G-SUITE MANAGEMENT
GUIDELINE

elsa

Guidelines on the use of G Suite provided by ELSA

Why do we use G Suite?

By embracing G Suite for Education, ELSA International has unlocked a variety of benefits tailored to enhance our operational prowess. This comprehensive package of tools serves as a cornerstone for fostering seamless communication and collaboration within our vast network. With G Suite, we not only streamline our daily workflows but also cultivate a cohesive environment where information exchange is effortless and productivity soars. One of the key advantages lies in the unified system G Suite offers, providing a centralised platform that facilitates smooth interactions across all spheres of our organisation. From coordinating projects to sharing resources, the Suite empowers our teams to work flawlessly towards our common goals, regardless of geographical boundaries.

Moreover, G Suite's customization features enable us to personalise our visibility and branding with ease. As a prominent Association, maintaining a distinct identity is paramount, and G Suite equips us with the tools necessary to tailor our communication channels to reflect our ethos and values accurately.

What is G Suite?

G Suite is a brand of cloud computing, productivity and collaboration tools, software and products developed by Google.

G Suite comprises:

- for communication - Gmail, Meet, Calendar and Chat;
- for collaboration - Docs, Sheets, Slides, Forms, Sites and Jamboard;
- for storage - Drive;
- for managing users and services - Admin panel and Vault.

In addition to providing these services for free, G Suite also has enterprise features such as custom email addresses at a domain (@elsa.org in our case), unlimited cloud storage, additional administrative tools and advanced settings, as well as 24/7 phone and email support.

In the event of any technical issues or queries, ELSA International further provides dedicated support through the Secretary General of the International Board and the IT Team. Accessible via email at it-team@elsa.org.

This internal support system ensures that our members receive timely assistance and guidance, fostering a supportive environment conducive to smooth operations and effective collaboration.

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Google Apps

G Suite is a software developed by Google which works mostly in the cloud focused on providing tools to enhance productivity and collaboration.

The Apps available for our use are:

Gmail

Gmail is an e-mail service. The number of mail addresses that you may create is unlimited. All of them are ending with our domain name (*@elsa.org*), those for National Groups have additionally the two-letter ISO codes (e.g. *@at.elsa.org*).

The system is compatible with Microsoft Outlook and other e-mail providers.

Google Drive

Google Drive is a file storage and synchronisation service that we use to store the archive of ELSA, as well as any other relevant data. As Google refers to it "*A place where you can create, share, collaborate, and keep all of your stuff*".

You are able to upload any type of file to the cloud, share them with others and access from any other device. You can use dedicated apps for Microsoft Windows, Linux, Apple macOS, Android and iOS.

Google Docs - Sheets, Slides and Forms

Google Docs, Sheets and Slides are a text editor, a spreadsheet and a presentation program, respectively. You are able to view and edit documents, spreadsheets and presentations together in real-time through a web browser or any other device using native apps. Changes are saved automatically with a revision history keeping track of changes.

Google Forms, meanwhile, is a tool that allows collecting information from users via a personalised survey or quiz. The information is then collected and automatically connected to a spreadsheet, which is shared with the survey and quiz responses.

Google Calendar

Google Calendar, a component of G Suite, serves as an online calendar for scheduling and time management. Integrated with Gmail, it enables easy event creation from e-mails. Features include smart meeting scheduling based on officers availability, public calendars for sharing upcoming events and integration with Google Sites. Moreover, it facilitates effortless migration from Exchange, Outlook, or iCal, and offers visibility into available meeting rooms and shared resources.

Google Meet

Google Meet, a part of G Suite, is a video conferencing platform developed by Google, offering a range of features for seamless communication and collaboration. Users can initiate video calls either one-on-one or in groups, facilitating virtual meetings with all ELSA officers.

The platform integrates seamlessly with Google Calendar, allowing users to schedule and join meetings directly from calendar events.

During calls, participants can share their screens to present slides, demonstrate software or work together on documents. Real-time captions are available to aid comprehension, particularly beneficial for users with hearing impairments or in noisy environments.

Meeting organisers have control over various aspects of the call, such as muting participants, admitting attendees from the waiting room and managing screen sharing permissions. Furthermore, hosts can record sessions for later viewing or sharing with absent participants.

Additionally, Google Meet offers security features like meeting codes (PINs) and encryption of data transmitted during calls to ensure the privacy and security of participants.

