim Dodds (Super Administrator), Jacob Bernard, Reggie Cunningham (Super Administrator), Sasha Allen, and Kaori Kim.

Mobile device management

Keep data secure by enforcing BYOD security policies on employees' iOS and Android devices. Use device management to locate lost phones and lock or wipe devices remotely.

Your organization's security is robustly guarded by Google Workspace. Please watch [this video](#):



We Kept the Best for the Last. Jaw-Dropping Prices



Add if all these advantages aren't enough, here comes the clincher. The unbelievable price advantage of Google

Every plan includes

Gmail Drive Meet Calendar Chat Jamboard Docs Sheets Slides Keep Sites Forms

Business Starter	Business Standard	Business Plus	Enterprise
<p>₹125 INR</p> <p>₹210* /user/month</p> <p>Get started</p> <ul style="list-style-type: none"> ✓ Custom and secure business email ✓ 100 participant video meetings ✓ 30 GB cloud storage per user ✓ Security and management controls ✓ Standard support 	<p>₹672 INR</p> <p>₹840* /user/month</p> <p>Get started</p> <ul style="list-style-type: none"> ✓ Custom and secure business email ✓ 150 participant video meetings + recording ✓ 2 TB cloud storage per user ✓ Security and management controls ✓ Standard support (paid upgrade to enhanced support) 	<p>₹1260 INR</p> <p>/user/month</p> <p>Get started</p> <ul style="list-style-type: none"> ✓ Custom and secure business email + eDiscovery, retention ✓ 500 participant video meetings + recording, attendance tracking ✓ 5 TB cloud storage per user ✓ Enhanced security and management controls, including Vault and advanced endpoint management ✓ Standard support (paid upgrade to enhanced support) 	<p>Contact sales for pricing</p> <p>Contact sales</p> <ul style="list-style-type: none"> ✓ Custom and secure business email + eDiscovery, retention, S/MIME encryption ✓ 500 participant video meetings + recording, attendance tracking, noise cancellation, in-domain live streaming ✓ As much storage as you need** ✓ Advanced security, management and compliance controls, including Vault, DLP, data regions and enterprise endpoint management ✓ Enhanced support (paid upgrade to Premium Support)

So, what are you waiting for? Get started today itself with Google Workspace. Proseperity* will handhold you to make it a smooth affair

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*Our Client-Facing Website is <https://www.seosamraat.com>