Google Chat

Google Chat is a messaging platform within Google Workspace, facilitating real-time communication and collaboration. It integrates seamlessly with other Google Workspace apps, supports threaded conversations, Google Meet integration, bots, powerful search, and robust security features to ensure safe and efficient team communication and collaboration.

Jamboard

Jamboard, is an interactive digital whiteboard, to enhance collaboration and creativity. Features include real-time collaboration, digital drawing tools, and integration with Google Workspace. Users can import content, use sticky notes and templates, and collaborate via mobile devices. Integration with Google Meet allows for seamless collaboration during video meetings.

Google Keep

Google Keep is a versatile note-taking service offering tools for creating text, lists, voice memos, and image notes. Users can easily capture ideas, create to-do lists, and organise information in a single platform accessible across devices. With its intuitive interface and seamless integration with other Google services, Keep simplifies note-taking and organisation tasks.

Google Vault

Google Vault is an archiving and e-discovery service provided by Google Workspace. It allows users to retain, search, and export data for compliance, legal, and investigative purposes. Google Vault supports the preservation of emails, chat messages, files, and other types of data, providing administrators with granular control over data retention and access permissions.

Google Apps available to us are not limited to the aforementioned only, the rest are not as essential to our daily work. However, you will for sure benefit from exploring new ones.

All of these services are available to regular users that are managed by administrators.

Users and administrators

There are two main types of management in the G Suite - users and administrators. The first ones are classified as Board Members of National and Local Groups in ELSA, whereas administrators are Presidents and Secretaries General of National Boards.

A regular user has access to all of the available Google Apps. An administrator has access to them as well, but also by using the Google Admin Console it is possible to i.e.:

- View user list;
- Create a user;
- Rename users;
- Reset password;
- Force password change;
- Add/remove alias;
- Suspend users;
- Delete users;
- View user profile;
- View enabled services;
- View groups;
- View licences;
- View security settings;
- View admin roles.

The use of G Suite for Administrators

Logging in

a) Type into the address bar *admin.google.com*
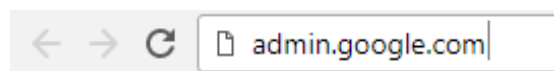
b) Fill in your username and password
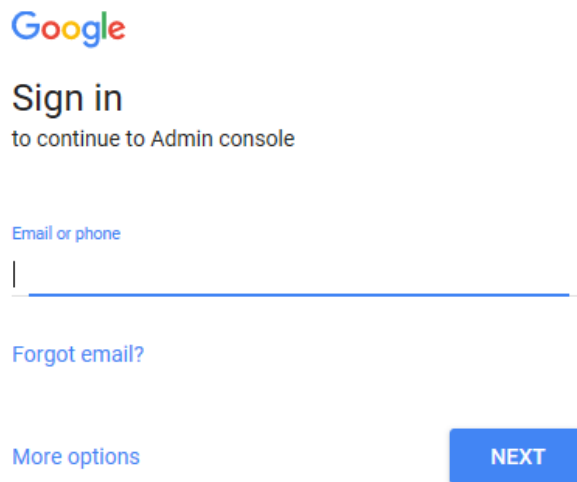
N.B.: In ELSA G Suite administrators are the President and the Secretary General

Accessing Google Services
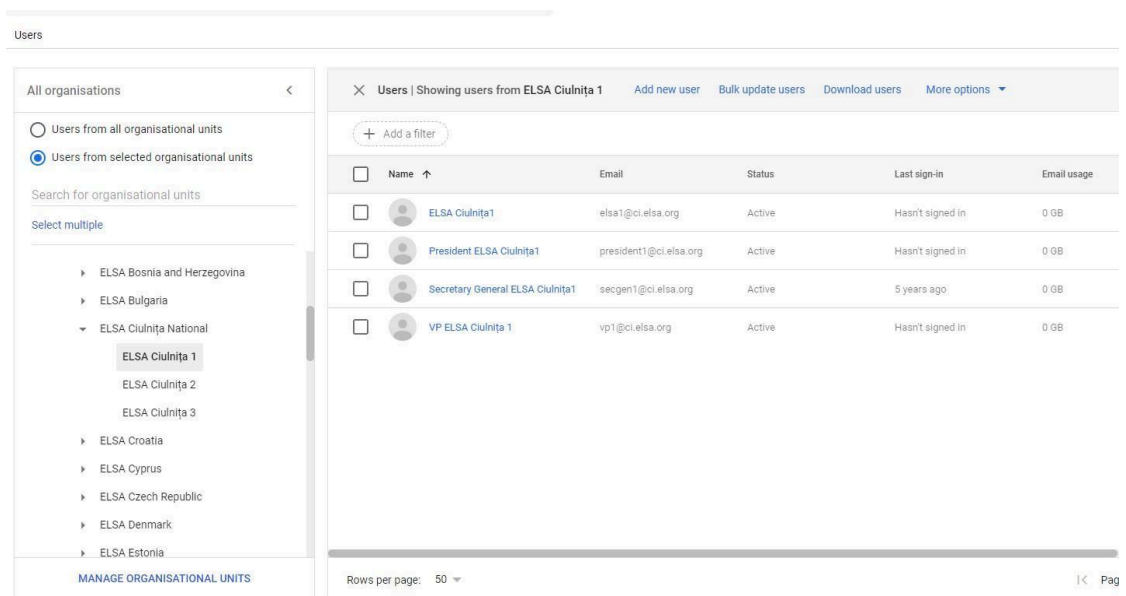
a) Open the list of Google services by pressing the button on the upper right corner as shown in the image.
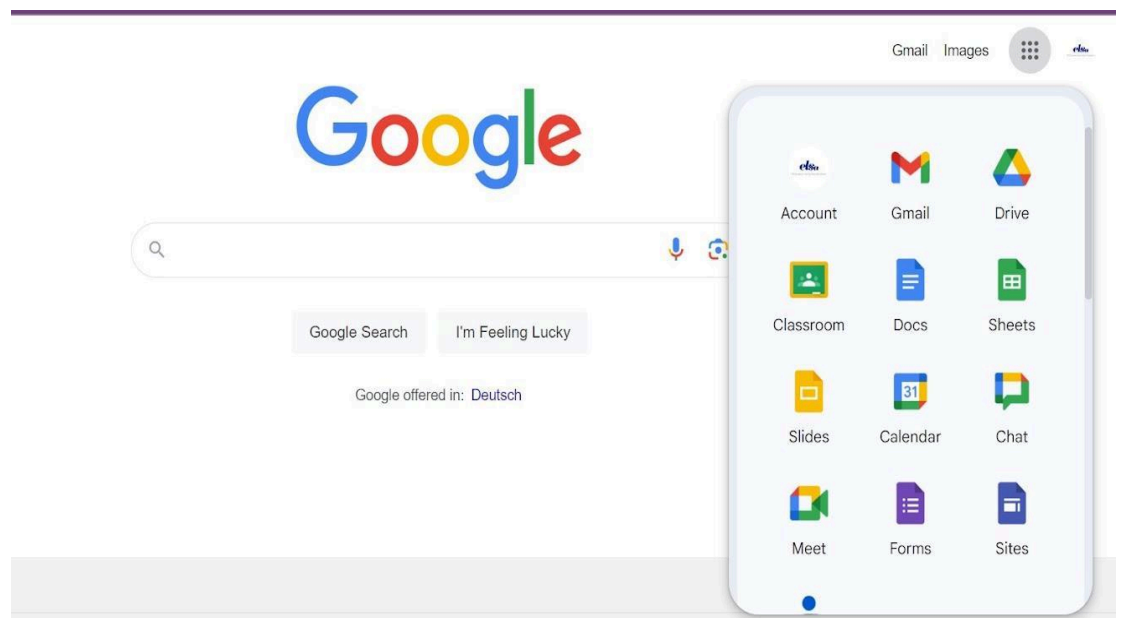
b) Press on the one you wish to use.

Managing Users

a) Access the users list by pressing the Users icon (add, rename and manage users).

b) By pressing on your National Group in the left sidebar you can manage the accounts of your National Board (ELSA Ciulnița in this case) and its Local Boards.

    i. After clicking on the username, you will be redirected to a new panel where you can manage the user's account, such as resetting their password, sending an email, and adding them to a new group.

N.B. *You cannot see the password set by the user, you can only reset it.*

ii.   To add a new user open the main admin console and chose the option *"Add new user"*, follow the instructions given by google. If for some reason there is no option to add a new user, which may be related to missing or limited admin rights contact the IT Team for further assistance at it-team@elsa.org.

Google Groups

Google Groups is a versatile platform that allows Local and National Groups or teams to effectively communicate and collaborate. With the Groups control in the Admin console, Groups or teams can be easily managed and organised. Here's how Google Groups can benefit National and Local Groups or teams:

- **Streamlined Communication**: Facilitate communication among Group members or team members, making it easy to share updates, announcements, and important information.
- **Coordinated Collaboration:** Enhance collaboration within the Group or team by providing a centralised platform for sharing documents, calendars, and other resources.
- **Efficient Access Management:** Simplify access to documents, websites, and calendars by allowing members to share content with the entire Group or team instead of managing individual permissions.
- **Archiving and Search:** Archive discussions and messages for future reference, enabling members to easily search and retrieve past conversations or decisions.
- **Membership Management:** Manage Group memberships efficiently, allowing administrators to add or remove members as needed to reflect changes within the Group or team.
- **Community Engagement:** Foster community engagement by creating forums and collaborative inboxes where members can participate in discussions, ask questions, and provide support to one another.
- **Message Moderation:** Maintain a positive and productive environment within the Group or team by moderating messages before they are shared with the entire Group, ensuring that communications are relevant and appropriate.

a) Adding members outside of the organisation to a Google Group

Open the basic permissions submenu and enable the stetting **"Allow members outside your organisation"** You can also customise the access setting in the submenu.

# Create a Group & Choose Group Settings

You can use Google Groups to create an online group for your team, organisation, class, or other group to do things like:

- Email each other;
- Organise meetings;
- Etc.

You can also change your group's type, name, description, and choose who can join, post, and view topics.

Create a Group

1. Sign in to Google Groups.
2. Near the top left, click **Create group**.
3. Enter info and choose settings for the group.
4. Click **Create**.
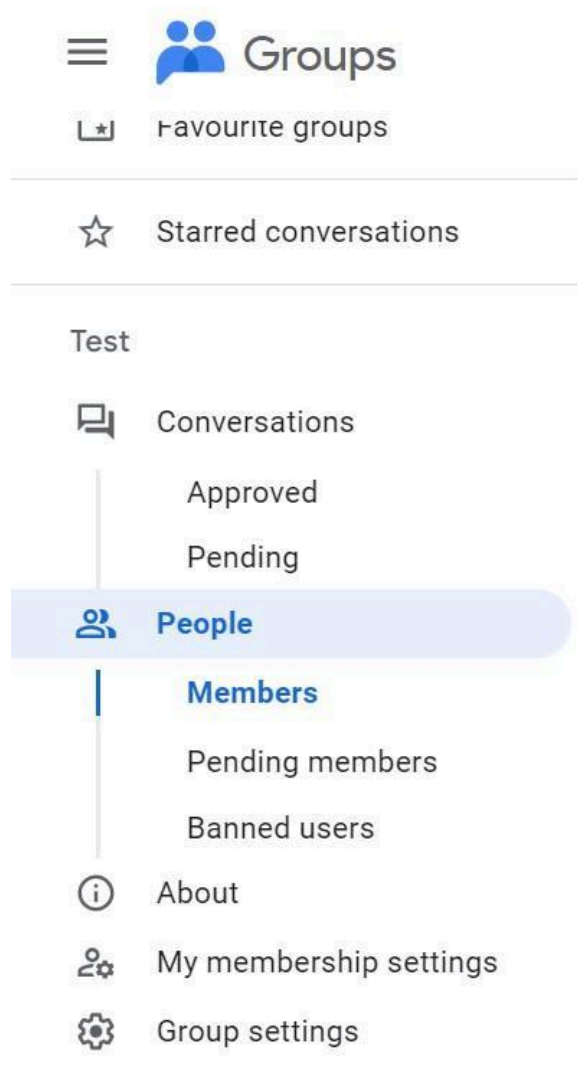
Change the Setting of your Group:

1. Sign in to Google Groups.
2. Click on the desired group.
3. On the left side select "group Setting"
4. There you can menage the name, privacy, mail settings.

Add people to your Group:

1. Sign in to Google Groups.
2. Click on the desired group to which you want to add members.
3. Select on the left side the option "People".
4. Click on "Add members".
5. Enter the email addresses of the people you want to add.
6. Click "Add members" to add the members to the group.

Inviting Users to Your Group

1. Sign in to Google Groups.
2. Click on "Members" on the left.
3. Click on "Add members" at the top.
4. Set the slider next to "Add members directly" to "Off".
5. Enter the email addresses of the people you want to invite.

Exporting Member List

1. Sign in to Google Groups.
2. Click on the name of a group.
3. Click on "Members" on the left.
4. Click "Export list" above the list.

Starting New Conversations

1. Sign in to Google Groups.
2. Click on the name of a group.
3. Click on "New conversation" at the top left.
4. Enter your message.
5. Click "Post message".